



# MASONIC MENTOR

Ideas and Information for the Grand Lodge of Alberta's Masonic Leaders  
October 2009

## BROTHER SECRETARIES

Please distribute/circulate to the WM, SW & JW for their use

### Senior Warden Planning

Your year as a Worshipful Master should be one of the highlights of your Masonic journey. To ensure the experience is maximized, Senior Wardens should start planning early. The following "planning calendar" is taken from the Senior Warden's Handbook originally prepared by Commercial No. 81 and is a very useful planning guide

1. **Your Installing Master: ~15 months before**  
Select who you want to be your Installing Master
2. **Your Secretary (or Secretary-Treasurer): ~14 mo. before**  
Confirm with the Secretary (or Secretary-Treasurer) that he wants to continue in his position
3. **Visit Installations: ~13 mo. before**  
Visit as many Installations as you can
4. **Visit Lodges: ~12 mo. before**  
Visit other Lodges in your Senior Warden's year. A lot of times you will see things happen in other Lodges that you may want to emulate or avoid and it helps if you can discuss it with others in your Lodge who have seen the same thing.
5. **Study the Constitution, Regulations & By-laws: ~12 mo. before**  
Start reading the Constitution and Regulations and your Lodge By-Laws
6. **Prepare a Focus/Theme: ~10 mo. before**  
Prepare a Focus/Theme for your year
7. **Confirm Your Officers: ~7 mo. before**  
Talk to the Officers in the current line-up if they want to continue
8. **Select Committee Chairmen: ~6 mo. before**  
Go through the list in your Notices, select who you want, phone them to get their acceptance. Tell them to pick their committee members and let you know who they are.
9. **Make a schedule of your year: ~4 mo. before** Plan to visit every Lodge in your District during your year. It will help you enhance your own Lodge meetings.----->

### 10. Installation: ~1 mo. Before

In preparation for your Installation there will probably be a practice a week or so before. Make sure you know how to close in short form, Invest the IPM, and how to close the Lodge in the First Degree

### 11. Have a Great Year!



### Installation Tips

We are entering Installation season and many of our Director of Ceremonies are planning their Installations. Here are few tips for an efficient Installation

#### Prompter

Many times, it is confusing who the prompter is. (Remember, the Installing Director of Ceremonies is busy with his Installation duties and cannot properly prompt.)

Ensure there is a prompter and announce it

#### PM Assuming the East

Sometimes, there is a Past Master assuming the East  
The Grand Lodge has an approved ceremony when installing a Past Master that is efficient. You do not have to have a Board of Installed Masters.

#### Principal Officers Aprons

Many Lodges have aprons for their Principal Officers that are placed on the newly invested Officer during Installation, It is a good idea to ensure they fit beforehand

Pre-fit their aprons before the Installation or at a break

#### Working Tools

Our Working Tools lectures are beautiful. However, for Canadian Rite Lodges who have already had the lecture many times throughout the year, the short form is recommended

Use short form of the Working Tool

(Continued on flip side)

## Installation Tips (cont'd)

### Continuing Appointed Officers

Many Lodges feel it is necessary to invest Lodge Officers who are continuing in office. It is not!

For continuing appointed Officers, it is sufficient to say "Brother X is continuing in his Office of X and has already been invested and we thank him for his commitment to the Craft"

It is not necessary to re-invest a returning appointed Officer



## Long Term Planning

All successful organizations have a long term plan that guides the organization and drives their short term action plans.

Masonic Lodges should also have long term plans to assure their continued success.

Long term plans start with a vision of where the Lodge should be 5-7 years down the road. The vision can be developed using the following guiding questions

- What should people be saying about our Lodge meetings?
  - What should Brethren be saying about our Festive Boards?
  - What should our profile be in the community?
  - What kinds of Masonic and/or community charities should we be supporting?
  - What should people say about the quality of our ritual work?
  - What kinds of social activities will our Lodge have?
  - What should our education program look like?
  - What should our financial health be?
  - What should our Lodge Hall look like?
- (Your Lodge might be able to develop their own or additional guiding questions.)

The guiding questions should allow Lodges to create a picture of the future that is appealing to current and new members. When developing the vision, it is important to get input from as many members as possible ... even the Brethren who are non-regular attendees.

Recognizing that visions do not become reality without specific goals, the next step is to define some goals that can be used to create a concrete definition of the vision. The goals should be made "measurable" so progress towards achieving them can be determined by the Lodge.

Next, each goal should have a plan associated with it. This can be done by looking at the work of the Lodge and deciding what needs to change. Generally, specific plans are developed by performing a "Keep, Kill, Create" analysis. ----->

What Lodge work supports our goals and needs to be kept?

What Lodge work could be discontinued because it adds little value towards achieving our goals?

What things need to be created to achieve our goals?

Plans for discontinuing and creating should have timelines associated with them. Most organizations can only handle so many changes at once. Realizing the vision of the Lodge should be an "evolutionary" process not a "revolutionary" one.

Next, decide "who" is going to be accountable for discontinuing and creating actions. Spread the work around to involve as many Brethren as possible.

Finally, agree on a mechanism for tracking progress on the action plans.

It is a good idea to keep your vision and Long term goals visible. Periodically, publishing them in the Lodge Summons is one way of keeping them visible.

When creating your Lodge's long term plan, keep in mind what Michelangelo said "the greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it"



**REMEMBER**  
**October is Higher**  
**Education Bursary**  
**Month.**

**Encourage your**  
**Brethren to dig deep**  
**and give generously!**

The "Masonic Mentor" is prepared/compiled by the Grand Master. Please direct all feedback, ideas or contributions to the Grand Master *through the Grand Secretary*.