

# B 2 B FaciliFacts

Presented by the Brother 2 Brother Team of Grand Lodge

MARCH 2008



## The B2B Tool Kit – Resource Manual

“Let’s Look A Little Closer At ...”

**A Must Read!**

### 5.5 Successful Planning For The Masonic Year

*This section provides Tips, Techniques and Tools that will not only provide help to the Worshipful Master in planning his Masonic year, but always should be used to help the Warden’s better prepared for the leadership role they will undertake in the short years ahead. Planning is a key management responsibility.*

#### 5.5.1 Introduction

Things, especially good things, do not just happen - you must make them happen. This requires planning - and your plan should try to predict the unpredictable, so that, as Worshipful Master, you are prepared to cope successfully with any eventuality, from black balls in the ballot box, to the unannounced arrival of the Grand Master himself. Planning is a key management responsibility. It provides the following benefits:

- It compels you to assess your goals and objectives.
- It promotes communication and co-ordination with other members of the Lodge.
- It provides definite expectations that are the best framework for judging subsequent performance.

As a line officer, it is easy to take for granted the success of the meetings, but it must be recognized that hard work and planning are behind every successful meeting. Concentrate on determining the components that you recognize as contributing to that success, both in your Lodge, and when you visit. And do visit. There are many ideas worthy of adopting which you will see at other Lodges. Be prepared in advance to be the Worshipful Master.

There is no one sure road to success, but let’s look at what should constitute a successful plan.

But first, let us recognize that our plan is our road map to success, and, like any map, it is of no value if, once prepared, it is stuffed into the glove compartment and forgotten.

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**5.5.1 Introduction** cont'd.

Study your plan, revise it if circumstances dictate - after all, it is your guide for a successful year!

In reality, we should be talking of two types of plan - the long-range plan, setting out your goals and objectives for your year as Worshipful Master, and the short-term plan, or individual meeting plans, which obviously must be more precise, but in fact, are component parts of your Master Plan.

**5.5.2 Long-Range (Master) Plan**

In some lodges, it is traditional for the Master-elect to meet with the Past Masters prior to Installation to set out his plan of action and get their collective advice and guidance. If your Lodge does not now follow such a practice, you should seriously consider instituting it - or alternatively, set out your goals and objectives, as well as a plan to achieve them, and discuss them with a cross-section of Past Masters.

Obviously, the number of candidates available during the year will dictate the overall program, and this number is usually not known at the outset of the Masonic year. As a result, the long-range plan must be flexible. Some plan is better than no plan, because a plan necessitates thinking and communication - two keys to success and it will provide you with the foundation upon which to build a successful year.

Be creative - plan variety and strive for an interesting balance between your degree and social programs. Degree work is fine, especially if you are blessed with a number of candidates. Remember, "All work and no play makes Johnny a dull boy" - it also makes him a bored Mason, one who could turn away to other pursuits of enjoyment, and he may be lost to the Lodge forever. If you have lots of degree work, vary it, so that there are different degrees at regular meetings. Intersperse special interest programs. Invite other lodges to participate. It is important that the Lodge Officers know their work and work the three degrees, even if you have to borrow candidates from sister lodges, or exemplify certain degrees. This responsibility having been addressed, consider other special programs such as:

- A Past Masters Night, honouring an active Past Master by allowing him to conduct a degree team of other Past Masters.
- A Members Night, with a Past Master conducting a Degree Team consisting of members. What a wonderful way to keep their interest up and to uncover likely officer material.
- Special Degree Teams, such as the R.C.M.P. or the Masters Group of some specific year.
- Fraternal Visits by Lodges, either from within or outside your own District or Grand Jurisdiction with the visitors doing the work of the evening.
- Special programs of Masonic Education and/or Instruction.
- Special non-Masonic programs in the Lodge Room for family and friends of members.
- An Awards Night for the presentation of long service and other pins and certificates.
- Social functions, such as the annual Ladies Night, Christmas Party, barbecue, special functions for members and their families, and don't forget the widows of deceased members.

### **5.5.2 Long-Range (Master) Plan** cont'd.

In preparing your long-range plan for the year, take full advantage of the expertise available. Just because you are the leader does not mean that you must carry the ball at each meeting. Use the resources of your own Lodge and do not forget to utilize the District talent available to you. There are District Officers in a number of disciplines who are anxious for the opportunity to participate in Lodge meetings.

With your road map for the year completed, you are now ready to finalize its implementation. Recognize at the outset, however, that the long-range plan must be flexible to address changing requirements as the year progresses and, regrettably, that all your goals will probably not be achieved, unless you have set your sights too low!

### **5.5.3 Short-Term (Meeting) Plan**

Develop your meeting plan (the detailed map) in a logical step by step manner, and write down an outline to which you can refer during the meeting. Do not try to commit everything to memory.

A good plan for each meeting should include the following elements:

- Establish your objective. It may simply be to have a successful meeting.
- Set the goals necessary to achieve that objective. Perform the work of the evening with dignity and decorum to ensure a smooth-flowing meeting and to end at a reasonable hour.
- Define specific tasks. Organize the business portion so that it is accomplished smoothly. Ensure that all participants in the work of the evening are well versed in their parts and know when to act. Ensure all Officers are aware well in advance of any special requirements expected of them, e.g. that the Deacons are aware that a ballot is to be conducted.
- Choose your strategies. Ensure all Officers are prepared by holding educational meetings and practices. Try to foresee anything that could arise during the meeting. Time all segments and ensure that they are smooth flowing.
- Assign responsibilities. As noted previously, you are the leader, so set the strategy. Assign tasks to the Secretary, Director of Ceremonies, other Officers and certain members. Let each one know what is specifically expected of him and establish controls to evaluate performance. Your map is only of value if you check it from time to time to ensure that you are still on course.
- Choose a capable Past Master to conduct practices and to assess actual performance during meetings. Encourage him to provide constructive criticism. Only in this manner can the Officers improve.

The Next Issue

**Conducting A Business Meeting and Time Management**



## 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 ...

**Friendship Lodge No. 691 – Sudbury – Manitoulin District ...** after the Ceremony of Installation & Investiture of Officers the lodge held its Annual Ladies Night in the banquet room of the Belrock Masonic Centre. This combination of events provided an excellent opportunity for the brethren and their guests to meet and mingle with the new Worshipful Master and his Officers.

**Sioux Lookout Lodge No. 518 – Western District ...** the brethren are reminded to read and post our lodge communication tool entitled *“From Brother to Brother”*. This communication periodical reminds everyone of the activities and news Around The Lodge and Around Town.

**Trent Lodge No. 38 – Prince Edward District ...** a great open lodge discussion was held on how we can make Freemasonry better known in the community. Some wonderful ideas were presented on how to get more information out to our neighbours. If the brethren who were unable to attend would like to have some input, please contact the Worshipful Master or any Lodge Officer.

**Cedar Lodge No. 396 – Bruce District ...** just a short reminder that the focus of the lodge this year is on “Rusty Masons”. While you may have not been out in a while and you may be missing, you are not Forgotten. We would love to see your smiling face at the Temple again. Brethren, if you know someone who is a little rusty, please encourage them to join us at Cedar Lodge, why not arrange to pick them up and personally deliver them!

**Merrickville Lodge No. 55 – St. Lawrence District ...** brethren are reminded that our weekly Wednesday *“High Noon”* has moved to The Goose & Gridiron on the main street of Merrickville. Bring your guests, enjoy the fellowship and check out the Masonic connection to the restaurant. Also remember that the ***Masonic Mensa*** continues to meet at The Goose & Gridiron for a meal and then adjourn to the Church Hall for discussion and study group. Let us not forget the CanAm Night at Acacia Lodge No. 128 in Ogdensburgh, New York.

**Karnak Lodge No. 492 – Georgian North District ...** brethren, our efforts at the various fairs and the favourable opinion of our Craft is beginning to bear some fruit with a slow but steady stream of applications. This month we will be conducting an Initiation and pending a favourable report, we will ballot on another application.

