

B 2 B FaciliFacts

Presented by the Brother 2 Brother Team of Grand Lodge

JUNE 2008



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

You Are Now Worshipful Master ! (Are you watching Wardens?)

The following is provided as a reminder and guide of the many areas of lodge operation that you as Worshipful Master, must now use in the well running of your lodge. Please read them frequently, as they are an excellent road map to a successful year.

1. **Start on time!** Don't wait for late-comers. Admit them at an appropriate time.
2. **End on time!** Important for fellowship, long distance travel, poor weather.
3. Speak clearly. Project your voice so you can be heard throughout the room.
4. Turn off equipment noise such as an air conditioning unit.
5. Speak directly into the microphone (if your lodge has such a luxury) or stand directly beneath a voice-activated sound system.
6. Grips, words and signs are important and should be given, and repeated, correctly and distinctly.
7. Perfect lodge openings and closings to keep the meeting moving with dignity and purpose.
8. Calling off and 'calling on' should be done smartly and with conviction.
9. Strive for purity of ritual performance and precise floor-work presentation.
10. Hold weekly rehearsals to ensure all taking part have an opportunity to practice their part. Don't assume someone knows his part.



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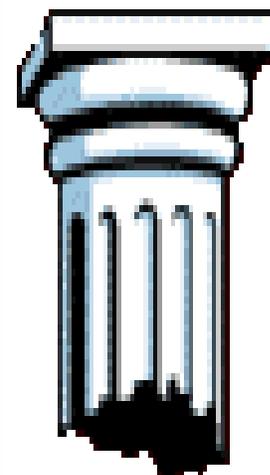
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Submit your request
to the B2B
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Lodge Road Map Reminders – cont'd.

11. Have regular lodge 'schools of instruction' for officers for them to gain a confidence and comfort level with the ritual or floor-work. Foster a team approach. References: The Work and Guidelines for Officers in The Mechanics of The Work.
12. Consider regular instruction nights for candidates in each degree. Have 'coaches' or Mentors who know the ritual and who are up-to-date with floor-work requirements and changes. Encourage brethren to attend to brush-up on their knowledge of The Work and promote a social time after the practice.
13. Involve all lodge members and especially newly made Masons with the lectures, committee work, event organization, etc. Don't rely on lodge officers to do all the work.
14. Practice how to conduct a ballot properly and without hesitation, if there are visitors, request members to stand as the ballot is distributed and collected.
15. Review and practice protocol and etiquette. Both are very important and both are in noticeable decline; especially during Festive Boards and after-meeting refreshments. These niceties along with the ritual, floor work, benevolence and tradition distinguish our organization from service clubs. References: The Masonic Manual.
16. Appoint only one prompter. Please no notes or open books during the conferring of degrees.
17. List members doing degree work on a bulletin board plus a list of candidates, their sponsors and the dates set for their next degree. Keep listings current.
18. Encourage mentors and sponsors to actively help their candidates with The Work. Be in lodge with their candidates, stand beside them when the brother proves himself.
19. Actively use the Mentor and Brother 2 Brother Programs - ***they really work!***
20. Appoint 'sparkplug' members to promote these programs. They should be encouraged to attend district meetings to learn the program and to share ideas. Reference: The B2B Facifacts publication and Tool Kit published by the Brother 2 Brother Team of the Lodge Resources Committee.
21. Be a greeter. The WM and Tyler (and other members) welcome members and visitors at the door of the lodge or anteroom.
22. Never leave a candidate alone in lodge, in any degree. Always reassure him, explain things, answer his questions and never alarm. Sit with him during refreshments.
23. Offer to drive an older member, or a Mason new to your area, to meetings and sit with him during the lodge meeting.

Lodge Road Map Reminders – cont'd.

24. Install a chairlift, if necessary, to encourage older members to attend.
25. Recognize a member who sponsors a candidate with a token of appreciation.
26. Give a newly made Mason a Masonic Bible, Masonic or lodge pin, a specially made certificate marking the occasion. Examples: EAM - The White Lambskin Apron; FCM - The Illustrated Lords Prayer, MM - Tonight I Knelt Where Hiram Knelt.
27. Toast the newly made Mason after the meeting during refreshment time.
28. Assign yourself something that needs doing in the lodge room or anterooms.
29. Encourage the brethren, especially new members, to visit other lodges and districts.
30. Go as a group and start with a van, then a mini-bus. The return trip affords a great opportunity to discuss what interested you or something that could be done at your meetings or add a piece of lodge furniture; eg. – craft a regalia tree for use during the Ceremony of Installation and Investiture.
31. Offer a brief talk about Masonic or lodge history, in lodge or during refreshments.
32. Demonstrate an item of etiquette such as Grand Honours given properly. This is very important for new members: References; Masonic Manual, Meeting the Challenge.
33. Conduct a Board of Trial to prepare members for a challenge at a visitation.
34. Exemplify a Committee of Inquiry interview - one of the most important duties that can be assigned to members. Reference: Guidelines for the Committee of Inquiry; Meeting The Challenge.
35. Sponsor special district meetings; eg. - Officer Progression, Long Range Planning, Seminar for Lodge Secretaries, Brother 2 Brother Sessions.
36. Create a Mason of the Year Award. Have it presented in lodge by the WM, the DDGM, mention it in the summons. Perhaps a picture and caption in the local newspaper would also be appropriate recognition.
37. Develop a Masonic study club. Information is available from many sources such as the Grand Lodge Correspondence Course, The Newsletter, or your lodge library.; eg. - books on Symbolism by Albert Mackey and Allen Roberts provide interesting items.
38. Update your lodge library with recently published books about the Craft and promote a lending program. Consider including some thought provoking reading such as: The Hiram Key, The Second Messiah, Uriel's Machine all by Christopher Knight and Robert Lomas.

Lodge Road Map Reminders – cont'd.

39. Pick an interesting item for presentation in lodge from Fraternal Correspondence found in the Grand Lodge Proceedings publication.
40. Create a binder of members' occupations regarding business, professional and trade expertise and special talents worth sharing. A handy reference when planning special events, seminars and can generate friendships that might not have occurred otherwise.
41. Consider two meetings a month. Regular meeting for business and a special speaker or interesting activity and the Emergent meeting for degree work with both meetings finishing early and on time.
42. Start an Entered Apprentice Mason Welcoming Team. Brethren from the lodges in the district can group together to visit an area lodge conferring an EA degree. Take part and/or just welcome the newly made Mason.
43. Photograph your lodge building or an interesting lodge artifact and make cards such as Christmas, Get Well, Condolence and birthday cards for use by the lodge secretary and lodge members.
44. Donate to the DDGMs' District Charity.
45. Begin a district Warden's Association to travel, getting to know the brethren who will be Worshipful Masters with you next year. Invite the ladies on some occasions and make it a social.
46. Hold meetings on special dates. Example: Robbie Burns Night
47. Create an AIM Team - Association of Installed Masters Degree Team.

The B2B Team recommends that you read these reminders often and as you use them to help guide you in your lodge operations also allow your mind to think of imaginative ways to create a Lodge Experience that your members will remember for years to come.

“Working Together Brother 2 Brother ... You Can Make A Difference”

Jurisdiction News

The B2B Team of the Lodge Resources Committee of Grand Lodge wishes to express their heart felt thanks to the District Deputy Grand Masters, District and Lodge Chairmen and Worshipful Masters who contributed so much to the momentum that has been created this past Masonic Year. Without your dedicated work, the progress that we have all achieved would not have been possible. We also thank the many lodges and districts for placing this publication on their individual websites for their members and all who browse to see.

Sincerely & Fraternally VWBro. Iain D. Wates – B2B Team Leader