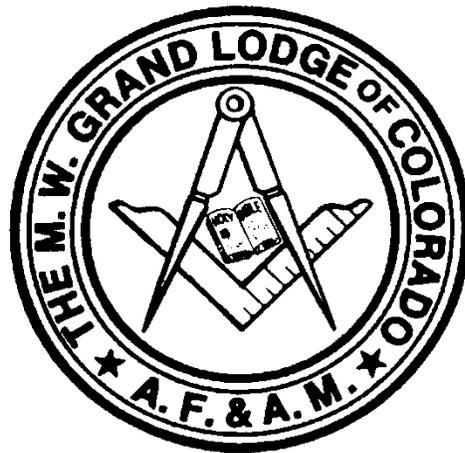


THE
MOST WORSHIPFUL GRAND LODGE
OF
ANCIENT FREE AND ACCEPTED
MASONS OF COLORADO



HANDBOOK
FOR OFFICERS OF CONSTITUENT LODGES

REV. December 2013

The purpose of this booklet is to assemble in usable form those instructions needed to establish uniformity in this Jurisdiction.

It is hoped that the Worshipful Master and the appointed Director of the Work will increase their efforts in instructing the newer brethren and officers, and that this booklet will help us all to pull together in harmony and establish uniformity to create a stronger and more unified Jurisdiction.

All portions contained in this booklet that are in script refer to the laws or regulations that have previously been approved by the Grand Lodge. This booklet is not intended to supplant such laws and regulations but to help you to apply them.

Please use this booklet to arouse enthusiasm and test your ingenuity in conducting the affairs of your lodge. By using the materials contained herein, which are based on the customs, regulations, and laws of the Grand Lodge of Colorado, uniformity can be established to create a smoother working basis on which this Jurisdiction can improve.

This publication was last revised and published by the Custodians of the Work Committee of 2013 led by Right Worshipful Brother David Salberg.

If in using this document you find any further information or improvements you would like to have incorporated, please feel free to submit them to the Custodians of the Work for consideration.

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I. INTRODUCTION

This handbook is prepared to serve as a guide and reference to assist each of the officers in his current and future position in the lodge. In addition to use as a guide and reference, there are several places within this Handbook that contain requirements of the Worshipful Master (WM), the lodge and its officers. Those “directions” and requirements will be highlighted so that there is no confusion regarding interpretation of those “directions” and requirements.

Matters pertaining to ritual and ceremony are covered in the Clear Text Key (CTK), Colorado Craftsman and Uniform Floor Work Pamphlet. Each advancing officer is expected to avail himself of the instruction offered to him in order to become proficient in these important Masonic duties.

A continuing education program should be part of each advancing officer’s intellectual growth. Attendance at such activities as educational seminars, ritual workshops, leadership workshops, gatherings with Past Masters (an important source of knowledge and tradition), visits with the Grand Lecturer and District Lecturers, attendance at Grand Lodge Communications and Masonic Funeral Services will all prove helpful in the formation of better officers and Masons.

THE GRAND LODGE. (Sec. 3 to 65)

The Most Worshipful Grand Lodge of Colorado is a separate Masonic entity, not subject to any higher Masonic organizational jurisdiction. There is no "general grand lodge" to which it is subservient. Essential uniformity of Masonic principles and government is maintained among Grand Lodges through observance of the traditions which are contained in the Masonic Ritual.

The Grand Lodge binds Constituent Lodges together in brotherhood for unity of purpose, Masonic understanding and modes of operation. It sets necessary standards to preserve traditional quality of character, intercourse and behavior. Hopefully it draws guidelines to use time proven moral and spiritual principles directing the Fraternity toward greater achievements and higher human dignity.

Members of the Grand Lodge, who may vote at the Annual Grand Lodge Communication and the Annual Grand Lodge Anniversary Communication and participate in discussions at the will of the Grand Master are: Grand Lodge Officers, Masters and Wardens of Constituent Lodges, Past Grand Masters, Past Deputy Grand Masters, Permanent Members so elected by unanimous vote and members of standing committees. (Sec. 7, 8, 12, 13, 14, 15.)

The first responsibility of Constituent Lodges during the Annual Grand Lodge Communication is to the Grand Lodge. This is essential to cohesiveness and unity of purpose and methods. The three principal officers are expected to attend Grand Lodge if possible, and the Constituent Lodge should schedule nothing to interfere. (Sec. 30, 74, 105).

The List of Lodges, published annually, gives the names of those Grand Lodges and their Constituent Lodges which are generally recognized by the Grand Lodges which our Grand Lodge recognizes as regular. However, there are exceptions brought about by actions of the Grand Lodge of Colorado at its annual communications. Those exceptions which existed at the time of printing are shown at the end of the Colorado section of the List of Lodges.

CONSTITUENT LODGES. (Sec. 66 to 244)

The Constituent Lodge is governed by the Master. He is answerable to the Most Worshipful Grand Master for the administration of his lodge. His powers and prerogatives are indicated by the Ritual and the Installation of Officers in the Clear Text Key and Colorado Craftsman. They are specifically stated in *Sections 104 and 105* of the Book of Constitutions and in Lodge By-laws. The Book of Constitutions is required reading by the three principle officers of the lodge. (Sec. 110)

Occasionally, a Master is overly impressed by his authority as Master. He sometimes fails to heed the often repeated caution to avoid exceeding his powers, and sometimes overrides the wishes of the majority of his brethren in matters in which they should have a voice. He must be knowledgeable and firm, but with a spirit of reasonableness and conciliation.

IMPORTANT RESOURCES

As each officer begins the leadership pathway, he should procure the basic tools for success. These include the following:

1. Grand Lodge of Colorado Book of Constitutions
2. The Book of Forms
3. The By-laws of the Lodge
4. Colorado Masonic Directory
5. Colorado Clear Text Key
6. Colorado Craftsman
7. Uniform Floor Work
8. Colorado Handbook for Officers of Constituent Lodges
9. Current List of Lodges Recognized by Colorado
10. By-Laws of the Temple Association (If Association Exists)
11. List of those Suspended or Expelled from Colorado Lodges

II. QUALIFICATIONS FOR OFFICERS

The outline below provides some of the qualifications which are expected of the officers of Constituent Lodges. The purpose of this outline is to ensure that we are aware of our responsibilities. The qualities enumerated and described herein constitute a formidable list. These qualifications have not always been made clear to new appointees in years past. As the Master considers the potential of his prospective appointees to become an adequate Worshipful Master, and as any officer considers his own development, he must give serious thought to these qualifications.

1. Dedication
 - a. Exemplify purity of life and conduct which demands the respect of fellow man and merits the approbation of God.
 - b. Loyalty to Symbolic Masonry.
 - c. Willingness to spend much time living and working Masonry.
 - d. Be patriotic, purposeful, strong, intelligent and tolerant.

2. Develop capacity to understand Masonic principles.
 - a. Knowledge of the Masonic Ritual.
 - b. Objectivity and sincerity in judgment.
 - c. Forthright in personal, business and Masonic dealings.
 - d. Respect for his lodge and Masonic traditions

3. Have or develop ability to conduct lodge business.
 - a. Memorize and deliver Masonic Ritual for opening and closing lodges.
 - b. Preside over meetings.
 - c. Organize and train (Learn how to make staff assignments and delegate without defaulting responsibility).
 - d. Financial responsibility in personal as well as Masonic affairs.
 - e. Diplomacy.
 - f. Business administration and ability to plan, including budgeting, giving purpose, continuity in long range objectives and coordination with the Grand Lodge programs.
 - g. Develop ability as effective speaker.
 - h. Communicate with all members (including electronically) of the lodge to keep them informed.
 - i. Sound Judgment.

4. Mental and physical stamina.
 - a. Age (at least six years diligent preparation, plus one year as Master.)
 - b. Health: physical and mental.
 - c. Mental attitude: enthusiastic, cheerful, hopeful and realistically optimistic.
 - d. Sound judgment.
 - e. Emotional stability.

5. Social Adequacy.
 - a. Affability ("disagree without being disagreeable").
 - b. Cooperation.
 - c. Leadership.
 - d. Personal appearance.

6. Morality.
 - a. Reliable and honest in all aspects of his life.
 - b. Consistently law abiding, even in small or hidden matters.
 - c. Willingness to take an unpopular or unpleasant position if high principle demands.

7. Family Considerations.
 - a. Family favorably disposed to seven year commitment.
 - b. Family health.
 - c. Financial resources.

8. Decisiveness.
 - a. Willingness to get the facts and make intelligent decisions.
 - b. Take action and see the matter through; stand firm when right, "to say no" and reprimand, as needed (in the spirit of the Fraternity).

RITUALISTIC PROFICIENCY

Possibly, the most basic failure of lodge officers is their failure to learn, respect and understand the ritual. We are often reminded that "Ritual is not all of Masonry", to which we may reply "Neither is the foundation of your entire house." Knowledge of the ritual is basic to the understanding of Masonry. As we study to commit our ritual to memory, we gain insight into its deeper, more personal meanings to a degree not otherwise possible. Each officer is expected to prepare himself for the duties of the next higher office before taking that office. **He should be prepared to move up two chairs for opening and closing on all three degrees prior to election/appointment.**

SUGGESTED PLAN FOR OFFICERS LEARNING

In an effort to provide a clear path of learning, there are two approaches outlined herein. The first path is **required** by a decision put forth by Most Worshipful Brother Ben Crosno in 2001. **It is imperative** that the three principle officers of a lodge be able to open and close on all three degrees and to be able to conduct a Masonic Funeral Service. This first path provides a simple way to obtain that objective and is contained in Table 1.

Table 1. Officer Education to fulfill requirements of each office.

	Perform	Learn
Junior Steward	EA proficiency. Perform JS parts for all degree work	FC proficiency (if not done previously). Learn SS parts for all degree work
Senior Steward	FC proficiency. Perform SS parts for all degree work	MM proficiency (If not done previously). Learn JD parts for all degree work
Junior Deacon	MM proficiency. Perform JD parts for all degree work	Learn SD parts for all degree work
Senior Deacon	Perform as SD on all three degrees	Learn Masonic Funeral Service and JW parts for all degree work
Junior Warden	Open and Close and move up and down for all three degrees. Be proficient in Masonic Funeral Service. Perform JW parts for all degree work	Learn SW parts for all degree work
Senior Warden	Open and Close and move up and down for all three degrees. Be proficient in Masonic Funeral Service. Perform SW parts for all degree work.	Learn WM parts for all degree work
Master	Open and Close and move up and down for all three degrees. Be proficient in Masonic Funeral Service. Perform WM parts for all degree work.	

For those officers that want to learn all the work/ritual, **Table 2** has been developed to provide a path that would enable him to do so. If this path is followed, when in the East, the WM will be able to perform every part/section of all three degrees when combined with the requirements contained in Table 1 above.

Table 2. Officer Education Path for all Degree Work/Ritual

	Perform	Learn
Junior Steward	1st Ruffian and both questions and answers for EA Proficiencies (If not done previously)	Both FC Proficiencies (if not done previously), 2nd Section of EA and 2nd Ruffian for MM degree
Senior Steward	2nd Section of EA, 2nd Ruffian for MM degree and both FC Proficiencies (If not done previously)	Both MM Proficiencies, 3rd Section of EA and 3rd Ruffian for MM degree
Junior Deacon	3rd Section of EA, 3rd Ruffian for MM degree and both MM Proficiencies (If not done previously)	2nd Section of FC and 1st FC of MM degree
Senior Deacon	2nd Section of FC and 1st FC of MM Degree	1st Section and Charge for EA, 2nd FC for MM degree and 3rd Section of FC degree.
Junior Warden	1st Section and Charge for EA, 2nd FC for MM degree and 3rd Section of FC degree.	1st Section and Charge for FC. Historical Lecture and 3rd FC for MM degree
Senior Warden	1st Section and Charge for FC. Historical Lecture and 3rd FC for MM degree.	1st and 3rd Sections and Charge for MM including King Solomon and Hiram
Master	1st and 3rd Sections and charge for MM including King Solomon and Hiram.	

OFFICER COMPETENCE IN MASONIC LAW

The Grand Lodge requires (*Sec. 110*) the Worshipful Master, Senior Warden and Junior Warden to read or hear the reading of the Book of Constitutions and report compliance to the Grand Lecturer within two months after their annual election. A more adequate working knowledge of Masonic Law is needed. Aids to acquiring such knowledge will be found in the documents listed above under Important Resources and reference to *Sec. 2, 3, 4, 5, 6, 66* and generally throughout the Book of Constitutions. Special emphasis should be placed on reading and using this document. Thorough study of the law is time well spent in preparing to meet each problem the Master may be called on to face. The first apparent answer to any question is not necessarily the correct solution; he should explore all approaches to a solution before making his decision.

ADMINISTRATIVE ABILITY

The word administration is too much neglected in conducting the affairs of the lodge. Too often it suggests an endless shuffling of papers and impersonal decisions. Instead, it should begin with the individual Brothers who have specific qualities and specific needs, binding brother to brother in

fraternal love and understanding. Good administration will enable the officers to remember to perform those acts of kindness and consideration that we all like so much to receive and are so prone to neglect. Administration is not an end in itself; it is a means to specific Masonic performance. Specifically, it will help you to:

1. Express by word and deed to your visitors, your candidates, your indisposed members, widows and orphans and all brethren your sincere concern for them.
2. Develop your officers to a high degree of competence to do good work in all respects.
3. Organize the work of your lodge so that nothing is neglected. In addition to the business management and ritualistic functions:
 - a. See that the widows, orphans, and the unfortunates are aided and comforted.
 - b. Investigate the personal circumstances of a brother who is about to be suspended for nonpayment of dues.
 - c. Greet the proven Masonic visitor and make him feel welcome.
 - d. Provide/arrange resources for Masonic Education.

III. DUTIES OF THE OFFICERS

The following serves as a checklist of many of the functions required of the officers of an active lodge, and a logical distribution of assignments. The list is by no means complete and the assignments are only suggested. The Master may assign many of them to other officers, but they are duties to be performed in virtually every lodge. The Master must make his assignments clear cut, stating what and when, and follow up periodically to see that they are being carried out. The list elaborates, rather than supplants, the instructions in the Installation of Officers, the Ritual, the lodge By-Laws and the Colorado Book of Constitution. All should be studied thoroughly and applied thoughtfully within the framework of law, tradition and good management.

It is the responsibility of all officers to attend and participate in Workshops and Seminars when held within the Sector or District.

TILER

The appointment of Tiler of the lodge is of extreme importance, especially if the Tiler is considered part of your lodge progressive line. Just as the Tiler's sword is used as a symbol to guard against the approach of cowans and eavesdroppers, so should it admonish us to set a guard over our thoughts, words, and actions, "thereby preventing" the approach of every unworthy thought, word, or deed and preserving consciences void of offense toward God and toward man. He should be prepared to:

1. Comply with all elements of the charge given when installed.
2. Be prompt and early at all lodge meetings.
3. See that all paraphernalia is kept clean and in good repair.
4. Inform the Master of a visiting brother to be examined for admission.

CHAPLAIN

The textbook of the Chaplain is that Great Light in Freemasonry which forever sheds its rays upon every lawful assemblage of Masons. He has the obvious duties to:

1. Comply with all elements of the charge given when installed.
2. Open and close all meetings with prayer.
3. Attend lodge Masonic Funeral Services and give the prayers of that service.
4. Memorize and present prayers for all three degrees as well as other prayers required for the degree ritual.

MARSHAL

Consider the office of Marshal with equal importance as that of other offices. It is a station of learning and observation. It is his duty to:

1. Comply with all elements of the charge given when installed.
2. Present and/or retire the flag of the United States when so ordered.
3. See that all lodge paraphernalia is in place for all Stated and Special meetings.
4. See that all paraphernalia is put away at the close of lodge.
5. Prepare the lodge for the second section of both the second and third degrees.
6. Know and understand the logistics of a Funeral Service.

JUNIOR STEWARD AND SENIOR STEWARDS

They should be prepared to:

1. Comply with all elements of the charge given when installed.
2. Become proficient in rod and floor work.
3. Assist in the preparation of the lodge's refreshments.
4. Aid in making visitors feel welcome.
5. Attend to other such duties as may be directed by the Worshipful Master.
6. Comply with contents of Table 1 and/or 2 under Officer Education.

JUNIOR DEACON

It shall be the duty of the Junior Deacon to be the messenger of the Senior Warden. His duty is the custody of the outer door. He permits no one to enter or retire without consent from the Master. He should be prepared to:

1. Comply with all elements of the charge given when installed.
2. Reach a high degree of proficiency with the rod and its use.
3. Proceed with a study of the Book of Constitutions and the By-laws of the Lodge.
4. Attend to such other duties as may be directed by the Worshipful Master.
5. Comply with contents of Table 1 and/or 2 under Officer Education.
6. Capable of examining visiting Brethren.

SENIOR DEACON

The Senior Deacon is the messenger of the Worshipful Master. His most important duty is to welcome visiting brethren and introduce them to the lodge members so that they will feel at home. Both ritual and floor work are a part of the required operation of this station. He should be prepared to:

1. Comply with all elements of the charge given when installed.
2. Prepare the ballot box and collect the ballot on the order of the Worshipful Master.
3. Proceed with the study of the Book of Constitutions and the By-laws of the Lodge.
4. Comply with contents of Table 1 and/or 2 under Officer Education.

SECRETARY

The duties of the Secretary and the importance of his office cannot be emphasized too strongly. His records are a part “of the story of the lodge”. Prompt attendance to all business as well as neat and complete minutes and records are a must for this office. A Secretary should never be late at the meetings, but should be there in time to have everything in readiness so all business may be conducted at the pleasure of the Master. The Secretary should familiarize himself with his duties in the Book of Constitutions, the Secretaries Handbook, “E-Secretary” and the By-laws of the Lodge. It is his duty to:

1. Comply with all elements of the charge given when installed.
2. Make Monthly and Annual Reports to the lodge and to the Grand Lodge. (*Section 68*)
3. Keep an up-to-date register of all members.
4. Keep in trust the Seal of the lodge.
5. Provide guidance and interpretation on the Book of Constitutions
5. Deliver to his successor all books, papers, records, vouchers, etc.

TREASURER

This officer is the lodge banker and should adhere to good business practices and habits. Receipts, records and monthly reports of expenditures and income are his responsibility and duty to the Lodge. It is his duty to:

1. Comply with all elements of the charge given when installed.
2. Give periodic reports on the accounts as the lodge may require or as minimum once a year. (*Section 109*)
3. Deliver all lodge funds, books, vouchers, and all documents to his successor.

JUNIOR WARDEN

The Junior Warden is primarily a liaison officer or coordinator of activities, with particular attention to providing refreshment. Usually the Master and the Senior Warden have more work to accomplish than time permits, therefore the Junior Warden is the one looked upon for assistance. The duties of the Junior Warden are:

1. To comply with all elements of the charge given when installed.
2. Promptness and regular attendance at all lodge meetings and special social functions.
3. Assisting the Senior Warden in "special functions".
4. Carrying out any duties assigned by the Worshipful Master.
5. Continued study of the Book of Constitutions, the Grand Lodge Officer's Handbook and the By-laws of the Lodge.
6. As a minimum comply with contents of Table 1 Officer Education.

SENIOR WARDEN

It shall be the duty of the Senior Warden to serve as an assistant to the Worshipful Master in the government of the lodge. It should be for him a year of planning, keeping in mind that a primary duty upon reaching the Master's Chair is "to set the craft to work and give them proper instruction". The obligations of the Senior Warden are:

1. To comply with all elements of the charge given when installed.
2. Know the business of the lodge and have a working knowledge of all committee work, the progression of candidates and upcoming events.
3. Have a working knowledge of the finances of the lodge. In some cases develop and present the next year's budget (Lodge By-Laws may dictate this).
4. Observe the various brethren who would best fulfill the duties of a line officer, because next year he must appoint new officers. He should consider:
 - a. Does the selected brother have the time to devote several years of sincere application to the lodge?
 - b. Will the appointment conflict with his vocation?
 - c. Does his family support him in his endeavor to become a devoted worker and lodge officer?
 - d. Has he initiative and good personality?
 - e. Is he capable of memorizing and presenting the work and lectures?
 - f. Will he develop into a leader?
5. Plan for year as Master. Set up a calendar of events.
6. Continued study of the Book of Constitutions, the Grand Lodge Officer's Handbook and the By-laws of the Lodge.
7. As a minimum, comply with contents of Table 1, Officer Education.

WORSHIPFUL MASTER

The Worshipful Master has been elected by his brethren to fulfill the highest honor which can be bestowed upon a Master Mason. No Mason should begin climbing the flight of stairs to the Master's Chair in the East without first pledging to himself that he will dedicate and devote all his energy and zeal to fulfilling his duties to the best of his ability. The trust placed in him by the brethren should never be violated. A successful Master will:

1. Comply with all elements of the charge given when installed.
2. Call the lodge to order in stated meetings at the time and place set forth in the by-laws.
3. Schedule "Special Communications" when required.
4. Preside at all meetings of the lodge. (*Section 105*)
5. Control all debate and preserve good order, as well as harmony within the lodge.
6. Oversee the voting within the lodge and see that each member present casts a vote.
7. Prohibit the discussion of religious or political matters in the lodge room.
8. Be intimately familiar with the Grand Lodge Officer's Handbook, the Book of Constitutions, and the By-laws of the Lodge.
9. See that communications are answered and degree work exemplified with dignity consistent with the requirements of the Grand Lodge.
10. Carefully select/appoint all appropriate officers and committees of the lodge.
11. Sign or approve all orders or vouchers drawn on the treasury after lodge approval.
12. Temporarily fill all vacant stations and places with proficient members.
13. Make immediate personal contact with the family and offer assistance upon notice of the passing of a brother or a member of his family.
14. Represent the lodge at all Grand Lodge Annual Communications.
15. Comply with contents of Table 1 under Officer Education.

PROMOTING THE MASONIC MESSAGE

Your lodge should develop a plan to promote a favorable public image for your lodge in your community. Adopting a community project will help spread the message of Freemasonry.

IV. LEADERSHIP

Being a Masonic leader requires a considerable amount of time, training, and work plus a sense of duty toward his brethren. The leader draws from past experiences and gains knowledge from successful and progressive endeavors.

PLANNING AND COMMUNICATION

As with any management responsibility, certain activities are vital to successful functioning, e.g., careful planning, accurate and consistent communication and appropriate delegation and evaluation of results. If lodge leaders conscientiously employ the following steps to good planning, they will be much more likely to achieve the desired outcome:

1. Identify problems.
2. Prioritize.
3. Set goals and commitments.
4. Set a time schedule to meet goals.
5. Initiate action steps to achieve goals.
6. Assign authority for carrying out the steps.
7. Identify resources.
8. Monitor the lodge budget.
9. Oversee progress toward achievement.

The Master and his officers should meet regularly to discuss the problems of the lodge, to divide the work assignments, and through group discussions give frank and honest opinions of how they can best help each other and enhance the progress of the lodge. The meetings cannot be haphazard affairs, but must be well planned. The Master should, well in advance, prepare an agenda to be discussed and distributed it to all those whom he expects to be present. It is important to establish a continuing program of events that have proven successful in your lodge. Give all new ideas a fair trial. Gradual changes are more easily instituted than radical ones.

When you call an Officers meeting, open promptly, conduct your business efficiently and close in a timely manner.

V. SUGGESTED COMMITTEES AND COMMITTEE APPOINTMENTS

Committees are appointed to facilitate the transaction of lodge business. There are two kinds; standing and special. Standing committees are those required by the Grand Lodge or provided for in the By-laws of the Lodge. Special committees are those referred to by a particular project or report; all are appointed by the Worshipful Master and all report to him. The Master is an ex-officio member of all committees. The number of members on a committee is determined in the By-laws of the Lodge or by the Master. Some general rules for the operation of a successful committee are:

1. Select active, enthusiastic members.
2. Follow the planned agenda of the committee chairman.
3. Start on time, work your plan and adjourn on time.
4. Give advance notice of each meeting in writing so all can arrange to be present; then call and remind each member a day or two in advance.
5. Keep a written record of important items of each meeting.

The Master of a lodge does not have time to implement his lodge program alone; he must rely on committees. **Committee appointments must be planned and set up by the Senior Warden before he is installed as Worshipful Master.** He may announce his intended appointments when elected as Master to become effective immediately after his installation or as soon as possible thereafter. An appointment to a committee should not be made without first asking the brother if he is willing to accept the duty and finish the task assigned. Committees fall into several categories, namely:

1. Committees required by the Grand Lodge.
2. Committees established by Lodge By-laws.
3. Ad-Hoc committees appointed by the Master.

Qualifications to be considered in selecting brethren to serve on various committees are:

1. Ability to perform the task assigned.
2. Interest in the particular work of the committee.
3. Deep sense of responsibility.
4. Willingness to give the time needed to carry out the duties assigned.
5. Ambition for leadership, organization and teamwork.

The following is a suggested list of committees within a lodge:

BUDGET COMMITTEE - Consists of three to five members, depending on the size of the lodge. It is recommended that the SW chair this committee and that the Secretary, Treasurer and sitting Master be assigned as members. **(All lodges should operate from a budget).**

MEMBERSHIP COMMITTEE

A Membership Committee may well be the most important committee in the lodge and should be one of the first that the Master appoints. A great deal of care in selecting these appointments will pay real dividends in the future. Look first to those members who have a wide acquaintance in the community and possibly some from the ranks of those members who have not been active. **Remember, we must have members to survive. Membership is too important to be left to chance. However, in all cases we MUST guard the West Gate by exercising care in whom we admit as members!**

Develop a Lodge Membership Information Form. A Lodge Membership Information Form should be developed to determine the interest and abilities of each new member. The Membership Committee should use this form to assemble information in regard to the membership of its lodge. The form provides an excellent means of emphasizing the importance of each member to the lodge and of detailing the talents available for lodge activities and support.

REFRESHMENT COMMITTEE

This committee usually consists of the Junior Warden and the two Stewards. This committee must work closely with the Budget Committee.

RITUAL COMMITTEE

Assign a **Director of the Work** as chairman of this committee. (This should be an active committee.) This committee is responsible to see that all ritual is done in an exemplary manner. The Chairman of this committee should work with the District Lecturer to arrange for training and instruction for his Lodge.

EDUCATION COMMITTEE

This committee usually consists of the Lodge Education Officer, as chairman, with two or three interested members. It is the duty of this committee to plan educational programs and events for the brethren and their families. They also provide information and knowledgeable answers to all matters pertaining to the history and philosophy of the Craft.

LODGE MEMBERSHIP CONSERVATION (Retention) COMMITTEE

This committee can be the most important to your lodge. Three to seven members are recommended with the following duties:

1. Visit resident members in their homes to encourage lodge attendance and to promote Masonic principles.
2. Call on brethren who are in arrears with dues payments and report cause to the lodge.
3. Contact all Brothers whose progress in degree work have been delayed, and report the reason for the delay to the Master.
4. Call on shut-in, sick, distressed and elderly brethren of the lodge.
5. Work closely with the Membership Committee

RETAINING MEMBERS

1. Keep your members active:
 - a. Develop projects within the lodge – learning and memorizing degree work.
 - b. Keep your lodge clean and neat, and maintain the pride of your lodge.
 - c. Work on recruiting new members.
 - d. Make them feel welcome.
 - e. Include families when possible.
2. Keep members excited by:
 - a. Helping widows.
 - b. Sponsoring youth organizations.
 - c. Giving scholarships to youth.
 - d. Having a Table Lodge.
 - e. Having fellowship dinners .
 - f. Making your installations special.
 - g. Having prospective Candidate nights.

- h. Visiting other Lodges.
- i. Conduct an open house.

PUBLIC RELATIONS COMMITTEE

This committee should be selected with care. Members should be well qualified, as well as demonstrate some knowledge of the communications field. Effective public relations are one of the most positive ways to spread the word about Freemasonry. A competent Public Relations Committee is the key.

FUNERAL SERVICE COMMITTEE

This committee should not only see to the service and wishes of the family, but also set up a method within the lodge to notify all of the brethren of the time and place of a Masonic service.

GRIEVANCE COMMITTEE

The Committee on Grievance should be appointed by the Worshipful Master at the time of his installation and should consist of at least one Past Master as Chairman and two other members (unless specified in the Lodge By-Laws) to who all matters of difference between the brethren shall be referred.

VI. RECEIVING A PETITION for the DEGREES

A petition, having been completed by the petitioner and delivered to the Secretary with proper recommendation and fees is read to the lodge at the proper time. The Worshipful Master then inquires of the lodge whether there be any objection to "receiving" the petition (*Sec. 149d*). If there is one objection, the petition is promptly referred to an investigating committee (*Sec. 161*). If there are two objections, the petition and fee are returned to the petitioner by the Secretary. No explanation is required of the Brothers objecting.

INVESTIGATING COMMITTEE

The mechanics of investigating a petitioner for the Degrees of Masonry are covered by the Book of Constitutions (*Sections 159 thru 170*). The purpose of the investigation is to learn enough about the petitioner's character, and to determine if he is an acceptable candidate for Masonry. The responsibility of all members of the Committee cannot be over stressed. Each member must satisfy himself of the qualifications of the petitioner before giving his recommendation. If one member of the committee is not in agreement with the other two, he must report his findings and recommendations separately. All members of the committee shall report, collectively or separately, as the case requires. It is recommended that **the members of the committee be made up of a Past Master, an experienced Master Mason and a newly raised Master Mason if possible.**

If the petitioner is relatively a newcomer to the jurisdiction of the lodge, inquiries by letter, telephone, or by personal investigation must be made to the place of his former residence. The best sources of information are the lodge near his former address, the minister, police or sheriff's

department, former employers, business associates and neighbors. **It is highly recommended that a criminal background check be completed as part of the investigation.**

All contacts with family and references must be conducted with courtesy and in confidence. Neither the Committee, nor any of its members shall divulge or indicate in any way to the petitioner or anyone else outside the tiled lodge the outcome of the investigation. The Committee reports its findings to the lodge, after which a ballot is required to elect a petitioner to receive the degrees. *(Section 175, 177, 180 – 184)*

A man in the Armed Forces who is frequently transferred is especially difficult to investigate. Such cases call for extra skill and diligence by the Committee. The investigation shall be no less thorough.

While the primary duty of the investigator is to learn all he can about each applicant for membership in the Fraternity, he has a valid opportunity, and consequently duty, to tell the applicant, his wife and family something about Freemasonry and its mission. The applicant should be informed as to what is expected of him in regards to his participation in the activities of the lodge.

Below is a guide that might be used during the investigation. These are suggestions only for the investigator and some of the things to keep in mind by them during their investigating. Prior to the investigation, the committee, either the chairman or the body should talk to the first and second line signers. As a minimum, the following questions should be asked:

1. How long has he been personally acquainted with the petitioner?
2. How well does he know him?
3. Is there any hesitancy in recommending him for the Degrees?

The following are things to be done/considered during the interview:

1. Visiting the applicant in his home – It is not necessary to burden the family with three separate visits, but all members of the committee should visit the family and all should participate in the discussion. Any Committeeman may make such additional inquiries as he deems necessary. During the discussion, seek to learn his motives for wanting to join Masonry and what influenced him to apply. A visit with the applicant in his home to observe his home life and to talk to members of his family is an important part of the interview. The interview should be informal and in the presence of the family. They should be made to feel at ease. The family should be informed that all members of the Craft are expected to give some of his time each month to memorize ritual work and therefore the applicant may isolate himself at times to accomplish this task. The investigator should tell them about some of the work which Freemasonry does in the community.
2. Domestic and Financial - Does his home life appear to be happy? How does he spend his spare time? Does his appearance and surroundings indicate that he can afford the initiation fees and dues?

3. Moral Standards - Is he profane or foulmouthed in speech? Does he have a criminal record? Has he ever been convicted of a felony? Does he abuse drugs or alcohol?
4. Belief in God - Does he believe in the sanctity of an oath and would an oath of secrecy conflict with the teachings of his faith?
5. Other Organizations - of what other organizations is he a member? This is essential only in that some organizations are opposed to Freemasonry and the applicant should be made aware of this in order to avoid future conflicts.

When a brother is selected to serve on an Investigating Committee, he is entrusted with a very real challenge and a most important Masonic duty. While all Masons must protect it, he becomes the special guardian of our very life line. This duty, well done, is a distinct service to its Petitioner, to the lodge and to the whole Craft. He has exercised care "to preserve the reputation of the Fraternity unsullied."

To simplify the interview, here are six little words that may also help you in making a proper investigation:

WHO, WHAT, WHEN, WHERE, WHY AND HOW.

- WHO - is he (not just a name)
does he know and associate with
- WHAT - are his reasons for petitioning Masonry
is his profession
is his standing in the community
is his general reputation on the job
is his attitude toward God
is his expectation regarding the Fraternity
- WHEN - did he become interested in Masonry
did he move into this jurisdiction
- WHERE - has he lived
does he spend his leisure time
- WHY - is he petitioning at this time
- HOW - does he intend to serve Masonry
can he serve the lodge

VII. A GUIDE TO LODGE FINANCES

BUSINESS MANAGEMENT OF THE LODGE

Business management of all lodges requires the careful attention of all officers and members, particularly of the Worshipful Master, Treasurer and Secretary. All officers are entrusted with the duties and responsibilities of operating the lodge in the most prudent, fraternal and businesslike manner. This requires due attention to the necessary record keeping and all aspects of control of properties belonging to the individual lodge. This important activity is part of the administrative responsibilities, and is directly concerned with membership, attendance, lodge activities, social activities, finances, property and building programs, maintenance, repair and improvement. The financing and business management of lodge activities will, in a large measure, mean the success or failure of all lodge endeavors. This does not differ from the success of a business or family, and requires careful attention to income, expenses, investments and plans for the future operations in a solvent manner.

An ACTIVE Finance Committee is essential to review the lodge income and expense statements, including the budget, and to summarize the financial programs for ready review by the Worshipful Master and membership. The Finance Committee should review the lodge financial operations at regular intervals. The officers should likewise review the current financial statements, to ascertain trends and be in a position to act if occasion requires.

The Lodge Treasurer and Secretary should cooperate in this endeavor so that all can be informed of the financial condition on a current program.

THE BUDGET

The lodge annual plan should be outlined well in advance of each Masonic year. A budget covering both income and anticipated expenses will be drawn up and discussed among the officers, and then presented to the membership to acquaint all with the problems, financial obligations and objectives. In this manner, a business-like approach can be taken toward the financial affairs, and the officers can establish some operating guidelines for each year.

The budget is a necessary instrument in the successful operations of a lodge, and should be used as such. Provision should be made for its use to include all known activities, and also a provision for contingencies or emergencies which may arise. Are the current dues adequate to accomplish the goals on an annual basis, including the Grand Lodge per capita (when required)? Does the lodge have any reserves to finance future planned programs, future events, such as 50 year or 100 year observances, etc.

Each lodge has their own unique budgeting requirements. It is suggested that a line item budget be presented and used to set the next years dues. Budgeting using income as an offset will not work and possibly leave you short. **The budget should be predicated on expenses only.** Once the budget has been set, simply divide the budget total by the number of members. This will result in the dues for the next year. If the dues resulting from that budget are not acceptable, revisit each line item for possible adjustment until such time as the dues are found acceptable by

the members of the Lodge. As a reminder, a change in dues requires a change to the Lodge By-Laws (*Section 141*). Below is just a sample of what might be included in your budget.

SAMPLE FORM FOR THE LODGE BUDGET (*This is a sample only*)

ANTICIPATED EXPENSES

Grand Lodge per-capita	\$ _____	
Rent	\$ _____	
Real Estate Taxes	\$ _____	
Insurance	\$ _____	
Utilities	\$ _____	
Salaries (Custodian, Sec., Tyler, etc.)	\$ _____	
Withholding, Social Security tax	\$ _____	
Funeral Expense	\$ _____	
Telephone	\$ _____	
Printing & postage	\$ _____	
Gifts, PM Aprons, Jewels, etc.	\$ _____	
Garment Cleaning	\$ _____	
Entertainment	\$ _____	
Lodge Charity/Benevolent Fund	\$ _____	
Refreshments	\$ _____	
Paraphernalia	\$ _____	
Fund for Repairs & Maintenance	\$ _____	
Rent payment	\$ _____	
Miscellaneous	\$ _____	
Total Anticipated Disbursements		\$ _____
Dues based on Total Expenditures		\$ _____

VIII. TIPS ON CONDUCTING A STATED MEETING

The details for conducting a business meeting are not taught by the Grand Lodge, but may be found in the Lodge’s By-laws. The following ideas and suggestions are presented only as a guide to make the business portion of the stated meeting easier to conduct.

THE PRESIDING OFFICER

When you are presented with the gavel of your lodge, you are assuming the obligation of “ruling the Craft with regularity,” not just “stumbling through the meeting.” The difference can be found in three words: (1) planning, (2) knowing and (3) doing. In other words, it takes preparation and time to be a skillful presiding officer.

The planning begins when you decide the purpose of the meeting. The regular business of the lodge must be conducted at a stated meeting. Thus, an agenda or order of business must be planned and prepared. Sometimes phone calls will be necessary to contact Officers or Chairman of committees who should have reports ready for presentation. In brief, a successful presiding officer will:

1. Preside in an orderly and dignified manner.
2. Stick to the subject under discussion.
3. Govern with authority, but with justice.
4. Speak clearly and concisely so all can hear.
5. Avoid arguments and quarrels, but hear all sides.
6. Decide on a point of order. Your decision is final.

STATED MEETINGS

The ritual provides you with explicit duties in opening and closing ceremonies, as well as in degree work and in conducting all rites. Prepare yourself to perform those duties in a dignified and impressive manner. The business of the lodge should be orderly and properly deliberated. All communication within the lodge must be directed to or through the Master. The Master should insist at all times that all business of the lodge be transacted in an orderly manner. Any brother who desires to speak shall rise and be recognized before he speaks. When recognized he is to give the proper sign before speaking. This applies to anyone who desires to make a motion, to second a motion, to discuss points raised in a motion or to comment on the subject under discussion. Anyone endeavoring to deviate from this procedure should be called to order by the Master. Only one Brother shall have the floor at a time. Roberts Rules prevail in lodge meetings when they are not in conflict with our Masonic law.

PARLIAMENTARY LAW FOR THE MASONIC LODGES

The information provided in The Book of Constitutions will be of great value in answering questions which may arise on occasion.

Form of making a motion - To obtain the floor, rise, and when recognized by the Worshipful Master, give the proper sign and speak.

“Worshipful Master, I move that _____.” or “Worshipful Master, I move the adoption of this report,” or “Worshipful Master, I second the motion”.

The Worshipful Master putting a motion to vote states:

“Brethren, it has been moved and seconded that (repeats the motion).” “Is there any discussion?”

The Worshipful Master may rule that no member should speak more than once on a motion until all others have spoken. This will give other members an opportunity to express their view. The

member making the motion may be permitted by the Worshipful Master to speak more than once on the motion in reply to questions.

The Worshipful Master stops further action on the motion by gaveling and stating:

“All in favor of the motion signify by the voting sign of a Mason.” “All opposed by the same sign.” “The motion is carried,” (or “defeated.”)

Amendments to a motion – While discussion is in progress on a motion, and before a vote has been called for, an amendment that is germane to the issue, and will not change the original meaning of the motion, can be made; providing it is not overruled by the Worshipful Master.

A “recognized” member states:

“Worshipful Master, I move to amend the motion by (adding), (striking out), (inserting).”

A second is required to an amendment. The same method is followed in putting the amendment to a vote. Whether the amendment is carried or lost, the original motion must then be voted on.

An amendment to an amendment can be made in the same manner as an amendment with the consent of the Worshipful Master, assuming he does not believe it to be an unnecessary delay. After any discussion, the voting procedure is the same. The amendment to an amendment is voted on first. Then the amendment to the motion is voted on. Finally the original motion (as amended – or not amended) is voted on.

THE YEAR'S PROGRAM

This plan need not be an elaborate plan on paper; but preferably it is a simple schedule. It shows those things which are required of your lodge, such as the annual meeting and installation of officers and dispensing with the meeting during the Annual Grand Lodge Communication. It should show when you will have those things which are traditional with your lodge, such as Past Masters' Night, special observances and social events. It should reflect any special lodge needs or emphasis chosen by the Worshipful Master, such as Masonic Education or improving proficiency.

The schedule may be revised and added to as the year progresses. Can you fit your degree work into your stated communications or will you need to call "specials"? It helps you to maintain a sense of direction, and keeps essential facts before you when you need to make changes. Each year's plan should be filed in a Master's notebook to help in future planning.

THE INDIVIDUAL MEETING

Every meeting must have a purpose - planned, prepared, and executed, to be interesting, instructive and motivating. Otherwise what rights have you to open a lodge, to ask your brethren to leave home, church, television, bowling league or other pursuits which may interest or prosper them? Very few will attend unless you make the meetings worthwhile.

Each meeting should be planned well in advance. If there is to be degree work, all assignments must be made at least two weeks in advance, and participants informed that they must be present and prepared. If there is to be a guest speaker, arrangements with him should usually be made from one to six months in advance. If a study paper or Short Talk Bulletin is to be presented, the brother presenting it must have sufficient prior notice and be prepared.

If a social affair is planned, watch for conflicting affairs in the community. Having chosen a date, all catering and similar services must be arranged well in advance. Don't forget flowers, favors, and table decorations and those extras which "dress up" the occasion. The Worshipful Master should delegate and prepare in advance, so that he has a minimum of "last minute details." He should be free at the meeting to accommodate his guests, welcome visitors and extend those personal courtesies that are so long remembered.

The Master of a lodge may call a special communication of the lodge for the purpose of conferring any degree, or degrees, upon any duly elected candidate or candidates; conferring Masonic funeral, installing officers, performing deeds of charity, receiving a visit from an officer of the Grand Lodge, receiving or imparting Masonic instruction or for the transaction of any special business which by law may be acted upon by a lodge at either a stated or special communication without formal notice to members; by giving due and timely notice, verbal or otherwise to the members of the lodge. A special communication shall not be held for any other purpose/s without notifying all members (Electronic notification is acceptable to those member capable of receiving it that way). Immediately after the opening of a lodge at a special communication the Master shall state the purpose/s for which the communication was called. *(Sec. 95, 97, 105 and 178)*

Early opening on a stated night, for a purpose which is lawful for special communications, automatically becomes a stated communication at the time specified in the Lodge By-Laws, except that a special opened for Masonic Funeral Service must be closed because it cannot become a stated.

Neglect of Candidates and new Brothers has lost Masonry many good men. These men have a right to receive a consistent brotherly interest, and the strength of the Fraternity demands that we give it. The following chart suggests one type of record which will give the Master the means of making a frequent check before open lodge on the candidates' progress.

CANDIDATE RECORD REPORT FORM

NAME/PHONE	PETITION	BALLOT	EA	EXAM	FC	EXAM	MM	PROF

1. Keep a special loose leaf notebook with indexes for the following:
 - a. Order of business.
 - b. List of officers, addresses, telephone numbers, and family information
 - c. List of members who can give lectures and fill the different stations for degree work.
 - d. List of committees and assignments.
 - e. List of petitions in progress, candidates, and the names of the posters/mentors/coaches.
 - f. Other important lodge information.

2. Check out all business with the Secretary several days in advance of the stated meeting in order to know what is to be presented.

3. Petitions to be read – **Select the investigation committee in advance**, notifying the Secretary in order to eliminate confusion after the petition is read and received. Announce the committee members to the lodge after receiving the petition and see that the members of the committee each have a copy of the booklet A Guide for the Investigation Committee.

4. Under petitions received, show the date, petitioner’s full name, age, address, telephone number, the names of the brethren who signed the petition, and the names of the Investigation Committee. Email addresses and cell phone numbers should also be added to the petition.

5. The Secretary should prepare in advance a list of the bills and vouchers, and have them ready for presentation.

BALLOTING /VOTING

There are basically three methods used in a lodge for balloting and/or voting. They are Secret Ballot (Ball and Cube), Written Ballot and a Show of Hands.

1. A ballot box is required to:
 - a. Receive the degrees of Masonry (*Section 148, 175*)
 - b. Advance to FC or MM degree (*Section 148 175 and 176*)

- c. Petition of a Non-Affiliated Master Mason (*Section 164*)
 - d. Affiliation of an EA or FC (*Section 168*)
2. A written ballot is required for the:
- a. Election of Officers (*Section 87*)
 - b. Suspension of Member for Non-Payment of Dues (*Section 144*)
 - c. Re-Instatement to Membership after suspension for NPD (*Section 146*)
 - d. If trial referee desires to announce the suspension or expulsion of a lodge member (*Section 222*)
 - e. Petition for restoration after being expelled (*Section 226*)
 - f. Petition of “definite” or “indefinite” suspension (*Section 227 b and c*)
3. Show of Hands (for example)
- a. Approve a motion
 - b. Acceptance of reports
 - c. Approve payment of bills
 - etc.

BALLOTING ON PETITIONS (Investigating Committee Report Submitted)

The Investigation Committee has reported to the Master the results of the interview. The results of these reports are not included in the minutes, as the reports were made to the Master and not to the lodge. The Master or the Secretary will read the report of the investigation committee. If there is disagreement among the committee members, separate reports will be made and submitted by those agreeing/disagreeing. (*Section 161*)

1. The Worshipful Master orders the Senior Deacon, (or both Deacons), to prepare the ballot box. No member of that lodge should be allowed to leave the lodge room until all balloting is completed. If the Tiler is a member of the lodge and is outside the door, he is not required to ballot. (*Section 180*)
2. After the ballot box has been prepared, the Worshipful Master shall then inspect the ballot box or boxes.
3. More than one ballot box may be used, but balloting shall be confined to one purpose at a time. Balloting on any subsequent matter shall not begin until the previous ballot shall have been closed and the results declared by the Worshipful Master.
4. After inspection of the box or boxes the Master shall announce the purpose for which the ballot is to be spread, in the following terms: "**Brethren, we are about to ballot upon the petition(s) of _____ to be made a Mason,**" or "**the petition(s) of brother _____ to be made a Fellow Craft,**" or "**petition(s) of brother _____ to become a member of this lodge by affiliation,**" or other purpose, according to the circumstances; followed by the usual cautionary admonition. "**Remember brethren, white**

balls elect - black cubes reject. Look well to your ballot and vote for the good of Masonry. He then announces: "**I now declare the ballot open.**" (*)

5. There are a couple ways of collecting that ballot in a lodge:
 - (a) The Master shall then cast his ballot in due form (give the sign of the degree), and delivers the box to the Senior Deacon, (or one ballot box to each Deacon) who shall present it to the Senior and Junior Wardens, in succession, for their ballots; after which he shall place it upon the Altar, but not upon the Bible. Other officers and all the members of the lodge present shall approach the Altar singly and cast their ballots in due form.
 - (b) The Master shall then cast his ballot in due form, and delivers the box to the Senior Deacon, (or one ballot box to each Deacon) who shall present it to the Senior and Junior Wardens, in succession, for their ballots. After the Wardens have voted, the Senior Deacon (or the Senior and Junior Deacons) will present the ballot box to the other officers and members of the lodge present, each of whom shall rise, give the sign of the degree and cast his ballot.
 - (c) If a brother is unable to rise without support, in either method of collecting the ballot, the SD should present him the ballot box while he is seated.
6. After all other members have voted, the Senior Deacon (and the Junior Deacon, if he is assisting the Senior Deacon) shall vote, after which the Master will ask the Senior Deacon, "**Have all eligible members present Balloted?**" and upon receiving an affirmative reply, shall declare the ballot closed. (*) The Master then orders the ballot presented in the South, West, and East for inspection.
7. The Junior Warden, Senior Warden and the Worshipful Master shall examine the ballot before any results are announced. The Master may call for the reports as follows: "**Brother Junior Warden how is the ballot in the South?**" (fair or cloudy) . "**Brother Senior Warden, how is the ballot in the West?**" (clear or dark) "**and (white or black) in the East. Brethren, by your ballot you have elected (or rejected) the petition of Mr. _____ to be made a Mason, (or Brother _____ to be advanced to the Degree of Fellow Craft, or a Master Mason, or to become a member of this lodge.)**" (*) The Worshipful Master then destroys the ballot.
8. If **one**, and **only one** unfavorable ballot appears on the first ballot, the ballot is declared favorable. If **two**, and **only two** unfavorable ballots appear on the first ballot, the Worshipful Master may choose to have the Lodge ballot once again. In this case he does not call for a report from the Wardens and he does not declare the result of the first ballot (because if the result is declared, it is final). In this case the Worshipful Master destroys the first ballot, again announces the purpose of the ballot, repeats the usual cautionary admonition and again declares the ballot open. The original procedure is repeated in full, except that this time the result must be declared, and the vote is final. (*Sec. 181*) If there are

three or more unfavorable ballots, the Master shall call for the results and the ballot shall be declared unfavorable.

9. A collective ballot disclosed to be unfavorable shall be retaken separately upon each petitioner. (*Sec. 175*)
9. The procedure and the results will be kept in strictest confidence, in conformity to The Book of Constitution. The Secretary (in case of a rejection, only the Secretary) shall notify the petitioner of the result of the ballot. (*Sec. 183 and 184*)

THE NIGHT OF THE MEETING

1. Make a last minute check with the Secretary on the business to be discussed at the stated meeting.
2. Check the lodge room to see that it is in proper order and ready for the meeting.
3. Open at the time stated in your by-laws.
4. Visiting brethren – It is good public relations for the Senior Deacon to make up a printed list of visitors in attendance and introduce each one as soon as lodge is opened. Remember that visitors not properly vouched for cannot be admitted until an examination has been conducted by a committee of two appointed by the Master. (*Sec. 135 136 137 138*)
5. It is proper protocol and encouraged for the WM to invite sitting Masters to join the Master in the East.

THE BUSINESS MEETING

1. The gavel is used to call up a brother, brethren, or the lodge, and to seat them and to call the lodge to order.
2. The order of business is at the discretion of the Master, who can call for the business in any order he so desires, unless set by Lodge By-laws.
3. A suggested order of business for a lodge is as follows:
 - a. Opening may be done on any degree.
 - b. Welcome and introduction of guests.
 - (1) Grand Lodge Officers
 - (2) Past Masters
 - (3) 50 Year members if lodge tradition.
 - (4) Visitors
 - c. Reading and approval of minutes (last stated meeting and all subsequent special meetings).
 - d. Reading and approval of bills.
 - e. Reading of communications.
 - f. Reading and referring of petitions.
 - g. Balloting on petitions.
 - h. Reports from all committees.

- i. Unfinished business.
 - j. New business.
 - k. Announcements (special meetings, social events, degree work).
 - l. Sickness and distress.
 - m. Masonic education.
 - n. Good of the Order.
 - n. Close lodge.
4. Welcome and introductions of guests - Lengthy introductions are not appreciated by the average member, although they want to know who is present. When introductions are in order, have a list prepared in advance and make sure that the titles are correct and that each name is pronounced correctly. (See “**Visiting Dignitaries**”)

 5. Minutes – In calling for the reading of the minutes, the Master says: “**Brother Secretary, you will read the minutes of our last stated and/or subsequent meetings.**” Upon completion of the reading by the Secretary, the Master asks: “**Are there any corrections to the minutes as read?**” **Hearing none, the minutes will stand approved as read or (corrected)**”. (*) It is permissible to post meeting minutes on the Trestle Board inside the lodge and not ask for a reading by the Secretary. If you chose to do so, the following will be used: “**Brethren, the outstanding minutes of past meetings have been posted on the Trestle Board for all to read. Are there any corrections to the minutes as posted? Hearing none, the minutes will stand approved as posted or corrected.**”

 6. Reading, approving, and payment of bills - It is necessary to read all contracted obligations to the lodge at stated meetings. **The bills may be approved for payment by a motion and second from the floor and a majority vote of those present, or the Master may say, “These bills are a part of the approved lodge budget and are approved.”** (Per capita dues, payable to the Grand Lodge, need no action by the lodge. A lodge has no discretion in the matter.)

 7. Communications - All official communications from the offices of the Grand Lodge, the Grand Master and Grand Secretary will be read if so stated in the communication received. (*Sec 70*)

Communications of a general character addressed to the lodge, such as invitations, letters of thanks, etc., may be read here. After these are read, they may be ordered placed on file by the Master, or the lodge may, upon motion, make such disposition of them as it may deem proper.

 8. Reading and referring of petitions - this order of business relates to receiving petitions for degrees and affiliation. When this order is announced by the Master, the Secretary should read in full such petitions as he has on hand, together with the names of those recommending.

 9. Balloting - Follow procedures under “balloting”.

10. Reports of committees - If the chairman of a standing committee cannot be present at the lodge meeting, he should appoint a member of the committee to make the report when called upon by the Master. If none of the committee can be present, the Master should be notified before the stated meeting. In that case, the Master should ask for the report and relay the information to the members present.
11. Unfinished business - This order relates to matters which have been presented to the lodge and not completed, or to matters which have been continued. The usual rules of parliamentary practice should be followed.
12. New Business - This heading relates to all matters which are presented to the lodge for the first time. It may cover a wide range of subjects, some which may be listed as follows:
 - a. Request for demit.
 - b. Request for waiver of jurisdiction.
 - c. Request to confer degrees.
 - d. Remission of dues.
 - e. Proposal for honorary membership.
 - f. Petition for reinstatement.
13. Announcements - All announcements should be as short as possible but complete. Cover such items as:
 - a. Degree work.
 - b. Special meetings.
 - c. Masonic funeral services.
 - d. Social events.
 - e. Committee meetings.
14. Sickness and distress - It is important that members visit the sick and confined. Encourage your lodge members to report all known sickness of members.
15. Masonic Education - This should be a part of every stated meeting. **It does** not have to be long. Suggest to the Lodge Education Chairman that he assign a different brother in advance to prepare something in the way of Masonic Education for the next meeting.
16. Good of the Order.

SPECIAL MEETINGS – DEGREE WORK

1. Do not conduct any business at the Special Meeting except the conferring of degrees, replace a member of the Investigating committee, funerals, or proficiency examinations on the EA or FC degrees, voting on advancement, or for the transaction of any special

business which by law may be acted upon by a lodge at either a stated or special communication without formal notice to members. *(Sec. 97 and 178)*

2. Do not start the degree unless you have enough help to finish the degree in its entirety. Do not depend on someone showing up later to do a part of the work.
3. A lodge cannot be opened on Sunday except for a Masonic Funeral Service. *(Sec. 95)*

AFTER THE MEETING

1. Do not depend on your memory. Make a list of items to do before the next meeting.
2. Bring your loose leaf notebook up to date.
3. Keep a date book of degree work within the District, and events you and your members should attend.
4. Remember – a good Master keeps the lodge working – not by doing the entire job himself.

IX. RITUAL

OPENING AND CLOSING

The three principle officers of the lodge are required by law (2001 published decision) to be able to open and close the lodge on all three degrees. Dispensing with labor, or closing and going to another degree entails more study and alertness and attention to wording. Before going to lodge you should review your opening and closing, as well as any other ritual you expect to use. Have officers practice after months of darkness to review above.

CONFERRING DEGREES

1. Preparing the Candidate(s).

Few participants in the conferring of any degree in Symbolic Masonry are more important than the brother in charge of the preparation of the candidate(s). One of his most important duties is to put the candidate(s) at ease and into the proper frame of mind for what is to come. His ability and performance of this duty could well create a good and lasting impression of the value of Masonry. He should be as thorough in the mental preparation as in the physical.

Of first importance, the preparation room should be clean and neat. Certainly no one has a good impression of a person if, upon entering a stranger's home, it is dirty and unkempt. So it is with a candidate(s) entering a Masonic Temple, lodge room or preparation room. First impressions are lasting impressions. There should be chair(s) in the room for the convenience of the candidate(s). Hangers should be provided for the candidate's street clothes. Candidate degree

clothing should be freshly laundered, each suit to be worn one time only and never by more than one candidate.

When the time arrives to prepare the candidate(s), he/they should be greeted warmly and the preparation done with courtesy, kindness and friendly direction. The Senior Steward should impress upon the candidate(s) that all that is done in the preparation and conferring of Masonic degrees has significance and purpose; that he will later learn the reason for the form of his preparation; that taking the degrees of Freemasonry is a very personal commitment, not a mere formality. It is a serious and lifelong remembered experience. The preparing officer, exercising proper discretion, should relate to the candidate(s) the nature of the journey he/they are about to take; that he is about to participate in a most solemn ceremony, during which time he will be asked certain questions and given certain directions. The candidate(s) should be informed that someone will be close to him at all times to guide him, and he has nothing to fear in the way of physical abuse or embarrassment.

Proper physical preparation should also be carefully observed for each degree. Too often a candidate(s) will enter the lodge with an apron on the first degree or without an apron on the second or third degree; sometimes with the wrong foot slipshod, and sometimes without a cabletow. As a double check, the Stewards should closely observe, in the preparation room, that the candidate(s) are properly prepared for the degree which he is about to receive. It is suggested that the Secretary check to make sure the candidate is prepared when ordered to collect the necessary fees.

2. Propounding the Questions:

This should be done before the preparation of a candidate(s), and no one should be permitted in the room during the time the candidate(s) are there, except the brother preparing the candidate(s) and the Senior Deacon. So often friends of candidate(s) will go to the preparation room and "kid around" with him, and forecast all kinds of dire consequences of his initiation. This sometimes happens in the ante room before the candidate(s) are taken to the preparation room. When this is done, no amount of assurance to the contrary by the brother preparing the candidate will convince him the entire degree work is solemn and significant. Not only is this in bad taste, it may well be termed unmasonic.

3. Conducting the Candidate(s):

The Senior Deacon has the responsibility to convey a feeling of security to the candidate(s) by the way he conducts him. It is a skill to be studied and acquired. Whispered or low voiced instructions will be kept to the minimum, but may be employed when the Ritual and the physical performance of the conductor do not suffice.

The Senior Deacon should grasp the candidate's wrist firmly, his elbow slightly behind the candidate's and their forearms and elbows interlocked. This gives maximum support and control. The candidate(s) must be firmly supported, particularly while walking. He should not be made to walk rapidly or to change directions abruptly, in any part of any degree. On those occasional moments when the Senior Deacon cannot support the candidate, he must see that the candidate is

standing firmly balanced. Scriptures are given while the candidate is walking. His movement must be very deliberate so that these profound passages make their intended impression.

At the beginning of the "second section of the third degree", after the prayer, the preferred form is for the Senior Deacon to halt intermittently while giving parts of the explanatory lecture. (Further explanation may be needed from your District Lecturer.)

Candidates who must be excused from the lodge room after returning proficiency on the 1st or 2nd degrees, can be escorted to the Tiler's door upon instruction from the Worshipful Master or may be ordered to retire alone. There shall be **no applause or comment** on an examination **by anyone** until after the vote is taken on advancement.

4. Floor Work and Miscellaneous.

Floor work is not covered in detail here. Special instructions are provided in the Uniform Floor Work Book or by the District Lecturers, who will transmit them to the lodge with proper regard for secrecy.

5. Decorum while Degrees are in Progress.

All lights are to be out during the obligation except the three lesser lights and the letter "G". There shall be no light over the Altar. No extra paraphernalia is to be placed on the Altar or Bible.

Once a degree is begun, the conferral should continue uninterrupted until completed. The candidate(s), the officers and the brethren on the sidelines should enjoy the hushed atmosphere of a time dedicated to meditation. Neither should the Worshipful Master permit the officers or brethren to wander in and out, or to visit in the lodge room during degree work. To do so is rude and disrespectful of the candidate, the Worshipful Master and working officers.

6. Music in the Lodge

Music, one of the Liberal Arts and Sciences, has been used to accompany ritualistic work to varying degrees from time immemorial. Some lodges use music so profusely as to dominate the ritualistic performance, drown out the words or cause undue delay. It is the position of the Custodians of the Work that the music be very well rendered, precisely timed and discreetly interspersed.

- a. The music should be dignified and suitable for the setting and action of the Masonic degree portrayed.
- b. The words should be non-sectarian; they should give no extraneous or confusing interpretation of the ritual and should not supplant the ritual.
- c. Instrumental music only, may be used during the circumambulation and then only if subdued so as not to interfere with audibility of the words. None of the ritual or monitorial work may be sung, except the dirge.

- d. Music with words should provide a transition between parts, or provide a suitable setting for that which is to follow.
- e. Words are to be enunciated clearly, and the music well rendered as to key and time.
- f. Music must not cause notable delays in the progress of the degree. If there is delay in getting a chorus to stand, get the pitch, find their places, and wait for accompaniment, it is not to be used. For this reason, solos are preferred to choruses.

Under the authority of Section 194, music is to be used only when reviewed and approved by the Custodians of the Work. Requests for approval should be submitted well in advance of the expected use of such music. Requests and approvals will be for specific music, for specific portions of the Ritual, and are for an indefinite period unless and until revoked. Revision of the selection of music will necessitate similar approval. (Grand Lodge proceedings, 1971, page 107)

7. Making all Ritual Meaningful.

Masons frequently fail to see the beauty and absorb the meaning of Ancient Craft (Blue Lodge) Ritual. Too often, learning to say the words becomes the final goal, and the words are recited mechanically. There is no substitute for knowing the ritual, learning its meaning, then rehearsing time after time. If the lecturer recites merely words, without understanding, he conveys no understanding to the recipient. Learn the words and use the dictionary if you are not certain of their pronunciation and meaning. Recite the words loud, first to the mirror, then to your coach then in rehearsal. **Don't expect to learn the words at rehearsal. Do your homework.** After the meaning of the words has become a part of your very being, the recipients do not hear the words but are inspired by the meaning which inspired the early authors. When given, it should sound like you write it.

The ritualist who inspires the recipient seems to do it so effortlessly. Don't be deceived, the difference between a "recite" of words and a good ritualist is simply a lot of hard work. The man who "learns so easily and recites so effectively" is the man who **works** at it.

CEREMONIES

1. Receiving the Grand Master

When the Grand Master visits a lodge he may, or may not, be accompanied by one or more officers of the Grand lodge. His coming, except on casual occasions, will be announced to the lodge in proper time. He should be informed well in advance of the preparations being made for his reception.

If there is to be a dinner, a dinner for all the brethren is preferable without a head table. These things should be democratic, and having the Grand Lodge officers mix with the other brethren is most desirable. If lodge funds are limited the dinner may be "no host", except that the Grand Master's dinner should be paid for by the lodge.

If available, the District Lecturer should be appointed to be Introducing Officer. If the District Lecturer is not available, the Master must appoint a replacement and insure that he is fully capable of performing the introductions in an acceptable manner.

Refer to the Uniform Floorwork (Yellow Book) for the mechanics of receiving the Grand Master.

Once the Grand Master has been conducted to the East and the Grand Honors have been completed and the Master has tendered the gavel, the Grand Master will then direct the Introducing Officer to proceed with the introductions. The Grand Lodge Officers are introduced in descending order of rank, followed by the introduction of Past Grand Masters and other Past Grand Lodge Officers. As each of these is introduced, he takes one short step forward and upon the step gives the sign (only if Tiled Lodge) and waits to be conducted to the place directed by the Grand Master.

To the extent practicable with available seating space in the East, as each is introduced, the corresponding Deacon is instructed to conduct the other Grand Lodge officers to the East. In all cases the brother being conducted being the senior officer, is always on the right of the conducting officer.

When they arrive at the East, the officer thanks the Deacon, shakes hands with the Grand Master, and stands at the indicated position in front of his seat, while the Deacon returns to his position, passing behind the line of escorts. The Grand Master may direct the officer to be seated.

Visiting Masters and all Past Masters will then be introduced if the Introducing Officer knows them well enough to recall their names and lodge. Otherwise they are instructed to introduce themselves by name, lodge and the year they served as Master. When introduced, they give the proper sign.

The Introducing Officer is then introduced by the Grand Master, after which the Grand Master raps the gavel to seat the lodge. Those who remain in the double line find their way to suitable seats. If there are not sufficient seats in the East for all Grand Lodge Officers, the Grand Master will direct the Deacon to escort him to a seat of his choice in the loge.

The rest of the evening belongs to the Grand Master to conduct as he wishes. No one speaks after the Grand Master unless he specifically requests it. He may or may not close in "ample form".

Honors accorded the Grand Master are not to be construed as necessarily a personal tribute, but to his office and to the great body of Masons and Masonic principles he represents. It is an acknowledgment of all Masonry, its organization and its precepts. It is not a personal tribute for the glorification of one man; though it is hoped that personal honor and friendship accompany the official relationship.

Introductions of dignitaries of the escort shall be confined to enumerating only the offices in Symbolic Masonry, unless specifically instructed otherwise by the Grand Master. The Grand

Master will ordinarily elaborate on the illustrious brother's other accomplishments then or later in the meeting but introductions by the Introducing Officer are limited to symbolic lodge attainments.

2. Installation of Officers

Installation of Officers is preferably given from memory, though it is not mandatory. If you do not have a Past Master who do it well, it would be well to ask at least one to learn the ceremony. The Worshipful Master elect may chose someone to do the installation that is not a member of his lodge.

In all our work, rehearsal is needed. Installation of officers is no exception. Officers who take part should be thoroughly familiar with their parts and practice working together. The dignity and meaning should not be lost through a poorly rendered ceremony. The latest revision of the Colorado Craftsman gives the ceremony in full, and should be easy to follow.

The following items are placed conveniently for the investiture by the installing Marshal:

The Three Great Lights are in their proper places on the Altar. Other items should be placed on a side table near of the Altar or on the floor in a convenient location beside the Altar, but they shall not be placed on the Bible.

- a. The Senior Warden's column, vertical.
- b. The Junior Warden's column, horizontal.
- c. Jewels of office in order of rank, the Master's uppermost.
- d. Deacon's rods.
- e. Steward's rods.
- f. Book of Constitutions.
- g. Lodge By-laws.
- h. Line (chalk or plumb - not a non descript string).
- i. Rule (24 inch gauge).
- j. Charter (may remain on the wall).
- k. Tiler's Sword.
- l. Marshall's Baton.

OPEN INSTALLATION (Open to Non-Masonic guests.)

For an installation ceremony that is open to Masons and their invited non-masonic guests.

1. A lodge should not be opened when this installation is to be held. When a lodge desires this type of installation at a stated or special meeting, the lodge must be closed before the installation is held or called from labor to refreshment.
2. Before the guests are admitted, the three Great Lights must be properly displayed on the Altar with the three Lesser Lights in position and lighted. Also, the usual paraphernalia for use in the installation should be displayed at the Altar.

3. The stations may be filled with other members, except the Worshipful Master and they should exchange seats with the respective officers as they are conducted to their stations and places or simply take their seats if not occupied.
4. The announcement and seating of officers to be installed shall be left to the discretion of the lodge.
5. The following prayer is suggested as proper before the installation ceremony begins (The present Chaplain shall be escorted to the Altar by the Installing Marshal).

Chaplain: **“Vouchsafe Thine aid Almighty Father of the Universe, to this our present endeavor and grant that the officers about to be installed may serve thee and this lodge faithfully and well. Amen.”**

6. At this installation the Worshipful Master shall be installed exactly as set forth in the regular installation ceremony with the exception of the following:
 - a. That the call for objections shall be deleted.
 - b. That the procession three times about the lodge and the appropriate signs shall be deleted.
 - c. That only the Worshipful Master shall be presented in the East.
7. Note that at the end of the ceremony the Public Grand Honors are given.
8. The Secretary shall read the details of an installation ceremony open to Masons and their invited non-masonic guests as part of the minutes of the next stated communication.

CORNERSTONE CEREMONY

Information on Procedures for Cornerstone Ceremonies may be obtained from the Grand Lecturer.

25-YEAR AWARD

Presentation of the 25-Year award is a lodge function. However, if a Grand Lodge officer is present, the Master may ask him to present the award. An attractive and appropriate pin has been standardized and has been made available for a fee through the Grand Lodge office.

The presentation should be informal, personal and meaningful and not a set ritual. Lodges are encouraged to present the 25-Year awards to stimulate interest.

50-YEAR AWARD

The presentation of the Fifty Year award is a Grand Lodge affair, with the Grand Master, or his appointed representative officiating.

The presentation is not to be made until the fifty year mark has been reached. The time is cumulative, not consecutive. However, if the brother has been out on a dimit, suspended, or otherwise not a member of a lodge in good standing, that time shall be deducted.

The presentation should be made with the recipient standing or seated west of the Altar, having been escorted there by the Senior Deacon.

The presentation includes the printed citation from the Grand Lodge, which is read at the presentation, the 50 year card and pin. It should be supplemented by a recitation of the brother's record of activity as a Mason and as a citizen. The latter may be given by a brother who has known him well for many years, and may be supplemented by any appropriate reminiscences. Care must be taken that the personal portion be in good taste, proper to be given in the lodge.

The Worshipful Master should be invited to take part in the ceremony. A relative or close friend may be invited to attach the pin to the brother's lapel.

TABLE LODGES

Information on Table Lodges and how they are to be conducted may be obtained from the Grand Lecturer.

ACTUAL PAST MASTER DEGREE

The Actual Past Master Degree is conferred as a Grand Lodge ceremony, under the supervision and control of the District Lecturer or Grand Lecturer. Usually the local lodge, District, or Districts make the arrangements with the District Lecturer or Lecturers. The Grand Lodge does not require that the Actual Past Master Degree be conferred on all eligible, but when it is conferred it must conform to required standards of wording, meaning and propriety.

The Actual Past Master Degree is conferred only on Master Masons who have been duly elected to the station of Worshipful Master, preferably soon after their election. Brethren not so qualified shall not receive it nor witness any part of it.

The Ritual is secret. As now approved, it is dignified, instructive and not in any sense facetious; nor is any undue levity to be condoned that is not conclusive to the purposes of this Degree.

The purpose of the Degree is to provide specific instruction and inspiration, the better to prepare the Brother to fulfill his duties as Master of his Lodge.

Receiving the Actual Past Master Degree does not entitle one to wear the paraphernalia of a Past Master. He must serve out his year as Worshipful Master before wearing any Past Master's emblems. (*Sec. 90*)

WIDOWS AND ORPHANS

Our responsibility to Masonic widows and orphans requires a conscious effort to see that none are neglected. This should be an essential part of the annual plan. Lodges will need to keep a record of visitations to be sure none are neglected.

THE MASTER'S HAT - COVERING AND UNCOVERING

1. A hat is worn by the presiding officer in Masonic communications. The black silk top hat is the traditional headpiece in Colorado. The hat should be clean, neat and worn with dignity becoming a Master.
2. The Worshipful Master of a lodge, or acting, is the ranking officer of a lodge unless the Grand Master or his duly authorized representative is present and presiding. He therefore is normally covered while presiding except during prayer, while mentioning Deity, during reading or reciting Holy Scriptures, while the Senior Deacon is officiating at the Altar and during patriotic observances, as in number 5 below. See special instructions in this chapter "Receiving the Grand Master".
3. The hat is normally removed with the left hand and held on his left forearm or diagonally across the breast whichever best suits the situation at the time. Specific exceptions are described in 4 to 6 below.
4. When the Worshipful Master goes to the Altar to greet the Grand Master and conduct him to the East, he carries his hat on his horizontal left forearm. He should do the same, as necessary, while obligating to avoid holding the hat between himself and the candidate.
5. While giving the pledge to the Flag, while the Flag is borne past as in parade or ceremony, or during singing or playing the National Anthem, the hat is removed with the right hand and held across the breast, his hand over his heart, the same way as any citizen does. It is permissible for the Worshipful Master, if a veteran, to hand salute without removing the hat.
6. It is permissible for the Worshipful Master to remain uncovered in Christian services during the entire funeral service, but he must then carry it as his mark of authority. This presents a better image of Masonry to the non-mason, and is therefore recommended.

PRAYER

Prayers at Masonic functions shall not be sectarian. They shall not contain words which identify them as Christian, Jewish, or Mohammedan or any other sect. Deity may be addressed as God, Supreme Architect of the Universe or in similar neutral terms, without offending or excluding those whose sectarian names for Deity may be different from those of the majority.

DRAPING THE CHARTER

Upon the death of a Grand Master, Past Grand Master, or other official as approved by the Grand Master, the Grand Secretary issues instructions to the lodges to drape their Charters. The charter is also draped when there is a death of a member of the lodge.

The Charter shall be draped at the first stated communication thereafter, and the drape shall remain one month, or until the first stated communication after the expiration of thirty days, or as directed by the Grand Master.

The time in the meeting will be in accordance with the lodge order of business, under "good of the order." The drape is hung across the top corners of the framed Charter and festooned slightly between corners. The lodge is called up and stands in respectful silence, while the Deacons place the drape. If the Charter is hung too high for the Deacons to reach, they should use their rods. The Worshipful Master may arrange for a suitable tribute to be given as soon as the Charter is draped.

At the proper stated communication the Worshipful Master calls the lodge up and instructs the Deacons to remove the drape.

Mason Last Rites Request (see attachment 1)

X. LODGE CALENDAR OF EVENTS

PLANNING PROGRAMS

Usually, a meeting is a success because of the detailed planning that has gone into it beforehand. One of the basic purposes of Freemasonry is to enhance knowledge as well as promote growth in the brethren, as the Master is himself responsible for the accomplishment of this goal since it is his special duty to set the Craft to work. These are several important reasons why planned programs pay off:

1. Lodge funds, which are frequently limited, can be spent judiciously.
2. A lodge steering committee can prove helpful.
3. Each committee will have ample time to plan details, arrange for speakers, and do the many tasks necessary for a successful season.
4. Members can have time to plan their affairs so that they can attend. No lodge can expect its members to set aside other matters for last minute special nights.
5. Local talent can be fully utilized. Setting the Craft to work includes coordinating the talents of the largest number of brethren possible.
6. The Master can have peace of mind, knowing that he has charted a course for the lodge wisely. He will have fulfilled the responsibilities of leadership, leaving nothing to the confusion of last minute, snap judgments.

Some general rules to remember:

1. Don't waste a meeting. A meeting worth having is worth doing well.
2. Start on time.
3. When your annual program schedule is arranged, have hard copies of the dates and types of meetings sent to all your members. Exact details need not be printed, but can be developed later.
4. What is good enough for your lodge is good enough for your neighbors. Be certain that several nearby lodges have copies of your program, and make them welcome to all activities.
5. Picking the right man for the job is just as important as a job itself.

COURTESY TO INVITED SPEAKER

1. He should be asked well in advance.
2. The subject of the talk should be agreed upon.
3. If there is to be a dinner, the lodge should pay for the guest speaker.
4. An announcement of the speaker and his subject should be sent to the membership well in advance.
5. Prepare your introduction of the speaker ahead of time.

PROGRAM PLAN FOR THE YEAR

Plan systematically and keep track of the activities and other data for your stated meetings, as well as education and social programs.

LODGE EVALUATION

An important responsibility of the Master is to evaluate regularly the results of his lodge endeavors. This should be done on a monthly basis and should include a review of each activity that is part of the lodge plan for the year. The major areas for these activities include:

1. Educational and social program, including end-of meeting short talks and visits to other lodges.
2. The quality of your officer and business meetings, as well as degree work.
3. Attendance at schools of instruction and leadership rallies.
4. Your charitable and fraternal activities beyond the lodge.

While you may have done a fine job in planning your program, in delegating responsibility for carrying it out, all may be for naught if you fail to monitor the progress, take steps to keep activities on schedule, and evaluate the final outcomes on a regular basis.

XI. CANDIDATE TRAINING

POSTING/MENTORING /TRAINING *(Sec. 178, 195 and 203)*

We will treat Mentoring and Training as two separate activities. Mentoring (once defined as Posting) is defined as that person assigned who will be responsible for maintaining a personal relationship with the candidate. **The Mentor should be assigned when the investigation committee has completed its report and the candidate is accepted to receive the degrees of Masonry.** The Master must assign someone who is excited about Masonry. His assignment as Mentor is a serious commitment and should only be accepted if willing to give it the time and effort it deserves. He should be familiar with the Grand Lodge Book of Constitutions, the degree work, the ritual and at least the Alternate Proficiency. The Mentor should also be familiar with the Mentoring Handbook available from the Grand Lecturer or District Lecturer and be able and willing to meet with the candidate prior to his initiation to discuss the questions and answers in the handbook, or other questions the candidate might have about Masonry.

Once assigned, the Mentor will personally contact the candidate and present him the first section of the Mentoring Handbook. He should discuss the contents of the candidate section of the Handbook and answer questions that might be asked. The Mentor should work with the degree team and the candidate to set a date for his first degree. The Mentor should ask the candidate if he has any particular Masonic friends or associates who would like to be invited to attend or assist in the conferral of the degrees. Above all, the Mentor will make the new brother a part of the Masonic Family.

The Mentor should offer to bring the candidate and have him at the lodge at least 45 minutes prior to opening. During this time, the Mentor should introduce him to the brothers of the lodge and provide a brief explanation of what to expect without divulging anything that would take away from the proceedings.

After the candidate has been initiated, the Mentor should introduce the newly made brother to the trainer (described later in this section) to set up meeting times for the degree classes. The Mentor will be expected to perform the Alternate Proficiency (as a minimum). If the newly made brother desires to do the Traditional Proficiency, someone will be assigned by the WM to perform the proficiency in lodge. The Mentor however, will be expected to work with the brother to prepare him for the proficiency.

TRAINER

The words “candidate training” may be misleading to some brethren. A better phrase may be “candidate enlightenment”; in other words, providing instruction or education by taking advantage of his interest. Enlightening our candidates and new Master Masons is the first objective. A candidate has the right to know the nature of the organization of which he is about to become a member, what Freemasonry is, and the place it should take in his life. He must understand the need for instruction in the catechism and continuing Masonic education.

It is suggested that a minimum of three trainers be assigned, one for each degree. The Brother should be highly motivated and intimately familiar with the Mentoring Handbook. As the Brother progresses, a new section of the Handbook should be provided. Classes for each degree should be held at least twice on each degree before advancement. These classes will provide Masonic education.

The traditional instruction of candidates must continue so that each may become proficient and advance from degree to degree. Yet education must be advanced beyond this point. In order to systematically arrange a successful program the Master of the lodge must realize the importance of a good program and must assign good mentors and trainers.

TREATMENT OF CANDIDATES

No subject connected with the administration of a lodge should receive more serious consideration than the treatment of candidates. Each man who petitions a lodge is entitled to every consideration from the members to make him feel completely at ease.

When appearing for the first degree, a candidate should be cordially greeted and escorted to the lodge room. While waiting for the degree work, a brother should keep him company. Joking with the candidate about the degree should **never** be included in a conversation.

First impressions are lasting; all those participating in the degree work should put forth their best effort and know the ritual. *No sideline talking should be permitted during the degree work.*

XII. THE MEMBERS OF THE LODGE

An officer's first responsibility is to the welfare of the brethren. The program which the Master presents should contain both entertainment and education for the members of the lodge. As an officer of your lodge, do not forget where your primary responsibility rests.

MASONIC COURTESY AND PROTOCOL

GENERAL

Masonic courtesy or etiquette refers to those social graces that distinguish Masonic intercourse. It may be termed a system of formality, which in the aggregate sets Masonry apart from contemporary custom.

In lodge assembled each officer is addressed by the title of the station or place he occupies. Each brother on the sidelines is addressed as "Brother Smith" or "Brother Kenneth", not just as "Pete" or "Dave". The familiarity of nicknames may be perfectly proper elsewhere, but not in lodge assembled. The appellation "Mister" is not used between brothers in lodge.

Lodge officers are expected to remain in their stations and places while lodge is open. The Deacons and Stewards are considered to be occupying their station while performing their duties in and near the lodge room. Specifically, the Wardens stations are to be occupied at all times except when degree work causes them to leave their stations.

The authority of the Master and proper form are to be observed in entering or retiring from the lodge. Improper movement of the brethren about the lodge room is disrespectful and is not to be tolerated by the Master. The brother who persists in talking aloud to his neighbor is showing disrespect for the Master, the lodge and the candidates. He cannot expect to escape censure, and though the Worshipful Master will avoid such unpleasantness if he can, he must maintain proper decorum in the lodge.

Bantering and joking should be kept in control by the Worshipful Master, and within the limits of good Masonic taste. Remarks for the benefit of other brethren are to be addressed to the Worshipful Master.

A Mason's personal appearance in lodge is normally a mark of his respect for the Fraternity.

VISITORS

A GREETING AT THE DOOR

When a brother, a member or a visitor comes to lodge, he expects a friendly greeting upon arriving. The Master and his officers should plan on arriving at least one-half hour before lodge is scheduled to open so to be available to meet and greet everyone. This means that everything should have been organized beforehand so that the officers are free to spend that half hour talking to the members and visitors. Let each man know how much his presence is appreciated. **See that each new member or visitor has a brother assigned to sit with him in lodge and to see that he is properly introduced.** If the visiting brother is new to the lodge, he should be examined as prescribed, but with every courtesy extended to him. If he needs to refresh his memory of the signs and passes, this should be attended to before he enters the lodge to avoid embarrassment.

Needless to say, any valid visitor should be treated as a Brother. The lodge has a right and duty to ascertain the validity of the visitor's claim to membership. Having sat in an appendant body with the visitor is not sufficient grounds to vouch for him in lodge. Prospective examining committee members should be rehearsed, preferably in lodge, as a brief training session for the benefit of all. The examination is not a proficiency test, but a simple test to learn whether the visitor has received the degrees and to inspect his dues card to see if it is current from a regular lodge (consult the current List of Lodges). If and when he has proven himself, the committee should be assured that he can give such signs and passes as he will need to know in lodge. (*Sec. 135 to 138*)

OBJECTION TO A VISITOR

1. Before lodge is opened

If a member of the lodge informs the Master that he objects to sitting in lodge with a Mason who is visiting that lodge, the Master is obligated to request the visitor to leave, explaining to him that an objection had been raised by a member of the lodge to his presence in lodge. This should be done in the privacy of one of the outer rooms. (*Sec. 138*)

2. After lodge is opened

It is preferable that the objecting brother quietly and privately make his objection to the Master. If a member of the lodge addresses the Master in open lodge and objects to sitting in lodge with a visitor from another lodge, the Master should very kindly explain his position and request the visitor to leave.

No objection, of course, is valid against the Grand Master or his duly appointed representative; nor against any officer of the Grand Lodge visiting in an official capacity. An objection to a visitor shall not extend beyond the communication at which it is made, and **shall not be recorded in the minutes.**

VISITING DIGNITARIES

1. Receiving the Grand Master
2. Other Grand Lodge Officers and Dignitaries

Another Grand Lodge Officer may visit a lodge as the Grand Master's representative. In such cases the visiting officer is accorded all the courtesies and honors, as well as the powers and prerogatives accorded to the Grand Master. This may be modified only by special instructions from the Grand Master.

Other Grand Lodge Officers accompanying the Grand Master will be received as outlined in "Receiving the Grand Master."

Other Grand Lodge Officers may make casual visits to Constituent Lodges, or for specific purposes such as conducting a workshop. Unless otherwise arranged between such officer and the Worshipful Master, his visit will be acknowledged as follows:

- a. After the lodge is opened (and flag pledge given), the Worshipful Master instructs Senior Deacon to conduct the visitor West of the Altar.
- b. The Senior Deacon presents the visitor to the Worshipful Master.
- c. The Worshipful Master welcomes the visitor and instructs the Senior Deacon to conduct him to the East, to the Master's left.
- d. The Worshipful Master calls up the lodge, presents the visitor to the lodge and all greet him with applause (not with Grand Honors).
- e. The lodge is seated.
- f. At the proper time, as under "Good of the Order," the visitor is invited to address the lodge.
- g. If he is to be asked to close in "ample form", let him know before lodge opens.

Past Grand Masters and other distinguished visitors are received in the same way.

This procedure is for the purpose of paying respect to the MostWorshipful Grand Lodge of Colorado, to the Office represented and to the great body of Masons everywhere. It is not to glorify an individual. Of course, it is most desirable that the distinguished visitor be held in high esteem, but that is a personal voluntary relationship.

The District Lecturer will be acknowledged in the same manner as a Grand Lodge Officer on his first visit each year. Upon subsequent visits it is optional. A District Lecturer is **NOT** authorized to close a lodge in ample form.

Presiding officers and other dignitaries of other recognized Masonic bodies may be acknowledged as above.

3. The Sojourner

The lodge responsibility to the sojourner goes farther than to the casual visitor. There should be a continuing brotherly effort to help the sojourner to find a Masonic home. This needs to be done with discretion befitting the individual case without any duress whatsoever.

4. Brethren of a different religious faith

If we can show a genuine, but unobtrusive friendship, the brother will probably find a satisfactory Masonic home among us.

EDUCATION OF THE BRETHERN

1. Development - making Master Masons out of prospects:

a. The Living Example

Good men are attracted to Masonry by the quality of its members. To subdue the passions has a much broader application than the usual interpretation. It means to be in control of oneself in all aspects of life and to live charitably with one's fellows in all circumstances. It means to aspire to the best and greatest that is within us, and relentlessly pursue those aspirations. This is the only solicitation for petitions that is worthy of Freemasonry. It is the kind that attracts good material for the Fraternity.

b. The Initial Contact

Too often we hear a brother say "Mr. So and So asked me how to join the Masons, but I was afraid I might tell too much so I didn't tell him anything." This is one of the most effective ways to kill Masonry. Such ignorance cannot be tolerated.

Is the man immoral, untruthful, or otherwise unfit? If so, don't encourage him to petition. You can probably tell him that you doubt that he would find satisfaction in Masonic membership, or explain that Masonry's purpose is character development, and drop the subject.

Is the man good moral and intellectual material, with a belief in Deity? If he is, explain that Masonry's purpose is character building. Does he believe in a Supreme Being? Does he disdain to engage in business that weakens human character? Does he aspire to a higher moral and spiritual plane? If you are satisfied that the answers are favorable, have a Master Mason who has known him for at least 6 Months (yourself?) pursue the matter further. Explain what Masonry is, and that only by his own petition presented without outside insistence, can one be considered for the degrees. If he asks for a petition, give him one, but don't sign it until he identifies it with his signature and dates it. (Signing a blank petition is like signing a blank check.) (*Sec. 149*)

c. The Petition

The subject of the petition suggests three responsibilities, those of the signer, the investigator, and the balloter.

If you sign a petition, you are recommending the petitioner to the brethren as good material. Your reputation is "on the line." You must have known him firsthand, for at least 6 months. (*Sec. 147 to 174*)

If you are on the investigating committee, your report is a reflection of your thoroughness and your veracity. Take care that you do not admit a man who is totally unfit, or exclude one with great promise. Be thorough, be responsible, be honest and be Masonic.

d. Participation of Newly Made Master Masons

Give the brother something to do, not always in the kitchen. Have him fill in near the bottom of the line when an officer is absent, and get an able Past Master to sit nearby to coach him.

Have a flag ceremony at the beginning of lodge, and have him participate.

Give him a minor part in degree work and have someone coach him. Past Masters are needed to get younger members started. Occasionally, let him provide the car for the car pool from your neighborhood. On the way to and from lodge he will get better acquainted and learn where the brethren live.

While the catechism is fresh in his mind, have him study and qualify for the Proficiency Certificate. He then should work a few times with an experienced mentor or trainer.

The above does not begin to exhaust the possibilities. Opportunities are limited only by your resourcefulness and dedication.

CLOTHING

1. Aprons:

Each Entered Apprentice shall be presented, at his initiation, with a white leather apron. The officers and members of a lodge shall wear aprons of white leather, white linen, white cotton or other suitable white material without any ornament whatever on apron or strings. The apron, with the flap turned down, shall be in the form of a perfect square, each side of which shall be between 14 inches and 16 inches long, preferably 15 inches long. The flap shall be in the form of a right angle triangle, the hypotenuse being equal in length to the length of the side of the apron. The apron shall be worn on the outside of the coat or topcoat

so as to be visible at all times. Where cutaway coats are worn, and the apron is clearly visible, the strings may be tied underneath the coat.

Past Master's or District Lecturer's apron are authorized for wear (approved by the Grand Lodge).

2. Jewels:

The jewels of the officers of a lodge shall be of silver or similar appearing metal, and as follows: Worshipful Master, Square; Senior Warden, Level; Junior Warden, Plumb; Treasurer, Crossed keys; Secretary, Crossed pens; Senior Deacon, Square and Compass, with sun in the center; Junior Deacon, Square and Compass, with moon in the center; Senior Steward, Cornucopia; Junior Steward, Cornucopia; Chaplain, Open Bible; Marshal, Crossed Baton; Tiler, Sword. The jewel of each officer shall be suspended from a royal blue or purple collar of silk, or silk substitute cord, and not otherwise. The collar may be lined at the neck with some suitable material.

The collar shall be entirely without ornament. A border is considered by the Custodians of the Work to be an ornament. (*Sec. 66*)

3. The Past Master's Jewel or emblem is worn at the option of those entitled to wear it. Having received the Actual Past Master degree does not entitle a Worshipful Master to wear the Past Master's emblem. The latter is worn as a mark of his having served out a term as Worshipful Master.

BOOKS OF LAW

Record and Account to be used by lodges should always available in the lodge room at meeting time:

Each lodge shall keep the following books of record and account, which shall be made of paper of good quality and bound in a substantial manner. Any one or all of such books may be in what is known as loose leaf form providing the pages are properly numbered to insure against the loss of any record. When removed for storage, they should be kept in numerical order in an envelope or box, suitably labeled and in a safe or safe deposit.

1. A Minutes Book, or Book of Record, in which shall be recorded all the proceedings of the lodge which may with Masonic propriety be reduced to writing. The Minutes Book may contain a printed heading for each communication, showing the titles of officers of the lodge.
2. A Cash Book, in which shall be kept a correct account of the cash receipts and disbursements of the lodge.
3. A Ledger, in which shall be kept an account with each member of the lodge, and also all general accounts of the lodge.

4. An Historical Record, in which shall be recorded the name and Masonic record of each member of the lodge, and of each Entered Apprentice and Fellow Craft made in, or affiliated with the lodge; together with the name of each petitioner for the degrees or for affiliation who may be rejected by the lodge, and the record of his relation to the lodge.

Such record shall include the following, according to the facts:

- a. Name and residence of the brother, or petitioner.
- b. Date of his birth.
- c. When his petition was received, by whom recommended and to whom referred.
- d. Dates of election, or rejection, initiating, passing, and raising; in case of affiliation, the name, number, and location of the lodge of which last a member.
- e. Date of termination of membership, with cause thereof; and date of reinstatement or restoration to membership.

If desired, the Ledger and Historical Record may be contained in one book.

Items 1 through 4 may be electronically generated. However **all must be kept in hard copy form** with original signatures in books and updated monthly and **stored in the lodge**.

5. A Book of By-laws, which shall contain a copy of the By-laws of the Lodge, and of all amendments thereto, **and which shall contain the signatures of all members of the lodge**.
6. A Visitors' Register, in which each visitor to the lodge shall record his name, and the name, number, and location of his lodge, and vouchers.
7. A Members' Register, in which each member shall record his name each time when attending or visiting that lodge. Officers are not exempt.
8. The Book of Constitutions, with all current amendments posted to date.
9. Officers' Handbook
10. Current List of Colorado approved Lodges.

BOOKS OF RITUAL AND INSTRUCTION

1. Official Clear Text Key (CTK) is available from the lodge Secretary. Any Master Mason in good standing may purchase a CTK from the secretary of his lodge. The Single Letter Key is authorized for use and can be used at the discretion of the lodge. **Keys not authorized and not issued by the Grand Lodge of Colorado are clandestine and their use is forbidden. Their use results in characteristic errors which degrade the quality of the work. Their use and dissemination are grounds for charges of unmasonic conduct.**
(Sec. 194)

2. Handbook for Officers of Constituent Lodges (Red Book), the book you are now reading, contains instructions and guidance, arranged by specific jobs or situations.
3. Uniform Floor Work (Yellow Book), provides the floor work for the Colorado ritual.
4. The Book of Forms, contains the forms used in conducting the business of the lodge. A restatement of the ceremonies and regulations are also included in this handbook, as authorized in (*Sec. 66 and 194*).

XIII. SPECIAL AWARDS

THE HONOR LODGE AWARD

Requirements are set each year by the Deputy Grand Master and made available to the Lodges at the January the Grand Lodge session.

AWARD of EXCELLENCE

This program is designed to eliminate the misuse of words from the Key. This is not a memorization program, but a program to enable the Brothers to read the Single Letter Key, as printed, to the Grand Lecturer. Any Master Mason may take this examination.

Each applicant in his examination must read the following from the Single Letter Key:

1. All Openings and Closings, Labor to Refreshment,
2. All Work on the First Degree,
3. All Work on the Second Degree and
4. All Work on the Third Degree.

Each applicant will be allowed a total of twenty (20) mistakes, with not more than five on any one section. Of these twenty (20) mistakes, ten (10) may be mistakes which he is unable to correct himself.

The award will be a lapel pin and a plaque to be presented at The Grand Lodge session in January. This award expires after five years at which time examination is required for renewal.

CANDIDATES LECTURES PROFICIENCY

Each applicant must be examined by an Examining Committee consisting of two, and not to exceed three Master Masons. Examination may be done by one person if a member of the Custodians of the Work Committee or by the Grand Lecturer. This award expires after three years at which time examination is required for renewal. After the fourth examination a gold or lifetime card is issued. Five mistakes is the maximum allowed for each degree to qualify on the candidates lectures.

MASONIC FUNERAL SERVICE CERTIFICATE

To qualify for this certificate, the brother must give this from memory to a District Lecturer the Grand Lecturer or a member of Custodians of the Work Committee. No mistakes are allowed and dignity and decorum must prevail. This certificate expires after five year at which time an examination is required for renewal.

CERTIFICATE OF RITUALISTIC PROFICIENCY

To qualify for this certificate, the brother must give from memory the entire ritual. No props, such as the single letter key, may be used. The same rules apply as outlined in the Award of Excellence.

Guide to Opening a Grand Lodge Session

Paraphernalia

1. Your Charter must be there. Need to apply for a dispensation to move it.
2. Officers Jewels
3. Worshipful Master; bring your hat and, if you want, a favorite gavel. That will be the gavel you open Grand Lodge with and may be worth keeping as a memento.
4. Make sure all officers will be there, and has practiced in the position they will fill once the fateful day arrives.
5. Secretary; this really is a true special communication and minutes will be required.

Procedure

1. At about 9:30 the Lodge room should be evacuated. The Grand Tyler and his assistants will be asking for passes and dues cards as the Brethren file back in. Some dignitaries will remain in the Lodge and man the podium.
2. It would be best if the Blue Lodge officers opening the Lodge make themselves known to the Grand Tyler. He may allow them to remain in the Lodge while it is being purged. They should be in their stations and places as the Grand Tyler allows brethren back into the Lodge.
3. Per section 29 of the BOC, the Lodge is to be opened at 10:00 AM. Wait until that time or after, as conditions may warrant. Be aware that brethren will be coming and going as they pretty much see fit. Tiling the Grand Lodge is not a perfect science.
4. Remember the WM will have a microphone, although the Secretary may, no one else will. Start to open lodge on the Third Degree in the usual manner. You are opening YOUR Lodge, not the GL, so use your Blue Lodge name and number in your ceremony.
5. When the Tyler is charged and sent without the door; the JD will arise with his rod, stand at the edge of the "Hollow Square" (the area bounded by the stations of the three principle officers) and allow the Tyler to pass out of the square. The JD immediately returns to his place, replaces his rod, and sits. The WM proceeds, not waiting for the Tyler to actually go outside the door.
6. The Tyler will pass out of the Lodge via the most direct set of doors and wait there. The JD will eventually come to charge him.
7. When the WM tells the SW *ywpbtotctpoaMMarttWMite* the SW will give the Penal Sign and replies "Worshipful Master the pass was collected at the door". The WM raps * the SW down and continues with the opening as if the Deacons had reported the pass. Addressing the JD, the WM says, *Bjd, wifgcomwila?* The JD replies "tsttlid" etc... The JD goes to the outer door and raps to inform the Tyler.
8. At the very end when the WM instructs the JD to *itt* the JD will walk all the way back to the actual outside of the Lodge, rap *** on the door, wait for the return raps ***, open the door and instruct the Blue Lodge Tyler.
9. The JD returns, stands in front of his place, returns his rod.
10. WM raps * and the Lodge is open.
11. WM instructs the Secretary to read the dispensation allowing the moving of the Charter.

12. Worshipful Master: * *“Brother Stewards”*. Stewards rise but do not grab rods yet. WM says *“You will retire with the Grand Master and other Officers of the Most Worshipful Grand Lodge of Ancient and Free and Accepted Masons in Colorado to be received in due form”*. The Lodge remains at Labor. The Stewards with rods, Grand Master, other Grand Lodge Officers, and the Introducing Officer go west of the altar and retire in due form, that is saluting the Worshipful Master. **Only** the Grand Master flanked by the Stewards should be in the front row. The next rows should be the other Grand Lodge Officers. After saluting the Worshipful Master, the Stewards should peel off to the South; the others should follow him out the door, row by row. The Junior Deacon with rod in hand, as always, is the only person to handle the door. The Junior Deacon proceeds to the back of the room, opens the door, and allows the Brethren to leave. The JD closes the door behind them, and then stays there at the outer door. No knocks are necessary to alert the Tyler. After all have exited the Lodge the Senior Deacon will then quickly join the JD at the outer door.
13. The Grand Lodge Officers will not line up as they normally do when being received. They will line up such that when they are in the Lodge they may disperse to their respective Stations & Places with a minimum of disruption.
14. Blue Lodge Tyler: ***
15. Blue Lodge Junior Deacon. *** Opens the door.
16. Blue Lodge Tyler: *The Most Worshipful Grand Master of Masons in Colorado and other Officers of the Grand Lodge wishes to be admitted.*
17. Blue Lodge Junior Deacon closes the door, *
18. Blue Lodge Tyler: *
19. Blue Lodge Junior Deacon **from the back of the room, in a loud and clear voice**, gives penal sign, *Worshipful Master, the Most Worshipful Grand Master of Masons in Colorado and other Officers of the Grand Lodge, wishes to be admitted.*
20. Worshipful Master: *Brother Junior Deacon, you will admit them.*
21. The SD on the South & JD on the North forms the arch. **The TYLER opens the door.**
22. The procession enters double file lead by the Stewards, square corners are observed, Senior Steward on the right (South). The Stewards split, leading their respective columns north and south of the altar, and stopping about three feet away from the podium in the East. They form two lines with their rods held horizontally with the points facing the East as in the degree work. They do not link their rods until after they give the due guard and penal sign or substitute sign with the rest of the Brethren who have left the Lodge. (Their rods will be leaning against their right shoulders while giving the signs). The procession forms two rows or columns facing inward at least four feet apart but ideally about four feet wider than the altar. The Stewards are in charge of the procession and must ensure the lines are formed such that two people can pass between the altar and in front of the columns. A space or break in the column on both sides at the altar may be necessary. The Stewards may need to move from their position to ensure everyone is in proper position. Creativity may be necessary.
23. Worshipful Master stands as the Stewards first pass under the linked rods of the Deacons and calls the Lodge up. ***. The Master would be well advised to put his gavel into his apron or belt at this time. He should remove his hat at this time, holding it on his left forearm.

24. Immediately after the Grand Master passes under the arch the Deacons break their arch and the Junior Deacon closes the door with the Tyler on the outside. The Deacons fall in the procession behind the Grand Master with the Senior Deacon on the South side, (On the RIGHT when facing the east). The Grand Master and the Introducing Officer will stop and stand west of the altar. When the procession stops and the Deacons take their positions directly behind the Grand Master and Introducing Officer and again they again link rods. This is NOT the signal for the Stewards to link rods. They will link their rods immediately after giving the due guard and penal sign. Remember the Stewards left the Lodge and the Deacons did not so only the Stewards need give the signs.
25. As the Grand Master enters the Lodge room, the Worshipful Master **must** remove his hat with the left hand and holds it on his horizontal left forearm. Remember only one person may have their hat on at a time and the Grand Master as the highest ranking officer will be wearing his.
26. All who left the Lodge give the correct signs and the Worshipful Master returns the signs. They should do so on the queue of the Introducing Officer or the Grand Master. The Master should not return the signs until the Introducing Officer or the Grand Master gives them. The Worshipful Master will need to set his hat down while returning the signs.
Don't put it on your head!
27. The Stewards then link rods and form an arch. The Stewards face each other across the "alley of light". Do not face the altar.
28. Introducing Officer presents Grand Master: Gives penal sign: "*Worshipful Master, Most Worshipful Brother... Grand Master of Masons in Colorado, and other officers of the Grand Lodge*".
29. Worshipful Master (hat on left forearm) passes to the South around his pedestal, passing in front of the Brethren lined up on the South, and goes directly to the South side of the altar, walks up to the Grand Master, cordially shakes his hand and says: *Welcome to ... Lodge No. ... May I escort you to the East?*
30. Worshipful Master takes the Grand Master by the left arm with Grand Master on the Worshipful Masters' right. Passing south of the altar the WM with the GM in tow, proceeds to the East. When they reach the steps, the Worshipful Master hands the Grand Master across in front of him so that the Grand Master may climb the steps first. Thus when they turn around facing the West, the Grand Master is again on the Worshipful Masters' right. The Grand Master should be to the left of the podium. The Worshipful Master remains standing in front of the of the Masters' chair.
31. The Stewards and Deacons will unlink as soon as the Worshipful Master and the Grand Master pass under the Steward's Arch. They will not link up or form the Arch again, the Arch is an honor reserved for the Grand Master only.
32. Worshipful Master then presents the Grand Master as follows: *Brethren, you now behold Most Worshipful Brother... Grand Master of Masons in Colorado. Let us salute him with the Grand Honors of Masonry, by three times three.(on my mark)* The Worshipful Master dons his hat momentarily. The Grand Master will remove his as he bows to acknowledge the Honor being afforded him. ROL~ LOR~ ROL. Worshipful Master immediately removes his hat. The GM will put his back on. Ain't that sweet?
33. Worshipful Master hands the gavel to the Grand Master (handle toward the Grand Master) with the words: "*Most Worshipful Sir, I tender you the gavel of authority and invite you to preside*". The Grand Master will accept the gavel and thank the Worshipful

Master who should then step back and afford the Grand Master prominence on the platform. The Grand Master may wish to use his own gavel in which case the Worshipful Masters' gavel should be placed out of sight.

34. The Grand Master is now in charge of the Lodge. He will move into position in front of the Master's Chair and behind the podium. The Worshipful Master of the Blue Lodge will move to the first seat south of the Master's Chair. No one should speak unless called upon nor supplant the authority of the Grand Master in any way.
35. The Grand Master will instruct the Brethren along the side lines to "Please be seated" with a rap of the gavel.
36. The Grand Master will instruct the Grand Lodge Officers to assume their stations and places. The Grand Master will instruct the Blue Lodge Officers to stay at their stations and places after the Grand Lodge Officers have assumed control. They will trade places with the Officers of the Blue Lodge. Blue Lodge officers should allow the Grand Lodge Officers to take their places & stations. The Blue Lodge officers should keep their jewels on and stand to the left side of the Grand Lodge officer.
37. The Grand Master will instruct the Blue Lodge Officers to assemble west of the Altar. The Blue Lodge officers assemble in a single row in descending rank, the WM in the southernmost position. The GM will want to recognize them and possibly come down to shake their hands. Gloves should be removed from at least your right hand when shaking hands.
38. The GM will return to the east and dismiss the Blue Lodge officers who are to take seats among the craft. The Blue Lodge officers should follow the commands of their Worshipful Master and March out single file accordingly.

MASONIC LAST RITES REQUEST INFORMATION

Many times we put off the difficult decisions in our life, feeling our time has not yet come. Unfortunately this lack of action can result in leaving to others decisions we would much prefer to make ourselves. In an effort to assure your desires are known, the following form has been designed as a service to help prepare each of us for that time when we must approach that undiscovered country, that house not made with hands, eternal in the heavens. Make sure that your loved ones have a copy of the completed form so that your desires may be known.

To the members of _____ Lodge No. _____, Grand Lodge of Colorado, members of my immediate family, members of the clergy and the proprietors of the funeral home.

Upon my death I would like to have: (Circle the appropriate body/s)

- _____ Masonic/Knights Templar/Rose Croix funeral services conducted at the funeral home.
_____ Masonic/Knights Templar/Rose Croix funeral services conducted at my place of worship
_____ Masonic/Knights Templar/Rose Croix grave side services
_____ No services

I would like to have my Masonic apron:

- _____ Placed upon my person
_____ Draped upon my casket or table during the services
_____ Buried and or cremated with my remains
_____ Given to _____ after the services

I would like my Masonic and Masonic related jewelry (rings/s, pin/s, watches, etc):

- _____ Left on my person and buried with me
_____ Left on my person during my the services
_____ Given to my local lodge for future presentation to a worthy brother

I would like to have my Masonic and Masonic related mementos (Books, awards, etc):

- _____ Given to _____
_____ Donated to my local lodge
_____ Donate to the Grand Lodge

Any other instructions you would like to Provide:

Your completion and submission of this form is intended to provide comfort and relief for your family and loved ones at a time when you will be unable to guide them. Should you decide to complete and return this form to your lodge, please give careful thought to your responses and make a copy to keep with your personal records. You may also want to give a copy to your local funeral director or Pastor. This form will be kept on file at the lodge and may be altered or revoked by you at any time. Two witnesses (notarization not required) may sign if you so desire.

_____ Signature	_____ Date	_____ Witness Signature	_____ Date
		_____ Witness Signature	_____ Date