

THE FOLLOWING ITEMS ARE TO BE CONSIDERED FOR THE "NEW" INCOMING MASTER

MEET WITH AND ASK YOUR PERSPECTIVE OFFICER/CHAIRMAN TO SERVE DURING THE SUMMER RECESS OF YOUR SENIOR WARDEN'S YEAR.

1. INSTALLATION NIGHT (PRE)
 - a. Need: Installing Master, Marshal & Chaplain (prayers-2 one prior to and during installation)
 - b. Lapel Pins exchange
 - c. Have list of appointed officers with you in the East for Installing Master
 - d. Stick to your prepared budget you should have made in your year as Senior Warden. Have Ways and Means Committee informed of any and all "special" expenses ie: bus trips, special dinners/receptions, ball games, fishing trips, etc. Don't leave the East with less monies in the "bank" than what was in it when you were installed.

2. INSTALLED (AFTER)
 - a. Acknowledge Installing Team
 - b. Outline your year as Master
 - c. Appoint Sick, Audit and Ways & Means Committees
 - d. Receive and Introduce Incoming Masters
 - e. Receive and introduce the DDGM. Have him remain in the East for intro of past & present GL officers.
 - f. Have visitors and brethren introduce themselves.
 - g. Close lodge. If short form is desired, start with the DDGM first.

3. ONGOING THROUGH YOUR YEAR
 - a. Keep officers and members informed. COMMUNICATIONS IS THE KEY "BOTH" WAYS
 - b. Establish routines for rehearsals, DLI'S, Funerals, visitations, etc.
 - c. Mix in informative/enlightening speakers or programs for Regular Business Meeting nights.
 - d. Bring the wives /families into your year of planned action. (trips, picnics, ball games, shows, dinner theater, etc.
 - e. Make in person visits with wardens to widows on the death of a member.
 - f. Stay familiar with schedule of balloting and Grand Lodge Rules & Regulations.

4. TRESTLEBOARD
 - a. IS THE MASTERS RESPONSIBILITY
 - b. Have ready for the printer well in advance of dead line to permit preparation by the Secretary.
 - c. Message should be upbeat but honest. Stay away from political & religious matters.
 - d. Mention dates/activities well in advance of the date in order to allow the brethren to schedule.
 - e. Communicate with the secretary for updates from GL, petitions, requests for donations etc.

5. REGULAR MEETINGS
 - a. Establish early in the year protocol/courtesy of membership to Master and any invited guests.
 - b. Have your outline of business ready:
 1. reading of previous regular and emergent communications
 2. petitions for membership
 3. reports of investigating committees
 4. balloting (know when unanimous, 2/3, majority, plurality hand sign/secret ballot are required.

5. reading of communications
 6. reading/paying of bills
 7. committee reports
 8. sick committee report/get well cards. Name committee member to visit.
 9. introduce DDGM
 10. master's comments
 11. have DDGM introduce past & present GL officers
 12. have all present introduce themselves
 13. anything for the good of Masonry
 14. have DDGM close (or you close in long form)
 - c. Have several investigating committees named and on hand (consider Master, Wardens)
 - d. Communicate with secretary just prior to meeting for anything of late.
 - e. When receiving the DDGM, it is only necessary to "tender the gavel" on his Official Visit.
 - f. When reporting on an event, remember to cover date, time, travel arrangements and cost.
 - g. When closing lodge, you select who is to close. But you must start with your DDGM first (if present). If he wishes to "pass it on" he will decide who. Only those with dispensation can close your lodge.
6. **EMERGENT COMMUNICATIONS**
- a. Due and timely notice in Trestleboard.
 - b. 4 weeks (28 days) between degrees.
 - c. Check with instructor and listen to candidate before conferring next degree.
 - d. No business can be conducted on Emergent Communications, but degrees can be conferred on Regular Business Meeting nights.
 - e. Dispensations needed for conferral of degrees at another lodge location.
7. **OFFICIAL VISIT OF DDGM, G.M. & STAFF**
- a. REHEARSE, REHEARSE, REHEARSE !!
8. **RECEPTION OF GRAND MASTER & STAFF (GRAND LODGE APPOINTMENT)**
- a. name committee
 - b. receive "packet" from GM's Secretary
 - c. prepare program
 - d. submit program for approval
 - e. follow approved program (do not vary without GM approval)
 - f. lodge presentation (voucher required)
 - g. Grand Marshal enters - follow program
9. **SERVICE AWARD NIGHT**
- a. 50 - 75 year awards are Grand Lodge presentations and are handled by the DDGM.
 - b. 25 year award is lodge presentation. Eligible recipients are supplied by the secretary. Pins should be presented by the Master or the Master 25 years ago (if present). If open meeting, family member (wife, son, daughter, etc.) may assist in pinning the award.
 - c. Letters of invitation are sent by the secretary to all recipients.
 - d. Lodge marshal should be made aware of giving Grand Honors to those Grand Lodge Award recipients. (in closed lodge)
 - e. The event should be scheduled as soon after Grand Lodge Annual Communication as possible due to the possibility of death of a deserving member.

10. ANNUAL CHURCH VISITATION
 - a. Usually held in the spring (May or June)
 - b. Church of the Master or his choice.
 - c. Master to contact minister to select date.
 - d. Mention in Trestleboard approximately one month before.
 - e. Letter to minister by secretary to confirm date, sending of flowers, reserved church seating and invitation to minister for lodge breakfast.
 - f. Breakfast at lodge for members, friends, families and minister.
 - g. Have lapel carnations available
 - h. Aprons to be worn to church (dispensation required)
 - i. Form at church for entry procession.

11. FEAST OF STS. JOHN
 - a. Set date for same. (NICE WEATHER)
 - b. Secure entertainment
 - c. Contact secretary for list of widows
 - d. Contact to be made by officer at least 3 weeks before event
 - e. Have widow's pins available

12. ALL MEETINGS CONDUCTED BY GRAND LODGE RULES/CONSTITUTION AND BY LAWS
 - a. If in doubt, review the "Grand Lodge Regulations" or contact DDGM
 - b. Keep DDGM informed of your planned events/meetings
 - c. Consider a Lodge of Sorrow at time of installation or immediately thereafter
 - d. Consider a "rusty brother" night early in year to allow member(s) to attend meetings
 - e. Name "good" chairmen !! Keep in touch but do not do their job. If it appears that trouble is on the horizon, get him help but DO NOT DO THE JOB FOR HIM.

13. GRAND LODGE ANNUAL COMMUNICATION
 - a. Your attendance is part of your duties as Master.
 - b. J/W reports on the first day of Grand Lodge
 - c. S/W reports on the second day of Grand Lodge
 - d. W/M reports on the Grand Master's Address

Note: expenses will be born by the lodge for attending Grand Lodge as follows:

 1. W.M., 2 Wardens and proxy - 2 rooms for one night
 2. lunch and dinner - day one
 3. breakfast - day two
 4. mileage will be paid if all desire to travel to and from G.L. each day.

14. NOVEMBER SUSPENSIONS
 - a. Letter from secretary to all possible suspended members in August. (90 day notification)
 - b. Copy of letter with all possible suspensions sent to Master for personal contact.
 - c. If after contact it is determined that a hardship exists, that member's name is referred to the relief committee for consideration and payment of one year's dues.

15. **OUTGOING INSTALLATION NIGHT**

- a. Dinner is your responsibility. (menu, servers, cook etc.)
- b. You are responsible for the first half of the meeting. (up to and including the qualification)
- c. Dismiss all committees (except any in progress investigation committees)
- d. Thank lodge for the opportunity to serve
- e. Thank officers
- f. Recognize and thank DDGM
- g. Exit to sideline
- h. You will be called back to receive PM apron, case and lodge gift of \$ 100.00