

B 2 B FaciliFacts

Presented by the Brother 2 Brother Team of Grand Lodge

APRIL 2008



The B2B Tool Kit – Resource Manual “Let’s Look A Little Closer At ...”

Editor’s Note:

The B2B Team and your Grand Lodge are continually striving to improve the tools we provide to the constituent lodges. One of the main reasons for on-going review is the need to ensure that the tools we provide are relevant to today’s lodge operating practices. It is because of this type of review that Section 5.5.4 to 5.5.10 - “Conducting A Business Meeting and Time Management” is unavailable for this April issue. It will however, be presented in its revised form prior to the Annual Communication of Grand Lodge in July. In its place we present to you an extremely timely topic that deals with the Ceremony of Installation and the Role of A Past Master. We thank you for your indulgence.

V.W. Bro. Iain D. Wates
B2B Team Leader

5.8 Planning & Preparing A Successful Installation Ceremony (For the Installing Master)

5.8.1 Introduction

The "Ceremony of Installation & Investiture of Officers of a Lodge" was amended and reissued after authorization by Grand Lodge in July 2007. This version supersedes any former wording approved by the Grand Lodge of Canada in the Province of Ontario and is the only version that can be used for the annual ceremony.

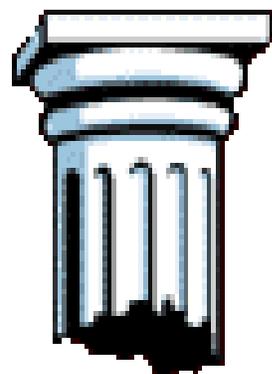
Notwithstanding the requirement to use the new version, certain differences in the presentation of delivery, mechanics of the work, or positioning of the presenters will be seen as one visits from Lodge to Lodge throughout our Grand Jurisdiction. This Section will not attempt to give a definitive interpretation of the "proper way" in which to conduct an Installation, but will point out portions of the revised work which may vary from that to which we had previously become accustomed. It will also make recommendations as to the manner in which the Ceremony could be performed to achieve a uniformity in the work and an evening of enjoyment for those attending. The Ceremony, and the evening as a whole, should be remembered as the night the Worshipful Master was installed. This is his night and nothing should be presented or performed that would take the spotlight from him.



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5.8.2 Planning

The importance of the planning process cannot be overly emphasized. The year as Senior Warden may be perceived as quiet and uneventful as all that Office “appears” to be responsible for is the presentation of lecture in the Second Degree. The progression process is designed that way to provide the Senior Warden with the time and opportunity to plan his year as Worshipful Master of the Lodge.

5.8.3 The Role of the Senior Warden

The plans for the coming year are formulated by the Senior Warden during his year in that Office. The type of matters that must be considered and determined include:

- Do I have a commitment from the current Officers? Are the existing line Officers to continue?
- Are the current non-line Officers (Secretary, Treasurer, etc.) willing to continue?
- Who will I appoint as new Officers and are they aware of the responsibilities of the particular Office to which they will be appointed?
- Are they aware of the commitment they will be required to make to the Lodge?
- How many fraternal visits will be made to other Lodges?
- Who will prepare educational programs of interest to the brethren?
- Who will be responsible for “The Work”?
- How many and what type of social functions, including family events, should be scheduled?
- Who will be the Installing Master?

5.8.4 The Role of the Worshipful Master

Many decisions will be expected from the Worshipful Master that could impact upon the Lodge in future years. The need to make such decisions should be made known to the Senior Warden long before his election to the Office of Worshipful Master. Some Lodges provide an information package to the Senior Warden up to six months before the elections. Such practice or something similar is highly recommended.

The Worshipful Master is responsible for ensuring that his Senior Warden is formulating plans for the coming year, and should meet with him on a regular basis to give him support and guidance.

5.8.5 Responsibility of the Worshipful Master

Following the election of the Officers, the Worshipful Master turns his attention to the Ceremony of Installation. It should be known well before this time who will be the Installing Master. Permission must be given by the Worshipful Master to any Past Master who has been requested to install the Master-Elect. The Ceremony of Installation is the responsibility of the Worshipful Master up to the time when the gavel is passed to the Installing Master. The Worshipful Master should be fully aware of all the details of the Ceremony, including who will be taking part and who will be performing the various parts. As much regular business as possible should be handled by the outgoing Master, thereby relieving the new Master of any unnecessary pressures.

5.8.6 Responsibility of the Installing Master

The privilege of serving as Installing Master is one of the highest honours that can be accorded a Past Master of a Lodge. The selection of a Past Master as Installing Master is normally made because of the high regard the Senior Warden has of this individual. It is expected that the Installing Master will continue throughout the year to be the Worshipful Master's mentor. That responsibility begins prior to the evening of the Installation by the assembly of an Installation Team which is dedicated to performing the work with solemnity and style, and should also include advising the Master-Elect of his responsibilities both within the Lodge and during the Banquet Hour.

It should be noted that in some Lodges there is a progressive procedure for conducting elections and installing the Master following the Office of Director of Ceremonies.

5.9 The Role of the Past Master - "Life after the Master's Chair"

It takes, in the average lodge, eight years or more to become Worshipful Master and then he serves for only one year. Is there a feeling of regret after having spent so many years of preparation? The answer will depend a great deal on the individual and his attitude.

Some give up the responsibility reluctantly...others never give it up. While there are a few who give it up and never to return. Fortunately the majority do remain to serve as 'advisors' greatly assisting their successors in the management and well ruling of his Lodge.

This elite group of Past Masters is to be encouraged to remain loyal to their Lodge. They can be used to good advantage and to continue to feel needed and useful. If ignored and deemed as a 'cast off', they will then seek other avenues and outlets for their talents.

The formation of a Past Masters' Association either within the Lodge or the District provides an association of fellowship and the means of keeping in touch with the daily workings of the Craft. They can be kept informed by the use of either a newsletter or the attendance at regular meeting of the association. The 'Festive Board' provides an alternate form of getting together. This association with each other will promote pride, continued interest and the sense of keeping in touch with each member of the association.

That special kinship which Past Masters have with each other, is evident in many ways. In some Lodges it is customary for them to be recognized by the fact that they are seated

5.9 The Role of the Past Master cont'd.

together within the lodge. This will permit them to easily eavesdrop with such comments as "that would never be allowed during my year" or "remember when such and such happened?" This is part of that 'special fellowship' that Past Masters enjoy.

Their importance to the Lodge is most evident during the Installation of the Worshipful Master and the investiture of officers. You need only to ask an Installing Master of the support that he receives when he requires assistance of the Past Masters. They are frequently referred to as the 'backbone of the Lodge'. That just might be a gross understatement of fact. Past Masters may be described as the backbone of the Craft. After all, ALL Grand Lodge Officers are, first, Past Masters. Their knowledge, vision, experience, enthusiasm and interest provide the basic ingredients for the complete Mason and the ability to steering the course of Masonry for its future.

Among the initial shock a Past Master can experience is that the telephone stops ringing. We must keep them involved as the mentors of the Lodge. Their experience can be utilized by the existing officers of the Lodge. They become the 'Advisor' to the officer and they remind him of his responsibility to the Lodge. This will make them feel wanted and shown with the due respect they have past earned. It will be a reputation that they will continually strive to uphold.

Yes! The Past Master can be properly referred as the "backbone of the Craft". It is, however, the wise Master who recognizes the talents of the Past Masters and who uses them to good advantage. They can serve as a "sounding board" for the programs and activities the Worshipful Master might be considering. He can pick their brains for ideas and he can count on the Past Masters to give him the wisdom of their experience. The Worshipful Master serves as the rudder, steering the course, but it is often the Past Master who assists him to "keeping it on an even keel."

Is This Your Lodge?

This "Message From The East" comes from a recent Lodge Summons that made its way to the B2B Facilifacts. It is worthy of reading and we suggest much reflection and soul searching. We all must heed the warning

"Attendance at our monthly meetings has been steadily declining for some time and for the last year we have been averaging just about ten members per meeting; with the exception of Fraternal and DDGM Official Visits. At the beginning of the year we had enough in attendance to open the lodge, but for our meeting the next month we were not able to do so. Weather conditions were less than ideal on both occasions so that could have made a difference.

It seems that we are at a crossroads and some difficult decisions may soon have to be made if attendance doesn't improve and members don't offer themselves for the progressive offices. I believe Masonry still has much to offer men in our community today, as its values are timeless and I hope all brethren will give serious thought as to what the future holds for our lodge."

Sincerely and fraternally,

The Worshipful Master



LODGE ACTIVITIES AT A GLANCE

The inclusion of these randomly chosen lodge activities, in this periodical, is solely for the purpose of providing the membership at large with some examples of ways to better involve their lodge members. With the hope that someone in your lodge might say ... "We should try something like that."

From ...

Union Lodge No. 9 – Frontenac District ... The '40 Below Degree Team visited and passed a candidate from Leeds Lodge in Gananoque and the 200th Anniversary Committee is busy getting the lodge prepared for the great celebration in 2012. Let us not forget those dedicated brethren who descended on the temple during a recent "Cleaning Bee". We are also proud to announce that our "Cigar Box" contained \$ 1,000.00 for the Tim Horton's Certificates that are destined for Kandahar in a few weeks.

St. Andrew's Lodge No. 593 – Hamilton District "B" ... brethren, join us for our annual visit to Millenium Lodge where a fascinating tour of Old Fort Niagara is planned, with dinner to follow. Fellowship and the making of new friends will be the order of the day.

Astra-Mt. Dennis Lodge No. 599 – Toronto Humber Valley District ... the Warden's Association hosted a wonderful Family Pancake Breakfast at Renforth Temple. Many hungry souls had their fill of scrambled eggs, Texas toast, OJ, and sausage, with tea and coffee.

Keene Lodge No. 374 – Peterborough District ... a special emergent meeting and appreciation day was held to honour RWBro. Don Weir, 60 years an active Mason. After closing, family and friends were escorted into the lodge so that the brethren could honour Don's Masonic career with his family. Fellowship and refreshments were abundant after the presentations.

Maple Leaf Lodge No. 103 – Niagara District "A" ... congratulations to the Maple Lodge Degree Team that raised a candidate from Perfection Lodge. You made the lodge feel very proud. We would also like to extend our thanks to all the members who have shown their support by returning to lodge and we feel confident that the lodge will slowly prosper and grow. However, we cannot allow ourselves to become over confident. Your regular attendance is necessary if we are to meet the challenges ahead.

Algonquin Lodge No. 536 – Sudbury-Manitoulin District ... thank you to the Past Masters of the lodge for their ongoing assistance and guidance. We should be extremely proud of the continued involvement and support they provide to the lodge. One initiative that is contributing towards the Vitality of the Lodge is holding practices on the first Tuesday of each month. These practices have included the presence and participation of the Mentors. These practices have been extremely well attended and not only include our ritual work, but they also a social side that has been thoroughly enjoyed.