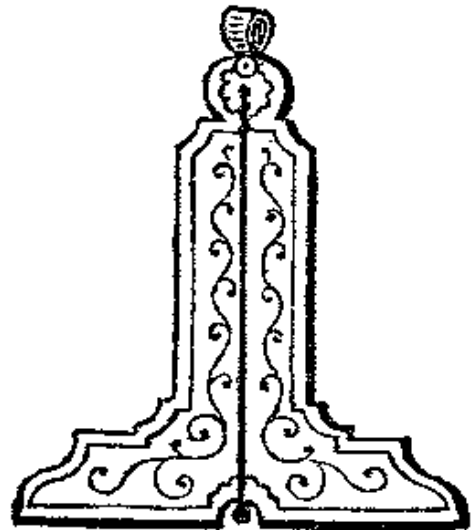


# WARDENS'

# HANDBOOK



This Handbook has been prepared for the Wardens of Iowa's lodges to assist them in preparing and serving as Worshipful Master of their lodge

## INDEX

Index	2
The Buck Stops Here - Introduction	3
Monthly Reminder for Masters and Wardens	4-5
Personal Leadership	6-16
Duties of Lodge Officers and Committeemen	17-24
Lodge Self-Assessment Survey	25-29
Membership	30-33
Ritual and the Masonic Lodge	34-38
Education Program Resources	39-40
Communications	41-42
Protocol - Preface	43
Guidelines for the Reception of Visitors and Guests	44
Guidelines for Balloting	45-47
Guidelines for Draping the Charter	48
Guidelines for Opening and Closing a Lodge of Sorrow	48
The Grand Lodge is Coming - Reception of Grand Lodge Officers	49-54
The Grand Lodge	55-59
Awards and Recognition	60-61
Masonic Charities	62-64
Laying of Cornerstones for Public Buildings and Masonic Halls	65-66
Ideas for Masonic Programs	
Lodge Service Committeemen - Addresses and Phone Numbers	

## *The Buck Stops Here*

If all things proceed as they normally do in Masonic lodges, within the next two years, you will be installed as Worshipful Master of your lodge with powers and prerogatives which are of the highest importance and solemnity. You will be asked to oversee every aspect of lodge activity during your term in office. To properly fulfill that position, all that will be expected of you is to have the wisdom of Solomon, the patience of Job, the financial skills of a Rockefeller, and the ability to walk on water. No problem so far. Right? You will need to be a strong leader, a skillful arbiter of conflicts, a careful planner, a motivator, a cheerleader, a good communicator, a constant attendee, and, in many cases, the most loyal worker. Still no problem. Right? You will also need to be ritually proficient in Opening and Closing your lodge and in the Degree work, be familiar with all the nuances of balloting and conducting meetings, serve as Master of Ceremonies for lodge social functions, and intelligently represent your lodge at Grand Lodge. Oh, and in your spare time don't forget your job, family, and other minor commitments. If you're starting to feel a little unnerved, don't feel alone. Almost everyone who has ascended to the East has shared your feelings. It is lonely at the top. It is somewhat intimidating to realize that (as a former Past Master and Past Grand Master of Missouri Harry S Truman noted on assuming the Presidency of the United States) "the buck stops here."

In order to make your job easier, the Lodge Service Committee has put together this handbook. In it you will find useful information about a variety of topics (Duties of Lodge Officers and Committeemen, Grand Lodge, Protocol, Awards and Recognition, Masonic Charities, New Members, Communication, Press Releases) that you will need to be familiar with as Master. Included also are lists of activities for lodge functions, sources for things like educational programs, different types of materials (membership, leadership, etc), videos, and speakers and a calendar containing important dates and timelines for you to remember during your term. Finally there is information that will assist you in assessing your lodge's condition, setting goals, planning activities, building a team, and improving the long range outlook for your lodge.

Soon, the brethren of your lodge will demonstrate their faith, confidence, and trust in you by electing you as head of their Masonic family. Your pride in that family and your determination to work to maintain and improve your family's health and vigor not only during your term but also into the future will provide motivation for you as you enter the year because for that time "the buck does stop with you." Don't, however, feel that you must shoulder the load by yourself. There are valuable resources within the lodge and at the Grand Lodge level to make your job easier and more manageable. Use those resources, plan well, give your best effort, and both you and your lodge can enjoy a pleasurable and successful year. We hope that this handbook will be a valuable resource for you in fulfilling your duties and that it is passed on to those who follow you in office.

## *Monthly Reminder For Masters And Wardens*

As Worshipful Master, your official term of office will begin after you are duly installed in January. However, you are already aware that your planning and preparation will begin much before that. In addition, since the Grand Lodge year and the Lodge year do not coincide, there are several dates in the Fall that are important to the incoming Master so be sure to look at those months as you plan your activities for the year. Because of the overlap in programs like Lodge of the Year and Plus One, it is important that the outgoing and incoming Masters work together in achieving the goals set for those programs.

This calendar only provides a listing of events or deadlines that should occur for every lodge during the year. Although Stated Communications are listed in each month's schedule, some lodges, as a result of provisions in their by-laws, are dark during certain months of the year. Every Worshipful Master and his officers are encouraged to arrange a more detailed calendar listing individual lodge activities and functions. Ideally, this listing should contain a broad variety of activities and events which will provide something of interest to every segment of the lodge membership and their families and should be shared with the members of the lodge as early in the year as possible.

### JANUARY:

- A) Make sure that you have provided the lodge Secretary with the following names:
  - (a) Appointed Officers
  - (b) Lodge Education Committee
  - (c) Lodge Membership Committee
- B) Lodge installation ( an installation in any month other than January requires a dispensation from the Grand Master)
- C) Conduct your first Stated Communication
- D) Open an annual Lodge of Sorrow (Optional)
- E) See to it that your lodge is represented at a Secretaries conference
- F) Make sure your annual planning calendar, one of the required items for Lodge of the Year, is published and submitted to the Grand Lodge office by January 31.

### FEBRUARY:

- A) Stated Communication
- B) Washington's Birthday (good opportunity to sponsor an activity honoring Washington and other Masonic Presidents)
- C) Make plans for someone to represent the lodge at a Neighborhood Area meeting.

### MARCH:

- A) Stated Communication

### APRIL:

- A) Stated Communication
- B) Masonic Education Month (excellent occasion to present a special education program for the craft)

### MAY:

- A) Stated Communication

### JUNE:

- A) Stated Communication
- B) T. S. Parvin Award Nominations due June 20

### JULY:

- A) Stated Communication

- B) Teacher of the Year Application due July 1
- C) Young Mason of the Year Application due July 1
- D) Plus One Application due July 1

**AUGUST:**

- A) Stated Communication
- B) Lodge of the Year Program Ends for current year (August 14) and begins for the following year (August 15)

**SEPTEMBER:**

- A) Stated Communication
- B) Lodge of the Year Applications due September 1
- C) Grand Lodge Annual Communication – Held the third weekend the location rotates Sioux City, Davenport, Waterloo, Des Moines, and Cedar Rapids (this is your opportunity to ensure that your lodge’s voice is heard in making decisions that will govern Iowa Masonry for the ensuing year. It is also an opportunity to enjoy fellowship with brethren from across the state and obtain useful information from the session and seminars which are often conducted as part of the session)

**OCTOBER:**

- A) Stated Communication

**NOVEMBER:**

- A) Stated Communication
- B) Election of Officers

**DECEMBER:**

- A) Stated Communication
- B) Incoming Master should have appointed officers and committeemen selected so that he can provide the names to the Secretary
- C) Close annual Lodge of Sorrow if one was Opened in January

## *Personal Leadership*

### **Introduction**

We have endeavored to produce a practical guide to assist you in leading and managing your Lodge. Each Lodge is different and every Master is unique. The information is presented as suggestions for your consideration. Take the time to study and reflect; share it with your officers; keep it handy in your briefcase and use it when applicable. Be aware that the procedure described here is the definitive or ultimate process applicable to a Lodge of any size, location, and make-up. Not all Masters need to execute the full formal process to reap the potential benefits available; utilizing a condensed version should prove to be beneficial. Keep in mind that a textbook does not govern a Lodge; only the Master possesses such authority and that is you. Make each moment count and make everyone around you a success. This is your year. How will it be remembered?

The principles that influence how the Lodge is governed are the same as those that guide all organizations. Organizations, large and small, government and private, fraternal and corporate, successfully operate only by paying strict attention to the needs, aspirations and concerns of people. Successful corporations, either fraternal or private, can trace their success directly to the amount of concern that they exhibit for the people they serve.

Just as important to remember is that people make organizations, not the required paperwork, not the beautiful ritual, not the fancy organizational charts, not elaborate trestle boards. The management principles contained within this chapter are designed to assist you in administering the

affairs of your Lodge by properly managing yourself and your members, the critical element which constitutes every successful Lodge and every successful Master.

No man can accomplish every task that is required to build a vibrant and progressive Lodge. Team Building is the process in which you, as Master, assemble, mold, and direct groups of participants to labor on tasks toward a common and well-defined goal. Your Lodge officers and members are your team. Some are at home, some are sitting on the sidelines waiting and wanting to become involved, and some are energetic and active. The successful Master utilizes each category of participants to the fullest extent.

Each officer, every sideliner and even your inactive members must be thoroughly educated in what needs to be accomplished, how it is going to be accomplished and who is going to do the work. To be successful, each of the participants must understand the goal, provide input on how to achieve the goal, and recognize the duties and responsibilities of each team member.

Strategic planning is an absolute necessity to identify opportunities, optimize performance, and maximize accomplishments during your term as Master. Planning is a process which taps the creativity of the Lodge and assures that participants have an ownership interest in the ultimate plan developed. It provides the ability to choose a future rather than being forced into one. It must be written and it must be clearly communicated to everyone associated with the Lodge.

When done properly, the strategic planning process is a critical step in team building for the Lodge currently and for the future.

The first step in strategic planning is to consider what the future will be if nothing changes. Things which we need to look at to make this forecast include:

- \* Membership
- \* Finances
- \* Programs and Activities
- \* Organizational Structure
- \* Leadership and Use of Human Resources
- \* Facilities and Equipment
- \* External Community

**Membership.** We must determine (a) the number of members, (b) the number of **active** members, (c) the identities of **new** members, (d) the age of membership, (e) the number of members residing locally, (f) occupations represented, and (g) potential members. Solicit and/or update the members talent surveys on file in the Lodge records.

**Finances.** The sources and amounts of income must be identified along with administrative and program expenses. The progress of planned fund raisers and revenue must be projected. Anticipated expenses for the Lodge also must be recognized.

**Programs and Activities.** List all programs and activities with known or tentative dates. Include ritual practices and degree work. Incorporate information from the Secretary's calendar including due dates for committee selection, Grand Lodge dues payments, required reports, etc. Organize this list by type, noting the purpose of each. Include information about how the activity was initiated, who has responsibility, predicted benefits, and any costs or revenue generated. Pay particular attention to the cost of major programs. **Save this list! It is your preliminary planning calendar for the next year.**

**Organizational Structure.** Review the organizational chart for the local Lodge paying particular attention to the names and purposes of all committees. Note how decisions are being made and by whom, especially for critical items.

**Leadership and Human Resources.** Identify recent, current, and potential leaders. Establish what level of training for leadership has been done and is needed. Ascertain the current activities of all committees and the people active on them. Verify how leaders and committee members have been recruited and assigned. Review how recently the membership interests and talent identification surveys were completed. Determine the extent, quality, and participation in ritual training. Review the Lodge Officer Leadership Guide to assure a comprehensive analysis is performed.

**Facilities and Equipment.** Identify what real estate is owned by the Lodge and the value of the property. Determine if any repairs or construction is desired or anticipated. Establish the condition and value of equipment. Review usage of space and equipment.

**External Data.** Obtain data regarding population trends, demographic trends, family trends, association membership trends, competition, allies. Consider the effect of each of these and social changes on past, present, and potential Masonic membership.

This forecasting will tell us that some things in the future are improving or increasing while some things in the future will be getting worse or are decreasing. But most importantly, we must remember that what the future ultimately brings is our decision to make. (Please note that a user-friendly questionnaire available from the Lodge Service Committee includes these items).

The second step in the strategic planning process is to identify the distinctive areas which we want to keep and those specific areas where we desire change. This part of the process involves:

- \* Ideas
- \* Mission
- \* Goals
- \* Objectives
- \* Action Plans
- \* Monitor and Evaluate

**Ideas.** Assemble the current Master, Wardens, Treasurer, Secretary, and a few interested, active members in a suitable meeting place which offers relaxation and comfort. Provide suitable refreshments. Review the information gathered in step one of the strategic planning process. Assign one man to a large flip chart or chalkboard with appropriate markers. Ask the question, "What is the biggest problem existing within our Lodge?" Allowing each participant to list only one response, go around the room and solicit an answer from every individual. Continue around the room numerous times until all perceived problems are listed. Only then should the group discuss these ideas, list in them priority order, and offer possible solutions or resolution. (See Appendix for sample ideas)

**Mission.** The mission statement should provide a focus for the Master, officers, and members to assure that goals being established for the Lodge team are consistent with the principles of Masonry. It should answer the questions "Why are we here?" and "What is our purpose in this community?" and "What benefits should we provide to members and their families?"

**Goals.** For each important idea, the group should establish goals which are specific, realistic, important, attainable, measurable, and time specific. Review the specific requirements for "Lodge of the Year" and "Plus One" recognition--both excellent missions for the Lodge.

**Objectives.** Each goal should generate specific objectives which are understandable, feasible, and require action. An objective should state an achievement and assign accountability.

**Action Items.** Action items are generated from objectives. The action item states what task will be done, who will do it, when it will be done, where it will be done, and how much it will cost. Add these action items to the preliminary planning calendar developed during the initial stages of strategic planning.

**Monitor and Evaluate.** The Master initiates and retains overall responsibility for assuring that strategic planning is done. He delegates the work to individuals and committees. And he ultimately is responsible for creating, approving, monitoring, and evaluating goal attainment.

**Goal Implementation** Now that you have determined what your goals are, what you want to do and where you want to be, the question is, “How do you get there from here?” One effective tool in goal-setting is an object planner developed by well-known motivational writer and speaker, Roger Dawson. He suggests listing five different questions on a sheet of paper:

1. My one year objective is
2. My five year objective is
3. Skills and qualifications I'll need
4. What I'm willing to give up
5. What I'll do this month

Answer each question carefully and thoughtfully. Solicit the input and assistance of your officers in some or all of the questions. Your one year objective(s) should include the time line that you and/or your lodge has set up for next year. You could also include some personal objectives within this category. As far as the five year objective is concerned, you will almost assuredly need the help of your junior officers to complete it (unless you plan on being Master of your lodge for the next five years!) Skills and qualifications that you and/or your lodge will need to carry out these goals are directly related to the goals. For instance, if one of your goals is to confer each of the three degrees from the East, and you are not a particularly good ritualist, you could write down “seek help from one of the D.L.s in our area to improve my ritual.” Some of your goals may conflict with your current lifestyle or the historic day to day activities (or lack thereof) of your lodge. That is where number 4 comes into play. If we stick to the example above, in order to improve your ritual, you will have to spend some extra time working on it. Maybe that means one less night a week in front of the TV set or giving up an hour of sleep a night to study your ritual.

Last, it is important that you *take some action immediately to work toward your goals*. What are you going to do this month to start meeting your goals? If increased attendance at meetings is one of them, perhaps, this month you need to have a meal before the meeting if you aren't already doing that, or you could have an interesting program. Another option would be to set up a calling tree so that each member is contacted personally and reminded to come to lodge. Dawson suggests putting your object planner on paper and filling it out for twenty-one consecutive days. Granted, this may have some practical limitations for some of the objectives that your lodge has helped you list. Why do it for twenty-one days? Research has shown that if a person does something for twenty-one days in a row, it becomes a habit. We want to continually be in the habit of working toward our goals.

After your goals have been identified and you have decided what you want to accomplish this year, you need to *establish a time frame for each one*. Not only a time line, which is essentially your calendar of events for the year, but an actual deadline for accomplishing each goal. As one motivational speaker author puts it, “A goal is a dream with a deadline.” By definition, a goal should be specific, measurable, accountable with a time frame. For instance, you shouldn't have a goal such as, “I want to have a better year than last year.” A better goal would be, “Our lodge wants to Raise three more candidates the first quarter of this year than we did last year.” It is specific (increase number of members), measurable (three candidates), with a time frame (April 1). The accountability comes in when you compare your actual performance to the goals you set.

Another key to successful goal setting is *breaking down your goals into smaller portions*. The reason for this is that by doing so you will have a quicker resolution and hopefully more immediate gratification. For instance, if we go back to the example of Raising three more candidates by April 1 than the lodge did the previous year, that means that you need to confer six third degrees by this time. Couldn't you break down this goal into the smaller goals of two Master Mason Degrees each



month? Doesn't the number two sound a lot less intimidating than six? Sure it does! What's more, after you have attained your mini-goal of Raising two new candidates, you will feel a sense of accomplishment two months sooner than you would if you had waited until April 1. Furthermore, you still feel that sense of accomplishment for the larger goal of six new Master Masons in addition to that you felt after the smaller goals of two each month was attained. You experience success sooner and more often, and it eventually becomes a habit!

Once you have identified your goals, it is important to *continually review and update them*. Goals aren't something you just set once and forget about. They require monitoring. As you go through the year, ask yourself where are you on your path to accomplishing each goal. If you are ahead of schedule, is the goal too easy? Does it need to be revised to keep it a challenge? Conversely, if you are behind schedule, why is that? Do you have a goal that is unattainable, or are you off-track? If you have a goal that truly is unattainable, change it to something a little more reasonable. You want your goals to be challenging not impossible.

*One of the most important things to keep in mind is to not try to do everything yourself.* Don't do it during your year as Senior Warden, certainly not as Worshipful Master. Involve your officers, involve the whole lodge. When you have your planning session, try to get as many brethren there as possible. The best way to keep a lodge busy and active is to have happy and active members. Few things will have as much success in your attendance and activities as keeping your members involved. Give them a proprietary interest in what goes on in lodge by making them a part of the planning process. If they feel they have contributed to the planning, they will be much more likely to actively participate in seeing those plans carried out successfully.

After you have included your members in the planning phase, by all means, don't stop there. Keep them as involved and interested as possible in the execution of those plans. When you sit in the East, don't try to assume all of the duties, problems, opportunities, etc. all by yourself. Appoint committees, and let them do the work. Have the committee chairs report at the lodge meetings and take action, if necessary. Don't undermine the responsibility of the chairmen by rehashing the work of the committee at your meetings. *Keep the proprietary spark that you lit in your planning session burning brightly by keeping your members involved, active, and happy.*

One of the most important tools to use to make your goals become reality can be said in one simple word "**Preparation.**" This is one of Rick Pitino's "Ten secrets of Success." Pitino, former head basketball coach of the 1995 NCAA National Champion Kentucky Wildcats, puts it this way, "you wouldn't see a professional athlete show up for an 8:00 game at 7:55. He/she is there several hours ahead of time preparing for the game ahead." Similarly, as a lodge officer, is it sufficient to arrive only five minutes prior to your Stated or Called meeting? Certainly the Master, and probably the Wardens as well, should arrive at least one half hour before the stated time to prepare for the evening's business/activities. Few things will have more of a negative impact on attendance than a disorganized meeting. The Master should go over all items of business with his Wardens and his committee chairmen prior to the meeting. He should make sure that the committee heads are ready to give clear, concise reports so that the lodge doesn't have to rehash the business that the committees have or should have taken care of. As Senior Warden, you will likely be the chair of a number of committees. You can help your Master by being fully prepared to report. Likewise, you will be doing yourself a favor by setting a good example for your Junior Warden to follow next year.

In conclusion, keep in mind that it is important to establish good goals, those that are specific, measurable, and have a deadline. Use the five step process for laying the groundwork for your success. Determine what your one and five year objectives are, the skills that you will need to accomplish them, what you're willing to sacrifice to make those objectives pan out, and what you will do right now to get started. Break down your major goals into smaller portions that allow you

to experience success on a smaller but much more immediate basis. Utilize the talents and skills of your brethren in setting these goals and establishing a timeline for your year in the East. Constantly review your goals to make sure that you are staying on track, ensuring that the goals you originally set are challenging but realistic. Finally, remember that the goal setting and implementation process is an important and ongoing one. If you don't know exactly what you want to do and when you want it done by, chances are you will do nothing. Good Luck!

### **Coaching and Teambuilding Skills**

Both **people** skills and **technical** skills are necessary to make Lodge members into a team that is more cohesive, more highly motivated, and more productive. America's most effective corporate coaches and team leaders share nine success indicators:

Their people support each other and share a "can do" attitude.

They communicate expectations and give meaningful feedback.

They meet their deadlines and fulfill the objectives of their projects.

Their meetings have purpose and lead to specific actions.

They deal effectively with challenges and problems.

Their team's productivity is high; the quality of work is top-notch.

Their team members are enthusiastic and motivated.

They know how to blend different personalities into a harmonious group.

Their workers respect them, and so do their bosses--giving them credibility throughout the organization.

The Master must assess the current effectiveness of his Lodge and recognize the basic differences between a **group** and a **team**. The four most significant traits of an effective Lodge team are:

Members think of themselves as an interdependent unit.

Each willingly applies his unique talents and knowledge to Lodge objectives.

Information and explanations are freely given in an open and honest atmosphere.

Conflict is turned into an opportunity to generate new ideas and deepen relationships.

Individually team members should exhibit a number of key attitudes including a high level of self-esteem, flexibility, open-mindedness, dependability, self-responsibility, a sense of humor, commitment, and honesty.

In addition to these **team** traits, there are six commandments the Master as **team leader** must actively follow to assure team-oriented success.

**Mobilize Commitment.** Not only the Master, but also the Lodge team members must buy-in to the team concept.

**Develop a Shared Vision** of how to organize and mobilize to increase Lodge effectiveness. Strategic planning provides the opportunity for this vision.

**Foster:** *Consensus* for the vision, *Competence* to enact it, and *Cohesion* to move it along. There must be support for the decisions, not total agreement.

**Enlist Support** from all Lodge officers and committees. Remember to point out the mutual benefit to all.

**Make Formal Changes** in systems, structures, and personnel after the team is clear about its goals, objectives, and action plans.

**Monitor and Adjust Strategies** in response to problems in the teambuilding effort.

The subtle differences between a Master committed to management and one who focuses on leadership can spell the difference between an average group of Lodge members and a successful Lodge team. Disregarding this wisdom minimizes the potential for achievement.

The leader does the right thing, while the manager does things right. The leader builds a team and pursues innovation, while the manager administers the same tired programs. The leader seeks the benefits of change and advancement, while the manager searches for the comfort of continuity and conformity. The leader focuses on people and outcomes, while the manager directs his attention to process and procedure. The leader is concerned with empowering the Lodge to move forward while the manager is content to keep it from slipping backwards. The leader looks for opportunities to empower his team and transform the lodge, while the manager avoids the potential friction of growth. The leader involves all members to develop direction for the Lodge, while the manager gives directions to the members. The leader leads by personal power earned through demonstrated commitment, while the manager manages based solely upon the power of his position.

In developing a highly-effective Lodge, team spirit can not be ignored by either the Master or Lodge team members. All must focus on setting goals which foster group success and individual success. In addition to acknowledging each other's separate needs, common ground must be identified and joint responsibility for success accepted. When this necessitates sacrifice for the group, it must be handled gracefully. And the final ingredient of team spirit, pride must be consistently emphasized.

To maximize the positive outcome of a Lodge, an action plan for excellence is required. As noted in the strategic planning section, this requires answers to Who, What, Where, When, Why, and How? The Lodge team must identify barriers and resources (traditionally men, materials, methods, machines, and mother nature), brainstorm action steps for removing barriers, brainstorm other steps, prioritize action steps, assign deadlines and responsibilities, and establish progress check points. Often overlooked or handled ineptly is prioritizing.

On occasion conflict among Lodge team members may arise, and the Master must act swiftly to prevent conflict from devastating the positive effects of team-building. Generally a seven-step approach for managing conflict will prove to be successful.

Analyze conflict to achieve common understanding. "Seek first to understand, then to be understood." Steven Covey

Describe the conflict. What are people experiencing, seeing, thinking, feeling?

Clarify the conflict.

When? Where? What happens?

Facts? Opinions?

Root Causes?

Additional data needs?

Alienation check--How do you feel?

Focus upon goals to find the overlap.

Outcomes

What are we trying to accomplish in this situation?

What do we want the results to be?

What are the parameters and priorities within which we can or must resolve this conflict?

What solution will best achieve our agreed-upon goals?

Brainstorm alternatives/options  
Select best options  
Build contracts

The critical nature of communication regardless of the stage of development that the team happens to be engaged in can not be overemphasized. Of the three modes of communication--aggressive, passive, and assertive--most leaders and team members find that assertive is the most effective. The Master must remember that only 7% of communication comes from the actual words spoken (verbal), while 38% is voice (tone, volume, inflection, etc.) and 55% is visual (body language, facial expression, etc.). The Master should remember "WARMTH" when speaking.

Wear a smile

An open posture

Rise and lean forward

Make eye contact

Territorial zone/touch

Head nodding (acknowledgement not agreement)

Perhaps of even more importance is the ability to actively **listen** when another is speaking. Most people are being totally honest when they say "I see what you mean" when they understand a message.

Finally, the successful coach will make his team a key player in the larger organizational success. Seven ideas to bring about this transformation are:

Develop a vision for Masonry in Iowa and ways in which your Lodge can support it.

View your function with the eyes of current members, potential members, and the general public.

Search out the most creative fraternal or civic organization in your area and adapt their successes.

Greet change in your Lodge with enthusiasm.

Brainstorm on actions your Lodge team can take to help the Iowa Grand Lodge deal with a priority problem.

Build a creative project into each of your Lodge officer's and committee objectives.

Identify a strategic issue that needs to be brought to the Iowa Grand Lodge's attention.

To be a successful team builder and Master, you must begin this strategic planning process--forecasting, brainstorming, goal setting, development of the action calendar, and implementation of the plan--while still a Warden. Endeavor to complete these steps of the process as soon as possible, but no later than these recommended dates.

**May** of the year preceding your installation as Master, distribute the questionnaire regarding physical needs of the Lodge, assessment of ritual strengths and weaknesses, program and activity suggestions, etc. Mail this to all members and request that it be completed and brought to the Lodge or mailed back by the stated communication; be assertive in follow-ups. As necessary solicit updates to the file of member talent surveys. Begin gathering data needed for the forecasting segment of strategic planning and begin preparation of the preliminary planning calendar.

In **September** plan to attend the Annual Grand Lodge Communication; encourage your anticipated Wardens to attend also. Identify potential appointive officers and committee members. Data gathering which is necessary for forecasting must be completed. Finalize your preliminary planning

calendar and conduct the brainstorming session described in "Ideas." Your planning calendar should be virtually completed following the brainstorming session.

**October** should include the analysis of member talent surveys which were updated in May. Verify that the relevant dates from the secretary's calendar have been included on your Lodge calendar. This calendar should be in writing and could be distributed and discussed during the stated communication.

With the **November** election you should finalize the appointed officer selections, make Lodge committee appointments, announce public installation plans for January, and provide the written calendar for the following year.

In **December** meet with the elected officers, appointed officers, and committee members for an open dialogue about the Plan and to confirm their commitment to it. This meeting should clarify any lingering questions or concerns about who is responsible for what, when and how it will be accomplished, and the process to measure and report success.

In conclusion, strategic planning is helpful, essential, critical for every Lodge regardless of size, location, or membership diversity. Many of the steps can be streamlined or modified to meet the unique needs of the particular Master and Lodge. When coupled with a strong commitment to team building, strategic planning in a candid, honest, straight-forward manner **will** improve a Lodge and assure its strength.

#### *Appendix*

#### *Ideas for Improved Lodges*

More positive media exposure  
Attract community leaders  
Educate public on Freemasonry  
Better attendance at stated meetings  
Snappier, more business-like meetings  
Stimulate individual involvement  
Improved Degree work  
Formal education program for new members  
Formal leadership training process for officers  
Better or more frequent Trestleboard  
Improved communications with all members  
Improved fiscal condition  
More or better social programs with improved fellowship  
Better attendance at social programs  
Inclusion of wives and/or families in more social programs  
Regular program for Masonic widows  
Better liaison with other Masonic bodies  
Additional inter-lodge visits  
Increased involvement with youth activities  
More candidates  
More speakers on Masonic education  
Better entertainment  
Improved physical conditions for the Lodge building  
Replace officer aprons and/or jewels  
More community involvement  
Increased support for Iowa Masonic Library

Present 25-year pins  
Officers attend a leadership training seminar  
Timely hospital visits  
Improved attendance at funerals  
Closer attention to visiting brethren  
More active and visible committees  
Host a recognition night for teachers, firemen, EMTs  
Provide a scholarship to a graduating high school senior  
Place books in an elementary school library  
Establishment or improvement of the Lodge library

### **DUTIES OF LODGE OFFICERS AND COMMITTEEMEN**

*Book of Ceremonials: pp. 28-31*

“You promise to be a good man, and true, and strictly to obey the moral law?”

“You promise to be a peaceable citizen, and cheerfully conform to the laws of the country in which you reside?”

“You promise not to be concerned in plots and conspiracies against the government, but patiently to submit to the law and the constituted authorities?”

“You promise to pay a proper respect to the civil magistrates; to work diligently, live creditably, and act honorably toward all men?”

“You promise to avoid private piques and quarrels, and to guard against intemperance and excess?”

“You promise to be cautious in your behavior, courteous to your brethren, and faithful to your lodge?”

“You promise to respect genuine brethren, and to discountenance impostors and all dissenters from the original plan of Freemasonry?”

“You promise to pay homage to the Grand Master for the time being, and to his officers, when duly installed, and strictly to conform to every edict of the Grand Lodge, or general assembly of Masons, that is not subversive of the principles and ground-work of Freemasonry?”

“You promise a regular attendance on the committees and communications of the Grand Lodge, on receiving proper notice, and to pay attention to all the duties of Freemasonry on convenient occasions?”

“You agree to hold in veneration the original rulers and patrons of Freemasonry, and their regular successors, supreme and subordinate, according to their stations, and to submit to the awards and resolutions of your brethren when in lodge convened, in every case consistent with the constitutions of Freemasonry?”

“You agree to promote the general good of society, to cultivate the social virtues, and to propagate the knowledge of the mystic art?”

“You agree that no visitors shall be received into your lodge without due examination and satisfactory evidence of their having been initiated in a regular lodge?”

“You admit that no person can be made a Mason in, or admitted a member of, any regular lodge without previous notice and due inquiry into his character?”

“You admit that no new lodge shall be formed without permission from the Grand Lodge, and that no countenance shall be given to any irregular lodge, or to any person clandestinely initiated therein, being contrary to the ancient charges of Freemasonry?”

“You admit that it is not in the power of any man, or body of men, to make innovations in the body of Freemasonry?”

*Masonic Code of Iowa Chapter 11, Duties Of Officers*

Section 1. GENERAL.

Each officer of the lodge shall be held personally responsible to the Master, and through him to the lodge and Grand Lodge, that his office be filled with dignity, honor, and correctness, and that its various duties be performed without haughtiness or tyranny, but according to love and a diligent desire to exemplify before the world the virtues and sublime morality of Freemasonry.

In addition to those duties which appertain to every individual Mason and those which are purely traditional and therefore unwritten, the duties of the officers of a lodge are as set out in the following sections.

Section 2. THE MASTER.

It is the duty of the Master:

- a. To preserve the Charter of the lodge with unfailing care and to deliver it to his successor in office.
- b. To select the appointive officers.
- c. To appoint all committees, except as otherwise provided.
- d. To appoint the standing Committee on Finance on the day of his installation.
- e. To serve on the standing Committee on Charity.
- f. To open and preside over the lodge when present and to make all necessary provisions for the faithful performance of that duty when absent.
- g. To make pro tem appointments in the place of officers who are absent from the communications of the lodge.
- h. To decide all questions of order.
- i. To see that visiting brethren have courteous attention and are welcome in his lodge.
- j. To cast, as Master, in the event of a tie vote, the deciding vote, in addition to the vote which he has already cast in his capacity as member of the lodge.
- k. To give Masons instruction at every communication of the lodge.
- l. To read and expound to the lodge the proceedings of the Grand Lodge.
- m. To sign all orders drawn upon the Treasurer, after approval by the lodge.
- n. To convene the lodge in called communications whenever there shall appear to him a necessity.
- o. To see that the bylaws of the lodge, the Code of the Grand Lodge of Iowa, and the Ancient Constitutions of Freemasonry are duly understood, respected, and obeyed by the members.
- p. To take command of the other officers; to claim of them, at any time, advice and assistance on any business relative to the Craft.
- q. To see that the proper officers collect and truly keep the moneys of the lodge; to see that the furniture and other valuables are properly cared for; and should the Charter be forfeited or surrendered, to preserve these things subject to the order of the Grand Lodge.
- r. To see that the Returns to the Grand Lodge are properly made out and forwarded by the Secretary within the time required by law.
- s. To see that all unmasonic conduct that comes to his knowledge is dealt with according to the laws of the Grand Lodge.
- t. To guarantee everyone charged with unmasonic conduct a fair trial and an appeal to the Grand Lodge if demanded.
- u. To preside at the Masonic burial services of deceased Master Masons.
- v. To inquire at each stated communication "Have all moneys received by the Secretary been paid over to the Treasurer and receipts taken therefore?"
- w. To represent his lodge, in conjunction with the Wardens, at all communications of the Grand Lodge.
- x. To install his successor in office.

### Section 3. THE SENIOR WARDEN.

It is the duty of the Senior Warden:

- a. To serve on the standing Committee on Charity.
- b. To take charge of the Craft during the hours of labor.
- c. To represent the lodge, in conjunction with Master and Junior Warden, at all Communications of the Grand Lodge.
- d. To succeed to and exercise all the powers of the Master in the event of the Master's absence.

(1) The Master is absent, so as to justify a Warden in acting for him when he is not present at a communication of the lodge, either stated or called, is absent from the jurisdiction, or unable to do official acts when necessity arises.

(2) A warden acting as Master in his absence has the same power and authority as the Master. His signature should give his office as Warden, adding "Acting Master."

### Section 4. THE JUNIOR WARDEN.

It is the duty of the Junior Warden:

- a. To serve on the standing Committee on Charity.
- b. To take charge of the Craft during the hours of refreshment.
- c. To take cognizance of all complaints made by the brethren of unmasonic conduct necessary. However, this shall not be a bar to any brother bringing his complaint directly before the lodge.
- d. To represent the lodge, in conjunction with the Master and Senior Warden, at all communications of the Grand Lodge.
- e. To succeed to and exercise all the powers of the Master in the absence of the two officers above him. In so far as possible, the provisions of Section 2 of this Chapter shall apply when the Junior Warden acts as Master.

### Section 5. THE TREASURER.

It is the duty of the Treasurer:

- a. To receive all moneys from the hands of the Secretary, keep just and regular account of the same, and pay them out at the Worshipful Master's will and pleasure, with the consent of the lodge.
- b. To keep such moneys separate and distinct from all other funds under his control, subject to the order of the lodge at all times.
- c. To prepare annually a complete statement of his account with the lodge and deliver it to the Master.
- d. To receive all moneys from the hands of the Secretary, keep just and regular account To deliver promptly to his successor in office all the funds of the lodge, together with all the books, vouchers, and other documents having any reference to the financial business of the lodge.

### Section 6. THE SECRETARY.

It is the duty of the Secretary:

- a. To observe the Worshipful Master's will and pleasure; to record the proceedings of the lodge; to receive all moneys, pay them over to the Treasurer, and take his receipt therefore.
- b. To include in the minutes such information as is proper to record, in keeping with Masonic usage and law; to enter in the record of each stated communication the amount of payment made by each person since the last stated communication and the purpose of such payment; and to pay over all moneys to the Treasurer without delay. Any neglect by the Secretary to pay over such moneys, unless such failure is due to the absence of the Treasurer or other good causes, is punishable by the arrest of his jewel by the Master.
- c. To label and file for preservation all petitions and documents of every character on the business of the lodge and to keep the same in some safe and secure place and only deliver them



by order of the lodge. However, the lodge may order the Secretary to have all such petitions and documents reduced by the use of microfilm or some similar process. When such petitions and documents have been so reduced and the reductions properly stored, the original thereof shall be destroyed, by burning, under the personal supervision of the Worshipful Master and the Secretary.

d. To prepare the Returns to the Grand Lodge under the forms furnished by the Grand Lodge, duly certify the same, and forward one copy to the Grand Secretary at the time required by law. (Chapter 20, Sections 3 and 4 of the Laws for Subordinate Lodges)

e. To keep an account with each member, and to promptly collect all dues.

f. To prepare annually, at the close of his term of office, a balance sheet of all accounts of the members and a roll of all who are not entitled to vote; to furnish an official statement of his own account with the lodge; and to deliver all such documents to the Master.

g. To keep a register of members and record therein all important factors relative to the Masonic history of each member. (Chapter 19, Section 3 of the Laws for Subordinate Lodges)

h. To keep a Visitors Book.

i. To furnish diplomas, demits, certificates, etc., duly signed and sealed, when authorized.

j. To attend trials and meetings for taking evidence.

k. To furnish copies of all evidence taken on trials where an appeal is taken.

l. To notify the Grand Secretary promptly of all expulsions and suspensions from the lodge.

m. To preserve the seal of the lodge with care and at the close of his term of office to deliver it to the Master.

n. To deliver promptly to his successor in office all the books, papers, vouchers, etc., in his possession having any reference to the business of his office.

#### Section 7. THE SENIOR DEACON.

It is the duty of the Senior Deacon:

a. To act as the messenger of the Master in the active duties of the lodge.

b. To give fraternal attention to visiting brethren.

c. To receive and conduct candidates in the different degrees of Masonry.

#### Section 8. THE JUNIOR DEACON.

It is the duty of the Junior Deacon:

a. To act as a messenger of the Senior Warden in the active duties of the lodge.

b. To have special care that the lodge is secure.

#### Section 9. THE STEWARDS.

It is the duty of the Stewards:

a. To have charge, subject to the direct order of the Master, of the furniture, jewels, and other property of the lodge.

b. To have special care to insure cleanliness in the hall and anterooms.

c. To provide for the comfort of the brethren.

#### Section 10. THE TYLER.

It is the duty of the Tyler:

a. To tyle the lodge subject to the direct orders of the Master.

b. To serve, except as otherwise provided, notices, summonses, citations, and other documents, issued under the authority of the Master and the lodge.

### *Masonic Code of Iowa, Chapter 7*

#### Section 5 SUPERNUMERARY OFFICERS.

The Master may, at his discretion, appoint a Chaplain, a Marshal, a Physician, an Organist, and one or more Masters of Ceremonies, whose duties shall correspond with their titles.

Lodge officers will often be given other duties which derive from customs and traditions within that particular lodge. These duties must never be in conflict with the dictates of the Masonic Code of Iowa or the by-laws of their lodge.

*The Masonic Code of Iowa provides for the creation of standing and special committees for subordinate lodges.*

## CHAPTER 14, COMMITTEES

### Section 1. PROVISIONS.

a. Standing Committees. There shall be three Standing Committees in each subordinate lodge: Charity, Finance, and Education.

b. Special Committees. Lodges may by motion, resolution, or bylaw provide for special committees for particular purposes. Such committees shall be appointed by the Master and shall consist of three members unless otherwise provided by the motion, resolution, or bylaw.

### Section 2. CHARITY COMMITTEE .

a. Composition. The Charity Committee shall consist of the Master and the Senior and Junior Wardens who shall also be the Trustees of the Charity Fund. The Master shall be the Chairman.

b. Duties. It is the duty of the Charity Committee to act on behalf of the lodge in the exercise of its benevolence toward those entitled thereto and administer the charity funds of the lodge. The Charity Committee may also take such measures in caring for the sick as any sudden contingency may demand and disburse such funds as are contained in the Charity Fund for said purpose. Such committee shall have the power, without action of the lodge, to draw on the funds in its possession for a sum not exceeding Fifty Dollars (\$50.00) at any one time to relieve the distress of a worthy brother or those dependent upon him. Sums in excess of Fifty Dollars (\$50.00) at any one time may be disbursed after approval of the lodge.

c. Liability. No lodge is liable for Masonic aid furnished by another lodge or a brother, unless such aid is furnished by request of such lodge or its Charity Committee.

d. Dues. It is the duty of a subordinate lodge in fixing the amount of its annual dues to allocate a portion thereof for charity, which portion shall be paid over to the Trustees of the Charity Fund and kept by them in a special account to be used for charitable purposes only.

e. Gifts, Bequests, and Devises. All gifts, bequests, and devises made to the lodge for charitable purposes shall be paid to the Trustees of the Charity Funds who shall hold legal title to the funds and the property of the Trust.

### Section 3. FINANCE COMMITTEE.

a. Composition. The Finance Committee shall consist of three members of the lodge, to be appointed by the Master on the day of his installation.

b. Duties. It is the duty of the Finance Committee to examine the books, vouchers, and other documents of the Treasurer and Secretary and make a detailed report in writing each year at the stated communication in January. All bills, accounts, and claims against the lodge shall be referred to this committee, and it shall report upon the same. In the absence of such committee or any member thereof at any stated communication, the Master may make a *pro tem* appointment.

### Section 4. EDUCATION COMMITTEE.

a. Composition. The Education Committee shall consist of three members of the lodge and the term shall be three years. The present members of the committee shall complete the terms to which they were appointed. Successors shall be appointed for a term of three years, provided, that when a vacancy occurs, the appointment shall be for the unexpired term. The names and addresses of the Education Committee are to be sent to the Executive Director, Lodge Service Committee, within thirty (30) days of the appointment.

b. Duties. It is the duty of the Education Committee to provide a program of instruction for the Craft in Masonic Education, distribute educational materials to the members, and to assist the Lodge Service Committee in the performance of its duties.

### **Membership Committee.**

The Masonic Code of Iowa does not mention or define the role of a subordinate lodge Membership Committee. The Lodge Service Committee offers the following suggestions:

Assist the Worshipful Master and Wardens in developing strategies for membership retention and growth.

Membership includes getting present members to become active in lodge meetings again. Ask questions, find out why members are not active.

Meet with the Worshipful Master and Wardens to help create an annual calendar of activities for the membership.

Assist the Worshipful Master and Secretary in contacting brothers with unpaid dues, determining their situation and need.

Most lodges have a few unfinished degrees. These people showed an interest in Freemasonry at one time. Contact them and rekindle that interest.

Talk with other lodges in your area. Don't be afraid to copy what works. Why reinvent the wheel?

"This list could go on and on, but these ideas should help you get started. Membership is the lifeblood of Freemasonry. It doesn't just happen. It takes a little initiative and work. BECOME ACTIVE and see your lodge and our Fraternity benefit."

As in the case of lodge officers, the duties of the committeemen may be given duties which derive from customs and traditions of the lodge. Once again, these duties must never be in conflict with the Code of Iowa or the Bylaws of the lodge.

As a member of the Membership Committee you can do much for your lodge. Remember that organized activity can be contagious and will spill over into other areas of your lodge's activity.

Utilize the Lodge Service Committee as a resource. There are numerous pamphlets and handouts available. All it requires is a phone call 319-365-1438 or email [dgs@gl-iowa.org](mailto:dgs@gl-iowa.org).

### **LODGE SELF-ASSESSMENT SURVEY**

This survey has been created as a tool to help lodges assess their present condition so that they can plan for the future. It is solely for the lodge's own use.

#### **THE TEMPLE (Building and Fixtures)**

##### *Overall Facility Appearance*

- Excellent
- Acceptable
- Needs Improvement

##### *Lodge Room (Paint, carpet or flooring, ceilings, furniture, etc.)*

- Excellent
- Acceptable
- Needs Improvement

##### *Aprons, jewels, implements, Bible, candidate's clothing*

- Excellent
- Acceptable
- Needs Improvement

*Dining Area* (Paint, seating facilities, dining utensils)

- Excellent
- Acceptable
- Needs Improvement

*Food* (Preparation and Nutrition)

- Food prepared by lodge officers, members or wives
- Food prepared by Eastern Star or affiliated bodies
- Food catered by outside business
- A combination of the above is used

*Nutrition*

- Meals are balanced and nutritious for members of all ages

*Upkeep* (Bathrooms, windows, general housekeeping in all areas of the lodge)

- Spotless
- Neat
- Could stand a general house cleaning

**MEMBERS – ATTITUDE AND ATMOSPHERE IN MEETINGS**

- Warm and Friendly (Visitors and candidate(s) are made to feel welcome and their needs attended to)
- Reserved (Visitors are treated politely but with little special attention or effort to involve them in the activities by the members of the lodge)
- Cold (Visitors are not welcomed or encouraged to attend)

**THE MASONIC FAMILY – GENERAL INFORMATION**

(Check all that are appropriate)

*Communication*      Each lodge member receives news about his lodge through a newsletter or a letter from the Master \_\_\_\_\_ times a year.

Local members are informed about lodge functions by

- Announcement card
- Attending meetings
- Calling trees
- Word of mouth

*Lodge Attendance*

- Good
- Fair
- Poor

*Activity Attendance* (Special Programs, Degree Work, Past Masters' Nights, etc.)

- Good
- Fair
- Poor

*Does Your Lodge*

- Maintain contact with members who live outside of the jurisdiction
- Maintain contact with Masonic widows and introduce them at Masonic activities
- Visit brothers in sickness or distress
- Maintain contact with members in area care facilities
- Assist members in need
- Recognize birthdays (by card or at the meeting)

- Recognize Masonic achievement and service
- Recognize 50 Year members

### **LODGE MEETINGS**

- Officers are familiar with their Opening and Closing ritual
- Officers need more practice
- Opening lodge is a struggle

#### *Business Meeting*

- The Master is familiar with the order of business, committee reports are prepared and meetings are run efficiently
- Meetings generally flow smoothly but sometimes show lack of direction
- No knowledge of order of business and little or no advance preparation

#### The Sidelines

- Members are quiet, respectful and attentive during meetings and degrees
- Occasional talking sometimes occurs
- Distractions are so numerous that it detracts from the work and makes it hard to follow what is being presented

#### Educational Programs

- Presented at most meetings
- Occasionally provided
- Seldom presented
- Never occur

#### Programs utilized

- Lodge Service material (Educational Packets)
- Lodge members
- Community Resources
- Videos
- Speaker

#### Topics Covered

- |  |  |
|--|--|
| <input type="checkbox"/> Ritual                    | <input type="checkbox"/> Your lodge history          |
| <input type="checkbox"/> General Masonic Education | <input type="checkbox"/> Community related topic     |
| <input type="checkbox"/> Famous Masons             | <input type="checkbox"/> General topic (non-Masonic) |
| <input type="checkbox"/> Masonic History           |  |

#### Members share fellowship opportunities before and/or after the meeting

- Always
- Often
- Sometimes
- Never

### **LODGE DEMOGRAPHICS**

#### Age Analysis

- 20-35
- 36-50
- 51-65
- 66+

Number of members within a 50 mile radius \_\_\_\_\_

Number of snowbird \_\_\_\_\_

Number of 50 Year Members \_\_\_\_\_

## Skills and Talents

The lodge keeps records which indicate members' interests, skills and talents (ritual proficiencies, general and areas in which they are willing to work or participate) and uses them to involve brothers in lodge activities.

- Yes
- No
- Is considering doing this

## LODGE FINANCES

- Lodge wealthy (No need for special activities to raise money)
- Lodge financially sound (Does use fund raisers for special projects- Scholarships, Building Projects and Repairs, Others)
- Lodge financially sound (Does not use fund raiser to improve its position)
- Lodge financially poor
  - Options to remedy situation have been and are being attempted
  - No steps have been taken to remedy situation

## DECISION MAKING

- Master makes all decisions
- Master and Wardens make decisions together
- Master forms committees to make decisions
- Master forms committees to bring recommendations for the lodge to make the decisions
- Discussion occurs in open lodge and decisions are made there

## DEGREE WORK

### *Casting*

- Officers of the lodge confer the degrees
- Qualified local members are available to fill most parts
- Some assistance is generally needed from neighboring lodges
- Lodge depends on degree teams to fill major parts and confer degrees

### *Members are encouraged and assisted in learning and participating in degree work*

- Always
- Sometimes
- Never

### *Ritual*

- Officers and members are familiar with the Ritual and floor work
- Officers and members require occasional prompting and directions
- Officers and other members are unfamiliar with floor work and Ritual

### *Attendance*

Extra efforts are made to have good attendance from local members (mailing cards, calling trees, newsletter announcement, etc.)

- Always
- Sometimes
- Never

Area lodges are notified when work is scheduled

- Always
- Sometimes

Never  
Candidates progress smoothly through the degrees and a regular schedule

- Always
- Usually
- Sometimes
- Seldom

An officer or specific person is assigned to tutor the candidate

- Always
- Sometimes
- Never

A tentative time line for advancement is set

- Always
- Sometimes
- Never

### **LODGE AND TEMPLE VISIBILITY**

- Lodge location is clearly identified
- Lodge activities are covered in local news media
- Lodge holds a fund-raiser or community service activity open to the public
- Lodge makes its facility available for community activities
- Lodge members participate as a group in community activities (parades, fairs, etc.)

### **LODGE ACTIVITIES**

(Fill in the blank with Always, Generally, Sometimes, or Never)

- \_\_\_\_\_ Business meeting is the only activity for the month
- \_\_\_\_\_ Usually for men only
- \_\_\_\_\_ Occur inside the lodge facility
- \_\_\_\_\_ Appeal to a variety of interests
- \_\_\_\_\_ Include the whole family
- \_\_\_\_\_ Include spouses
- \_\_\_\_\_ Occur in a variety of settings (restaurants, recreational, cultural, etc.)
- \_\_\_\_\_ Are generally for a Masonic recognition (Past Masters, 50 Year, etc.)
- \_\_\_\_\_ Include non-Masons from within the community
- \_\_\_\_\_ Recognize non-Masons (individuals or groups) within the community

Most activities are planned and organized by

- The Worshipful Master
- The officers
- Committees
- Volunteers
- The Secretary

## MEMBERSHIP

If a lodge is to sustain its membership or grow, it must find ways to attract new members into its ranks. This statement may seem obvious, but, in many cases, lodge, that were very successful in other areas, did not pay attention to membership and their numbers slowly dwindled and the age of their membership continued to grow until they lacked the energy or will to continue and were forced to consolidate.

Years ago, when lodges were the center of community life, gaining new members was not a problem because everyone in the community knew who the Masons were, what they stood for, and wanted to be a part of the organization. Today, for a variety of reasons, that is no longer the case, and attracting new members requires planning, organization and effort by the officers and members of the lodge. Membership must be a concern of every member not just that of the Master of the Membership Committee.

Membership in a lodge can be increased in four ways: restoration of members who have been suspended for non-payment of dues, completion of unfinished degrees, affiliations, and new members. Each of these areas are a potential source of membership for the lodge.

*Restorations:* Since 1990, 5423 members have been suspended for non-payment of dues. Of those 5423 members suspended, 1101 have since been restored. This means that 4322 men who thought enough of the Fraternity to commit their time and energy to petition, take their degrees, and learn the proficiencies are available as potential members. During the time that has passed since they were suspended, the circumstances which caused them to not pay their dues may have changed. While a number of those suspended may have moved out of state, this still leaves a sizeable pool of potential members for the lodges to contact. Through the computer system, the Grand Lodge is able to provide a lodge with the names and addresses (at the time they were suspended) of the men from their lodge who have been suspended. This listing, as well as a sample letter which may be adapted for your lodge's use, may be obtained by calling the Grand Lodge office (319-365-1438), writing to the Grand Lodge of Iowa, P.O. Box 279, Cedar Rapids, IA 52406-0279 or email: [gs@gl-iowa.org](mailto:gs@gl-iowa.org).

*Unfinished Degrees:* Virtually every lodge has brethren who have taken either the First or First and Second Degrees and never completed their degree work. For those who took their degree(s) before the proficiency was shortened, the shortened proficiency may be attractive to them. The Grand Lodge Office can provide a list of those brethren with unfinished degrees for your lodge. Contacting the person on that list and pairing them with the right mentor (coach) may produce benefits for your lodge.

*Affiliations:* In our highly mobile society, members of the Fraternity are constantly being transferred into new areas. These brethren are interested enough in the Fraternity to continue paying dues even after they have moved away from their home lodge and would be a benefit to the lodge in the area in which they now reside. With dual and plural affiliations possible, these brethren have the opportunity to become involved and active in the lodge where they now live while maintaining their ties to their home lodge if they wish. The Grand Lodge is able to provide lodges with lists of sojourners within their area who might be contacted to attend a lodge function. Whether a brother affiliates or not, in extending the hand of brotherly love and friendship, you have let the brother know that he is welcome in the community and at your lodge activities. Note: Personal contact is always the best when inviting a sojourner to a lodge function. Be sure to make every effort to make the guest feel welcome because, if you fail, your first contact may be your last.

*New Members:* Every community in Iowa has a number of men who would be excellent members of the Fraternity. Unfortunately many of these men often know nothing about the Fraternity or their perception may be colored negatively by what they have heard from Masonry's critics. An additional problem arises from the fact that Masons have traditionally been hesitant to talk about the



Fraternity and, in many case, even believe that they cannot speak to anyone about Masonry because that would be soliciting. Members are also unsure about what they can say; one of the best ways to stop a conversation is to ask a Mason to tell you what Masonry is. Although attracting new members may seem like a difficult problem, there are a number of ways that contacts may be made and a number of tools available to assist lodges in their efforts to gain new members.

Traditionally there have been two methods of interesting prospective members in the Fraternity: individual contacts and Friendship Nights.

Individual contacts: Most people become Masons because someone they know or admire belongs to the Fraternity. The value of individual contacts should never be underestimated when the lodge is endeavoring to interest prospective members. While many men do not have a ready answer when asked “What is Freemasonry?” Almost all of them can respond eloquently when asked “What does Masonry mean to you?” These personal experiences can provide a strong testimonial for the Fraternity.

A number of different written materials are also available to assist in explaining what Masonry is. The pamphlets “Opening the Door” and “What’s a Mason” provide excellent brief descriptions of the Fraternity. If a prospect wants more detailed written information about Masonry, John Robinson’s book *A Pilgrim’s Path* and *Is It True What They Say About Freemasonry?* also provide excellent material on this question. A membership packet, containing a number of different pieces of information for prospective members in a attractive folder, is another useful tool to provide a prospect with a basic understanding of the Fraternity. These packets are available for \$1.00 from the Lodge Service Committee.

Several excellent videos are also available which may be shown both to the prospect and his family. Two Iowa videos “Opening the Door” and “In the Hearts of Men” exist for this purpose. “Opening the Door” provides a look at Masonry from the words of Masons in varying walks of life as they relate what Masonry means to them. Another video “Friend to Friend” was recently released by the Masonic Renewal Committee. It is approximately ten minutes long and provides a general overview of Freemasonry. All three videos are well done and are available through the Grand Lodge Office.

### **Friendship Nights**

Friendship Nights are an effort by a lodge to introduce a number of prospective members to Masonry at one time through a special evening (or morning) devoted to that purpose. Friendship Nights have been used by a number of lodges for some time. The success of these events is usually related to the amount of time and planning that goes into preparing for the event. If a lodge is contemplating hosting a Friendship Night, two excellent aids (one in outline form, the other providing a more detailed description including sample letters) are available through the Lodge Service Committee and the Grand Lodge Office.

An area that often causes problems with Friendship Nights is attendance. In many cases, the Master announces that a Friendship Night will occur and asks everyone to bring a guest. Everyone shakes his head yes, but, when the night comes, few prospects are in attendance. A Prospect Prompter has been prepared by the Lodge Service Committee to assist in identifying potential members within the community. Setting aside time at a meeting and going over names within the community is also a good way to identify prospects. One lodge conducted a survey of businessmen within the community and issued invitations on the basis of responses given in the survey. Once names have been identified, invitations should be sent and/or brethren assigned to contact them verbally. Additional contact should be made the day before or the day of the meeting with the brother offering to provide transportation to and from the event.

The Friendship Night itself should be an event that portrays a positive image both of your lodge and the Fraternity. Every effort should be made to have the lodge spotless, to emphasize the warm, friendly, family atmosphere that is typical of Masonic functions, and to have a program which is brief, informative and interesting. To provide information on Masonry, the membership packets and videos mentioned above are excellent. Speakers knowledgeable about the Fraternity are also available at no cost to the lodge through the Grand Lodge Speakers Bureau by calling the Grand Lodge office. To request a speaker, please call two to three weeks in advance. Don't try to combine a Friendship Night with other occasions. The evening will become too long or too involved to be successful.

The final area that is key to a Friendship Night's success is one that is often overlooked by lodges, follow-up. Within two weeks after the event, the brother who invited the guests should contact them and express his appreciation for their attendance. Since most people will not ask questions in a group setting, he should also ask them if they had any questions about the evening. This follow-up visit provides a personal aspect and is often where a prospect will indicate his willingness to join the Fraternity.

Some lodges across the state have also gained members through information gained at Masonic booths at state, country and area fairs. These booths can provide both good visibility and assist with membership when manned by brethren who are both knowledgeable and outgoing. Banners and information materials are available for these booths from the Grand Lodge office. Usually sign-up cards are available at the booth for individuals who express an interest in learning more about the Fraternity so that further contact can be made by lodge members in their local area.

Membership also extends beyond the initial joining process. Many brethren who petition the Fraternity never go any further. Keeping this number to a minimum requires a conscious effort on behalf of the lodge members. The lodge's role in helping a candidate through his degrees requires more than the simple conferral of the degrees. A brother who is knowledgeable and understanding should be assigned to work with the candidate and encourage him in both finishing his work and becoming involved in lodge activities and functions. An effort should also be made to find the brother's areas of interest and expertise so that the lodge can utilize his talents in serving the lodge as much as the brother's time and commitments allow.

The same principle also applies to brethren who have been members for longer periods of time. A lodge's membership is probably its most underused asset. In too many cases, a limited number of brethren do too much work because nobody knows that somebody else is capable and willing to assist. A brother who is unwilling or unable to do ritual work may be an excellent cook, handyman, or organizer. Lodge officers need to know what their member's talents and interests are and then be willing to use them. The Skills and Talents Survey available through the Lodge Service Committee is an excellent tool to assist in this effort. While this process is not as easy as asking for volunteers and then letting the same few individuals do all the work, it is more rewarding in terms of involvement and membership interest. In addition, many brethren have interesting hobbies or experiences which would make an interesting program for a lodge function which can also increase lodge attendance and involvement.

Utilizing the talents and abilities of the lodge's membership will allow the lodge to plan and carry out activities which interest and involve the individual Mason and his family. It also allows the lodge to become involved in community activities that increase lodge visibility and awareness within the community. The increased fellowship and sense of accomplishment that comes with successful activity and involvement will make lodge meetings and functions more interesting, rewarding and fun, which, in turn, will assist in attracting new members.

## **Ritual And The Masonic Lodge**

Ritual is the soul of Freemasonry. Ritual is the glue that holds a lodge together and binds Freemasons throughout the world. Without our beautiful ritual and the time honored lessons it holds, our Fraternity would be just another service club. While Masonic Lodges serve their communities, their most important mission is to make good men better. This is achieved through the lessons portrayed in the ritual. The ritual adds meaning and purpose to a Mason's life and sets him apart from the rest of the community. The propagation of the mystic art is a purpose for a lodge, and the solemnity and impression, created by a well rehearsed presentation of the ritual is important in the making of a Mason. Care must always be taken to preserve the seriousness and perfection of our degrees. The Worshipful Master, Wardens, officers, and members must adhere to the fine examples of those who served before them and uphold the integrity of their lodge, not only for themselves but also for those yet to come.

### **A Brief History Of The Ritual In Iowa**

Iowa's ritual descends directly from Preston of England. Preston was a man of great ability who excelled in Masonic knowledge. His work emphasized the Ancient Charges. This work was composed of the three lectures of Masonry. Brother John Hammer brought the Preston work to America in about 1793. Thomas Smith Webb received the lectures from Hammer, but determined them unsuitable for American Masonry. Webb modified the Preston work, and this work was adopted by the Grand Lodge of Massachusetts. Brother Benjamin Gleason received the "Webb Work" from Webb himself. The work was pronounced correct by the Grand Lodge of England when Gleason visited there. Gleason taught Brother John Barney of Vermont the lectures in 1817. This work was accepted by the Grand Lodge of Vermont. In 1818 Barney fully instructed Brother Samuel Willson in the work.

From 1841 to 1860 the Masonic work of Iowa was taught at the discretion of the Grand Master. At the Grand Lodge in 1859, resolutions were passed creating a Board of Custodians to procure the ancient work and exemplify it before the Grand Lodge. The first Board of Custodians invited Brother Samuel Willson to teach the "Webb Work." After more than a week of instruction, the Custodians demonstrated the "Webb Work" at the Grand Lodge of 1854, and Samuel Willson certified their work as correct. In May of 1865, Brother Augustus Gilbert, a Custodian, went to Vermont and made some minor corrections to the work with the aid of Samuel Willson. Later that year, Brother W.B. Langridge, another Custodian, also conferred with Willson and transcribed a copy of the "Willson Notes." These notes are the standard reference for the ritual in Iowa today and are kept safe in a vault at the Iowa Masonic Library in Cedar Rapids.

Neither the "Webb Work" nor the "Willson Notes" contain floor work instructions. In September of 1882 the Custodians demonstrated floor movements to correspond with the work, and this became the standard floor work. The basic "Webb Work" has not changed in the more than 130 years that it has been used in Iowa Masonry, making it the envy of nearly every other Grand Jurisdiction. The importance that the Grand Lodge places on maintaining the purity and accuracy of the "Webb Work" is made clear in the

*Constitution Of The Grand Lodge Of Iowa, Article VIII, The Work Of The Jurisdiction, Section 1. WEBB WORK.*

“This Grand Lodge recognizes the work and lectures as now taught by its Board of Custodians, including modifications as presented at the 159th Annual Communication of the Grand Lodge, as the “ANCIENT WEBB WORK.” All innovations or changes in said work or lectures are forbidden. Said work together with the floor movements shall be known as the Ritual.

*Section 2. LODGES TO USE.*

“In conferring the degrees of Masonry, the subordinate lodges must strictly adhere to the work as adopted and taught in this jurisdiction.”

The " Webb Work" has never been changed in content, only in presentation. Since 1907, there have been only minor word changes. The Board of Custodians are in charge of the ritual in Iowa. Through their good work and the assistance in instruction from District Lecturers (D.L.s) and Masonic Instructors (M.Is), the quality of instruction within the state has remained high. Today, the ritual is as important as in ages past and will continue to be the force that sets Masonry and Freemasons apart from other fraternal or social organizations.

### **District Lecturers, Masonic Instructors, and Schools Of Instruction:**

If a Brother is interested in becoming a Masonic Instructor or District Lecturer, he should find a M.I. or D.L. to assist him in learning the ritual. When a Brother has worked with and learned the ritual from an M.I. or D.L., he may be recommended to the Board of Custodians for a rigid Masonic Instructor examination. The Masonic Instructor must know the Openings and Closings for each degree, how to call from Labor to Refreshment, how to Resume Labor, the First and Second Sections of the First and Third Degrees, the First Section and the esoteric work of the Second Section of the Second Degree. The Masonic Instructor is then given three years to prove his ritual ability and learn the correct floor work. Only those M.Is who attend Regional Schools, M.I./D.L. Clubs, or the Grand Lodge School and prove their proficiency in the floor work and the ritual are made District Lecturers.

Schooling does not end with the granting of a D.L. Certificate. D.L.s are required to attend at least, one Regional School or Grand Lodge School every three years to remain an active Instructor. The work of these dedicated men is commendable and important for those who are seeking further light in Masonry.

The work of M.Is and D.L.s is one of the most important performed in Iowa Masonry. Their task is maintaining the accuracy of the ritual and assisting the officers and members in adhering to it. Their ability and expertise is one of the most valuable assets at the Master's disposal. Practice does make perfect. Lodge officers can improve their ritual proficiency by regularly holding schools of instruction under the supervision of a M.I. or D.L. The main purpose of these schools is not to teach the ritual, but rather, to correct those few wrong words a brother learned, to teach the floor movements, and bring each part together to create the entire degree. Ritual should be learned from the instructive tongues of well informed brethren who will be ready to impart instruction as the brother is ready to receive it.

### **Opening Lodge**

A lodge is opened in form to provide a transition from the outer world to the inner harmony that should prevail within a Masonic Hall. To create this atmosphere, the officers must be proficient in their respective parts. The Opening should never be rushed but should allow time for the Craft to forget the worries of the day and find peace for a time among brothers. Prayer is always offered and the Pledge of Allegiance should be given. The Opening Prayer is not ritual, but the Closing Prayer is. It is the duty of the Master to Open and Close his lodge, set the Craft at work, and give them proper instruction. By his proficiency and ability the example is set for others to emulate.

For a lodge to be Opened, there must be present at least one principle officer (W.M., S.W. or J.W.) and six Master Masons. For a Stated Meeting, the six other Master Masons must be entitled to Vote (Chapter 15 Section 5 a). One principle officer must be in the room at all times while the lodge is at labor. If a lodge calls to Refreshment and Resumes Labor or Opens on a different degree, the lodge must be purged and tyled as done in the Opening. All business is conducted in the Third Degree.

## **Closing Lodge**

*Masonic Code of Iowa, Laws For Subordinate Lodges, Chapter 15, Communications Of Lodges, Section 6. When Closed.*

“A subordinate lodge must be closed on the same calendar day that it is opened.”

Lodges are Closed in form to reinforce the lessons therein learned and to carry them out into the world. The Closing must never be omitted or rushed. It serves as a refresher for the Candidate and Craft. As stated above, the Closing prayer must always end with the ritual prayer.

## **Conferring Degrees**

Each degree serves a twofold purpose: First and foremost, it is for the benefit of the Candidate; Second, it is to reinforce the lessons and symbolism for the Craft on the sidelines. In the presentation of a degree, the participants should possess a thorough knowledge of the ritual, expressed in an earnest, feeling manner, so that a deep impression is made upon the Candidate. For, in the end, that is the main object of a degree. If, at the conclusion of the work, the Initiate is not awakened to the good, pure, true lessons exemplified, if he does not then determine to exemplify in his own life the great lessons of the institution (in short, if he does not leave the lodge a different man), he is either unfit for membership or his money has been taken and no value returned.

Only competent brothers who know their parts should participate in degree work. It is wrong and irresponsible to put a member in an office or part without thorough instruction by a competent brother. No part of the ritual can be read, except those parts contained in the Iowa Monitor, and its use should be kept to a bare minimum. Ciphers (King Solomons) are prohibited in the lodge room. Ciphers are to be used as an aid to the memory only.

*The Constitution Of The Grand Lodge Of Iowa, Article VIII, The Work Of The Jurisdiction, Section 4. Conferring Of Degrees.*

“With the exception of Grand Master’s One Day Classes, the First Section of the First and Second Degrees and the First and Second Sections of the Third Degree shall be conferred upon but one person at a time. The portions of the of the work of the First and Second Degrees after reinvestment and the Monitorial Lecture and Charge of the Third Degree may, at the option of the Master, be given to more than one candidate at the same time. In no instance is any abbreviation of the work allowable, each candidate being entitled to the degrees in full. (Amended 2001)”

There are many additional lectures that may be given. but care should be taken not to make the degree too long or to complicate the straight-forward language expressed in the work. Many times degrees do become too long, and the impact upon the candidate as well as the Craft is lost. The Charge is the last lecture to be given before the candidate is seated, except in the Second Degree where an admonition about the proficiency is given by the Master. It is always proper to ask the candidate to speak after his degree.

## **Iowa Systematic Masonic Enlightenment Course**

Each candidate must prove suitable proficiency before being advanced to the next degree. The Master should appoint a competent brother to work with the candidate on his review of the Iowa Systematic Masonic Enlightenment Course. Many lasting friendships are formed this way, usually between people who would never have met had it not been for Masonry.

## **“Passport to Light”**

The “Passport to Light” consists of a series of meetings based on assigning a Brother to a Candidate to serve as his Mentor for a period of one year. The Master of the lodge needs to assign a Mentor to the Candidate as soon as he has been successfully balloted upon to receive the Degrees of Masonry. Through the relationship that develops, a bond is created helping the new Brother become enrolled

in the lodge. The “Iowa Systematic Masonic Enlightenment Course” is the sole method for determining a brother’s proficiency in an Iowa Lodge, it together with the “Passport to Light” provides the necessary structure to insure that every Candidate/Brother is properly informed about the fundamentals and workings of the Craft.

### **Lodge Room Etiquette**

The proper clothing of a Mason is a plain white apron. Officers, Past Masters, and others may wear aprons appropriate to their office. The apron is always the outermost garment and never is worn under a coat. When entering or retiring from the lodge while at labor, the member should go to the west of the altar facing east if the Master is not occupied. If the Master is busy, he should go to the west facing the Senior Warden and give the due guard and sign of the degree and quietly enter or leave. Those participating in the work should speak clearly and from the heart for the candidate to understand fully the lessons being taught. The Admonition must always be read before the conferral of the Second Section of the Third Degree. Our degrees are serious and no talking or roughness should be condoned.

### **Conclusion**

Interest in our meetings and in our degree work is increased with degree of accuracy and impressiveness with which the Ritual is given. All of the orthodox teachings of Masonry are contained in the ritual, and its sublime truths are presented in such a manner that all intelligent candidates, no matter what their level of education, may grasp its meaning and admire its wondrous ability to cement us into one band of Friends and Brothers.

So Mote It Be.

### **Education Program Resources**

As members of the Education Committee prepare to fulfill the duties of their office, they should realize that a number of different resources are available to assist them in preparing interesting and informative educational programs for their lodge. The only bounds that should limit them are their initiative, creativity, and willingness to spend time organizing, preparing, or planning the program.

#### **Masonic Related Educational Programs**

A number of sources exist that can provide ready made Educational Programs with a minimum of time and effort.

Educational Packet Material	Each year the Lodge Service Committee prepares and sends to the lodges educational packets which contain 6-8 five to ten minute programs on a variety of topics ready for presentation at lodge functions. Usually one to two quizzes in various formats are included.
Short Talk Bulletins	The Short Talk Bulletin is prepared by the Masonic Service Association. Each Bulletin is a ready made, well-written eight to ten minute program on a topic of interest. They are available through the Iowa Masonic Library
Articles from Masonic Journals	Interesting articles on almost any Masonic-related topic abound in the various Masonic Journals published around the United States and World. If you have a topic that sounds interesting to you, the librarian at the Iowa Masonic Library will probably be able to assist you in finding an article to use.
Books	Books can provide you with a number of interesting presentations or assist you in coming up with topics for

programs. The Masonic Encyclopedias and Dictionaries are especially useful for the later purpose. This source will probably take more effort on your part.

Iowa Masonic Library

This is a resource that is readily available to all Iowa Masons either by visiting, by mail, or by phone. The collection is one of the best in the world, and the staff is more than willing to assist you in finding the material that you need.

Masonic speakers

There are a number of excellent knowledgeable Masonic speakers around the state who are willing to make presentations on a variety of topics in lodges. An excellent source of Masonic speakers is through the Grand Lodge Speakers Bureau. (Ph: 319-365-1438)

Your own membership

Each lodge has within its membership, brothers who have taken trips or have done research which would make an interesting Masonic program

### **Community Related Topics**

Educational programs do not have to be on Masonic related topics all of the time. Many lodges provide some very interesting and informative programs for their members using sources from within the community.

Schools

A community's school is an excellent sources for educational programs on a variety of topics. Students, faculty, administration, and school boards are all excellent sources and are usually willing to appear before groups.

Officials from City, County,

Government officials at various levels can provide State or Federal Government excellent presentations about their agencies and/or programs which serve the people of your community. (County Health Nurse, Social Security Administration, Department of Natural Resources, Auditor, City Librarian, Police, Firemen, E.M.T.s, etc.)

Television, Radio, or  
Newspaper person

Most communities have someone from one of these news organizations who can make a presentation on their business or on a topic of current interest in the news.

Other Organizations

Most communities have several organizations who work within the community. They can inform your membership about their organization and efforts. This also provides them with an opportunity to learn about Masonry and what it does. (Lions, Optimists, Knights of Columbus, P.E.O., Legion, youth groups, etc.)

Your membership

As with Masonic-related topics, most lodges have within their membership members who have interests, hobbies, etc. outside of Masonry which would make excellent programs

These are just a few of the easy to use resources that are available when planning an educational program for your lodge. The list is by no means all inclusive. If you take the time and effort to utilize these resources and arrange informative programs for your lodge functions, you will find that

attendance and interest is increased and that your lodge and its members will benefit from "our efforts.

### **"Communications"**

Being a member of a Masonic lodge is being a part of a community. Community's mutual commitment and it inspires the highest performance. It is Masonic to go the extra mile for one's neighbors and fellow neighbors and citizens. In building that sense of community, it becomes necessary to have a good line of communication between the Master, the officers, and the craft.

Community is an inherent need for most people. We look for opportunities to belong, achieve, and learn together. Communities help us feel safe and hopeful. They give us a sense of pride, and allow us to live and work in harmony with each other. People are willing to invest a lot of themselves to feel this way. A common characteristic for communities is the need for leadership.

Communications are needed first within the lodge, and then in the greater community.

First, the Master along with his officers needs to have a vision of where they hopes the lodge will be headed in the coming year.

Creating a shared vision involves a four-part process. First, the Master must have a vision and paint a picture of the possible. Secondly, the Master must communicate his vision to everyone involved. and to do it in a way that inspires the craft and builds commitment to the goal. Third. his job is to enable those independent, distinct voices within the lodge to be heard and to weave them together into a collective whole that is bigger than the sum of its parts. And finally, the Master must create an environment that allows the vision to become reality.

The Master can communicate directly with the craft at regular meetings. However, other forms of communication are needed to inform, brothers unable to attend lodge.

Four often-used ways to communicate with the craft are sending out newsletters or trestleboards, sending meeting notices. providing calendars for the year, and providing directories of the members along with other useful information.

*Newsletters* can come in any style or format. Whether they are an elaborate desktop published composition, or a hand-written letter, or anywhere in between is not particularly important. What is important is communicating what is planned for the lodge, especially upcoming programs and activities, along with past accomplishments and achievements.

*Meeting notices* are announcements of upcoming meetings (regular as well as special), and can be as simple or elaborate as desired.

*Calendars* are an effective way of informing the craft of regular meeting dates as well as special events planned throughout the year.

*Directories* list all the members of the lodge, and may include additional information such as addresses and phone numbers. They help maintain a connection between the brothers who may seldom, if ever, see one another.

Another form of local communication is using a *calling chain* to inform brothers of upcoming events. They are often used for notifying brothers of Masonic funeral services.

In this ever-changing world of technology, a lodge can communicate with the craft by *websites*, *e-mail* and *Internet chat*. Tomorrow may bring other exciting ways of making communication even easier and more direct.

Lodges can communicate in the same ways with neighboring lodges. Lodges working together can increase the sense of a Masonic community, and can lead to two or more lodges working together on projects and activities.



A second purpose of communication is to inform the world at large of the good things that a lodge does in the community.

To determine the best way or ways to inform the public, it is necessary to assess the various sources available.

Local newspapers, particularly in smaller communities, are usually willing to print stories, press releases and pictures for the lodge. Providing a written text is usually most appreciated, and will help to ensure that the information is accurate. It is common that paid advertisements are used for fund raising activities.

Local television and radio may use stories connected with a lodge's activities, particularly if there is a human-interest element.

Sending our press releases to local and area media help to get attention. The public relations committee provides an outline of what a press release should look like and what information should be included for maximum effectiveness.

We can also communicate through our actions. When people within the community see lodge members working to keep our highways clean, assisting in community service projects, and in helping their neighbors when the need arises, they are provided with a picture of what Masonry and your lodge stands for.

Communication is necessary to create a vision that is shared by the members of the lodge. It helps to develop a common purpose. It is used to inform the craft and the community about the lodge, its programs and activities. Positive communication leads to positive attitudes. Communication promotes creating a healthy lodge. All of this leads to a pride in your lodge. It takes a little time, but it is simple and effective.

## **PREFACE**

Experience indicates that in the absence of specific directives or written instruction, constituted lodges in Iowa have done certain things in particular ways suitable to them. There are as many ways of doing things as there are lodges doing them.

In order to attempt some form of consistency, these guidelines are published for direction where there has been little or none and to help provide some uniformity in these categories:

**Reception of Visitors and Guests**

**Balloting**

**Draping the Charter**

**Opening and Closing a Lodge of Sorrow**

The members of the Lodge Service Committee would like to thank Brothers Clifford Godsey, P.G. M., Alfred Jensen, P.G.M., and Dennis Zahrt, P.S.G.W., Custodians of the Work for their assistance in writing this section of the Handbook. Without their expert guidance, it would not have been possible.

## **Guidelines For Reception Of Visitors And Guests**

For many years it has been recommended that the principal officers of a lodge arrive early for called and stated meetings. This also is very important for those assigned to greet and investigate visitors.

When an individual arrives with whom no one present has sat in lodge, the visitor's committee or officers should determine whether he is a visitor or a dues paying member of the lodge that has been away and is essentially unknown to the principals of the lodge. If he is a member of the lodge, he should be informed that he will be challenged by one of the deacons, and that this process is not a reflection on him but is rather the duty of the deacons when they have not sat in lodge with an individual before. Informing the brother of this may save some hurt feelings or pride in the lodge room.

If the individual is a visitor or guest, the first order should be to see a current dues card or a demit that is less than one year old. The investigating committee may also use the "Test Oath" or may ask such questions (due guard and signs for the three degrees, etc.) to establish in their own minds that the visitor or guest has been Initiated, Passed, and Raised and is qualified to attend whatever degree is being conducted at that meeting. Whatever steps are taken, every effort should be made to make the visitor feel welcome and aware that their presence is valued and appreciated. One of the examiners should be prepared to introduce the visitor by name and lodge when he is challenged by one of the deacons. (Lodges may want to use a form similar to that on page 16 of the Book of Ceremonials which can then become part of the Secretary's minutes for that meeting).

There should not be a visitor or guest challenged inside the lodge room that someone cannot vouch for. However, should that ever occur, the Master should assign a committee of two members to retire with the visitor or guest for the purpose of examination. The lodge may continue with the opening unless either deacon has retired for the examination, in which case, the lodge will be at ease until the examination is complete, and the committee returns with the brother for introduction.

In case a visitor or guest arrives at the Tyler's door after the door has been sealed, the Tyler is responsible for the proper examination of the brother before alarming the lodge and seeking permission for him to enter. If the Tyler is unable to make such a decision, the visitor shall be turned away or the Master informed so that he may appoint a committee to further examine the individual. This process should be worked out at the beginning of the year by the Worshipful Master and Tyler.

## **Guidelines For Balloting**

After the Worshipful Master or Secretary reads the required information from the petition, the Worshipful Master says, "Brother Senior Deacon," (*Senior Deacon rises, takes his rod in his right hand, and turns to face South*), "prepare the ballot box" or "spread the ballot."

*With the rod in his right hand, the Senior Deacon moves as required to obtain the ballot box and checks to be sure that there are no cubes or balls in the secret compartment and that there are adequate balls and cubes for the ballot. Keeping his rod in his right hand and the ballot box in his left, he moves counter clockwise and crosses West of the altar to the Junior Warden, on to the Senior Warden, and back to the Worshipful Master. Each, in turn, determines that no ballots are in the secret compartment and that adequate balls and cubes are in the voting compartments for the ballot. (Reference Figure 1)*

Having done this the Master announces, "Brethren, we are voting on the petition of Mr. \_\_\_\_\_ for the degrees of Masonry in (*Name of Lodge*) Lodge No. (*Number*). Remember, white balls elect, and black cubes reject. Be careful of your ballot and vote only for the good of the Fraternity." (OR WORDS TO THAT EFFECT)

*After the announcement, the Master votes first. The Senior Deacon moves counter clockwise to the Senior Warden who votes next, then to the Junior Warden's station to allow him to vote and finally*

to the altar or a small table set South of the altar where he sets the ballot box with the voting side facing West and votes himself. The Senior Deacon then faces West and moves at least four paces from the altar. (Reference Figure 2) He turns again so that he is facing south and tilts his rod forward to serve as a gate. The members sitting on the south side who are entitled to vote led by the Secretary line up West of the tilted rod. The Senior Deacon retracts the rod to a vertical position allowing the Secretary to approach the ballot box and vote. After the Secretary has voted, the Senior Deacon retracts his rod again allowing the next in line to vote. This continues until all in the South have balloted. The Treasurer then leads all of those on the North side of the lodge who are entitled to vote to the West of the Senior Deacon and the same process is followed until all of those on the North side have balloted. The Tyler is/may be included if a brother that has voted relieves him of his duties outside the door while he votes. **It is always permissible for the Senior Deacon to carry the ballot to Brothers on the sidelines that are infirm in any way.** If the Senior Deacon forgot to vote after the Junior Warden, he may vote after the last brother in line has cast his ballot.

**After the last brother has voted, the Worshipful Master asks, “Have all voted who are entitled (required) to vote?”**

The Secretary monitors the ballot as only current members of that lodge are eligible to vote, and the Secretary has the membership register. The Secretary responds, “All have voted.”

The Worshipful Master announces, “I declare the ballot closed” (Gives one knock) Brother Senior Deacon, bear the ballot box to the South, West, and return it to the East.” (Reference Figure 3)

The Junior Warden rises as the Senior Deacon presents the ballot box, inspects the contents of the secret side, and remains standing. The Senior Deacon bears the ballot box to the Senior Warden where the same inspection process is repeated. He then bears the ballot box to the East where the Master inspects the ballot as in the South and West.

If the Worshipful Master determines the ballot is clear or contains more than one negative vote, he asks, “How do you find the Ballot in the South, Brother Junior Warden?”

The Junior Warden replies, “Clear/not clear/ cloudy, or dark (whichever applies) in the South, (Sign) Worshipful Master.”

The Worshipful Master asks the Senior Warden, “How do you find the Ballot in the West, Brother Senior Warden?”

The Senior Warden replies, “Clear/not clear, cloudy, or dark (whichever applies) in the West, (Sign) Worshipful Master.”

The Worshipful Master then says, “And clear/not clear, cloudy, or dark in the East.” If clear, he says, “Brethren, you have elected Mr. \_\_\_\_\_ to receive the degrees of Masonry in \_\_\_\_\_ Lodge No. \_\_\_\_\_.” If not clear (with more than one black cube) he says, “Brethren, you have rejected the petition of Mr. \_\_\_\_\_ for the degrees of Masonry.”

If only one negative vote (black cube) appears, the Master does not ask nor declare the result but orders a rebalot by destroying the ballot. The vote on the second ballot shall be declared and be final. After the declaration by the Master, he shall order the Senior Deacon to destroy the ballot.

*It is the duty of the Secretary to notify the petitioner of the action on his petition.*

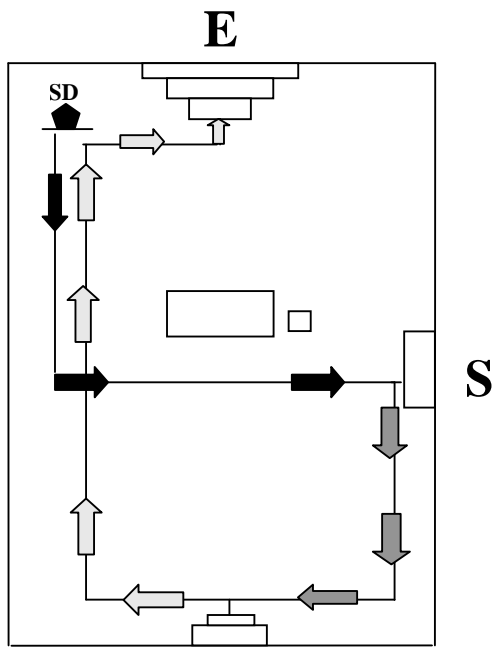


Figure 1 **W**

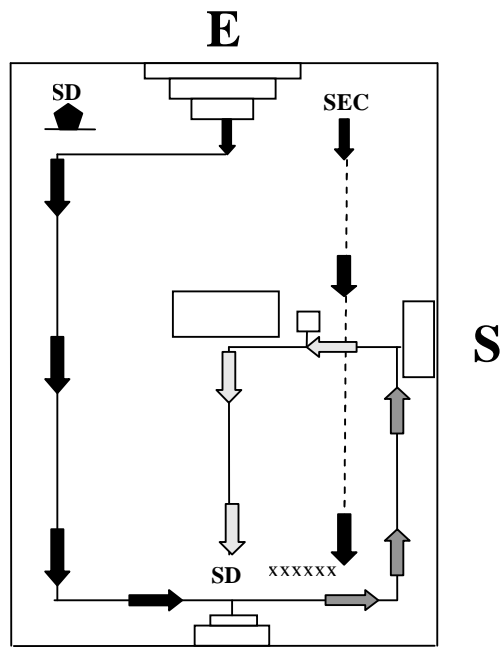


Figure 2 **W**

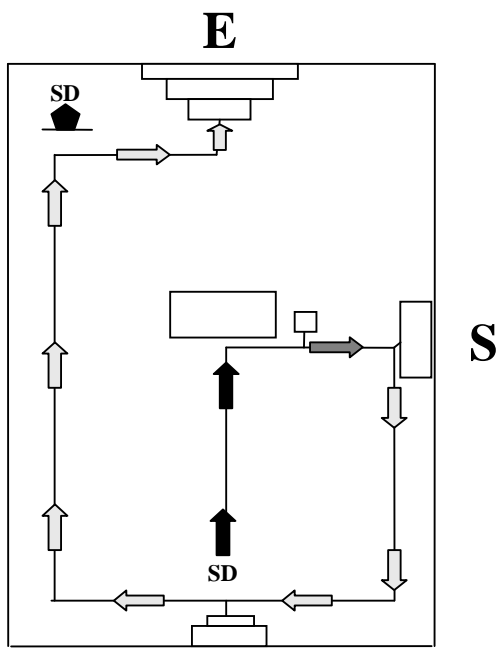


Figure 3 **W**

### **Guidelines For Draping The Charter**

The Charter of a lodge is draped in black or purple upon the death of a Past Grand Master. The Charter is draped for a period of (usually) thirty days after his obituary is read in open lodge at a Stated Communication following the receipt of an order of the current Grand Master.

The means of compliance to this order are as numerous as there are lodges in Iowa. Each lodge should have a suitable drape for their charter. The Worshipful Master may order the drape to be applied by the Secretary, Senior Deacon, Marshal, or any other brother that he may designate after the notice is read in open lodge. After the designated time has passed, the Master will order the undraping of the charter.

It is the practice of some lodges to drape the Charter, Altar, or Great Lights on the death of a member or to conduct an annual memorial service with them draped. No restrictions exist on such memorial practices.

### **Guidelines For Opening And Closing A Lodge Of Sorrow**

REFERENCES: Book of Ceremonials pages 129-139;

In the past on the day of the memorial service or burial service, lodges were opened as a called Lodge of Sorrow on the Master Mason's Degree. The funeral or burial service was conducted, and the brethren returned to the lodge and closed the Lodge of Sorrow. This is the most generally accepted format.

Because of the difficulty of gathering a suitable number of brethren for this purpose on short notice, the Code of Iowa allows lodges to provide, by resolution or an amendment to their by-laws, for an annual Lodge of Sorrow.

*Masonic Code of Iowa, Chapter 39 "Masonic Burials," Section 3 c "Annual Lodge of Sorrow"*

A lodge may provide by resolution or amendment to the bylaws for an annual lodge of sorrow. Such lodge of sorrow may be opened in regular form any time after the installation of officers and remain open for the purpose of conducting funeral and memorial services during the term of office, Chapter 15, Section 6 of the Laws for Subordinate Lodges notwithstanding. The Master shall close the lodge of sorrow in regular form before the end of his term.

Minutes shall be kept by the Secretary of the lodge. These minutes shall be read in the same manner as minutes of a called communication at the next stated communication for correction and approval.

After the Worshipful Master is installed and has conducted and closed his first regular meeting for the year, he may Open a lodge of Master Masons and designate it as a annual Lodge of Sorrow. The Lodge of Sorrow is left open until after the closing of the last stated meeting of the year (or before the end of the Master's term) when the Master closes the Lodge of Sorrow on the Master Mason Degree (Not by declaration and not as part of the stated communication). This may leave the lodge with the necessity of Opening and Closing a Lodge of Sorrow for each death between the Closing of the annual Lodge of Sorrow in the old year, and the Opening of the annual Lodge of Sorrow in the new year.

## The Grand Lodge is Coming

### *Grand Lodge Officer Reception*

1. Open Lodge
2. Welcome All

### *This Section Pertains to Reception of Grand and Past Grand Lodge Officers*

3. Remember that the Grand and Past Grand Lodge Officers will be saluted with the Public Grand Honors of Masonry, the 3x3.
4. **WORSHIPFUL MASTER: "I Appoint Brother \_\_\_\_\_ Senior Committeeman and Brother \_\_\_\_\_ Junior Committeeman who along with the Senior Deacon and Stewards will retire and present the Grand and Past Grand Lodge Officers. "**
5. The committee meets at the Altar, salutes, and retires in single file. Their order from North to South is: Senior Deacon, Junior Committeeman, Senior Committeeman, Junior Steward and Senior Steward
6. As they leave the Altar, the Junior Deacon knocks on the door, and informs the Tyler so the door will be open without the procession having to stop.
7. When the committee is ready, the Tyler will knock, the Junior Deacon will respond, the Tyler says **"The committee with the Grand and Past Grand Lodge Officers are ready to enter."** The Junior Deacon will likewise report to the W.M., and the W.M. will allow the committee and the Grand and Past Grand Lodge Officers to enter. The W.M. calls up the Craft (knock 3 times).
8. The committee returns in the following order: (See Accompanying Chart ) or ( See Section on Visitations in Book of Ceremonials )
9. The Senior Committeeman "introduces" the Grand and Past Grand Lodge Officers.
10. The Worshipful Master will then ask the Senior Committeeman to conduct the distinguished Brothers to the East where the W.M. comes down and greets each personally. He returns to the East. (Note - the committee will resume their places in the lodge as the last person goes through the reception line in front of them.)
11. The W.M. asks (probably the Deputy Grand Secretary) to introduce the Grand and Past Grand Lodge Officers.
12. After they have been introduced the Worshipful Master says: **"Brethren, let us salute the Grand and Past Grand Lodge Officers with the Public Grand Honors 3 X 3."**
13. (*knock*) All are seated.

### *This Section Pertains to Reception of Grand Master*

- 14, **WORSHIPFUL MASTER: "I Appoint Brother \_\_\_\_\_ Senior Committeeman and Brother \_\_\_\_\_ Junior Committeeman who along with the Senior Deacon and Stewards will retire and present the Grand Master of Masons in Iowa. "**
15. The committee will retire. (same as notes 5 and 6 in the above section)
16. While the committee is out of the Lodge Hall, the W.M. will remind the Craft that the G.M. will be accorded the Private Grand Honors of Masonry, which are the due guards and signs of each Degree.
17. When the committee is ready, the Tyler will knock, the Junior Deacon will respond, the Tyler says **"The committee with the Grand Master are ready to enter."** The Junior Deacon will likewise report to the W.M., and the W.M. will allow the committee and Grand Master to enter.
18. As the Stewards enter, the Worshipful Master knocks three times to call up the Craft and uncovers.
19. The Grand Master should be directly west of the Altar with the committee to the north of him. All give the due-guard and sign lead by the Worshipful Master.
20. The Senior Committeeman introduces the Grand Master.

21. The Worshipful Master gives the following order: "**Brother Senior Committeeman, conduct the Grand Master to the East.**"

22. The Senior Committeeman conducts the Grand Master to the W.M., who places him on the right. The moment the Grand Master passes the lines, the escort quietly resume their places in the lodge room so as to leave the floor clear for the presentation of the brethren to the Grand Master.

23. The Master addresses such words of welcome to the Grand Master as he may deem proper, concluding with the statement: "**Most Worshipful Grand Master, behold your brethren.**

**Brethren, behold your Grand Master. Let us salute him with the Private Grand Honors of Masonry.**" All present give the due-guard and sign of each degree in unison.

24. The W.M. presents the Grand Master with the gavel.

(The Grand Master will seat the Craft,) The Grand Master will continue as necessary.

*This Section Pertains to Reception of Honored Brother (\*only used for a reception honoring a Grand Lodge Officer)*

25. Most likely the Grand Master will return the gavel to the W.M. for the purpose of introducing the honored Brother. The Grand Master will uncover and the W.M. will cover.

26. WORSHIPFUL MASTER: "**I Appoint Brother \_\_\_\_\_ Senior Committeeman and Brother \_\_\_\_\_ Junior Committeeman who along with the Senior Deacon and Stewards will retire and present (the appropriate officer) of the Grand Lodge of Iowa.**

27. The committee will meet at the Altar and depart as before. The Junior Deacon and Tyler again work together to have the door opened.

28. When the committee is ready, the Tyler will knock, the Junior Deacon will respond, the Tyler says "**The committee with (the appropriate officer) are ready to enter.**" The Junior Deacon will likewise report to the W.M., and the W.M. will allow the committee and the Honored Brother to enter. The W.M. calls up the Craft.

29. After saluting at the Altar, the Senior Committeeman will introduce the Honored Brother.

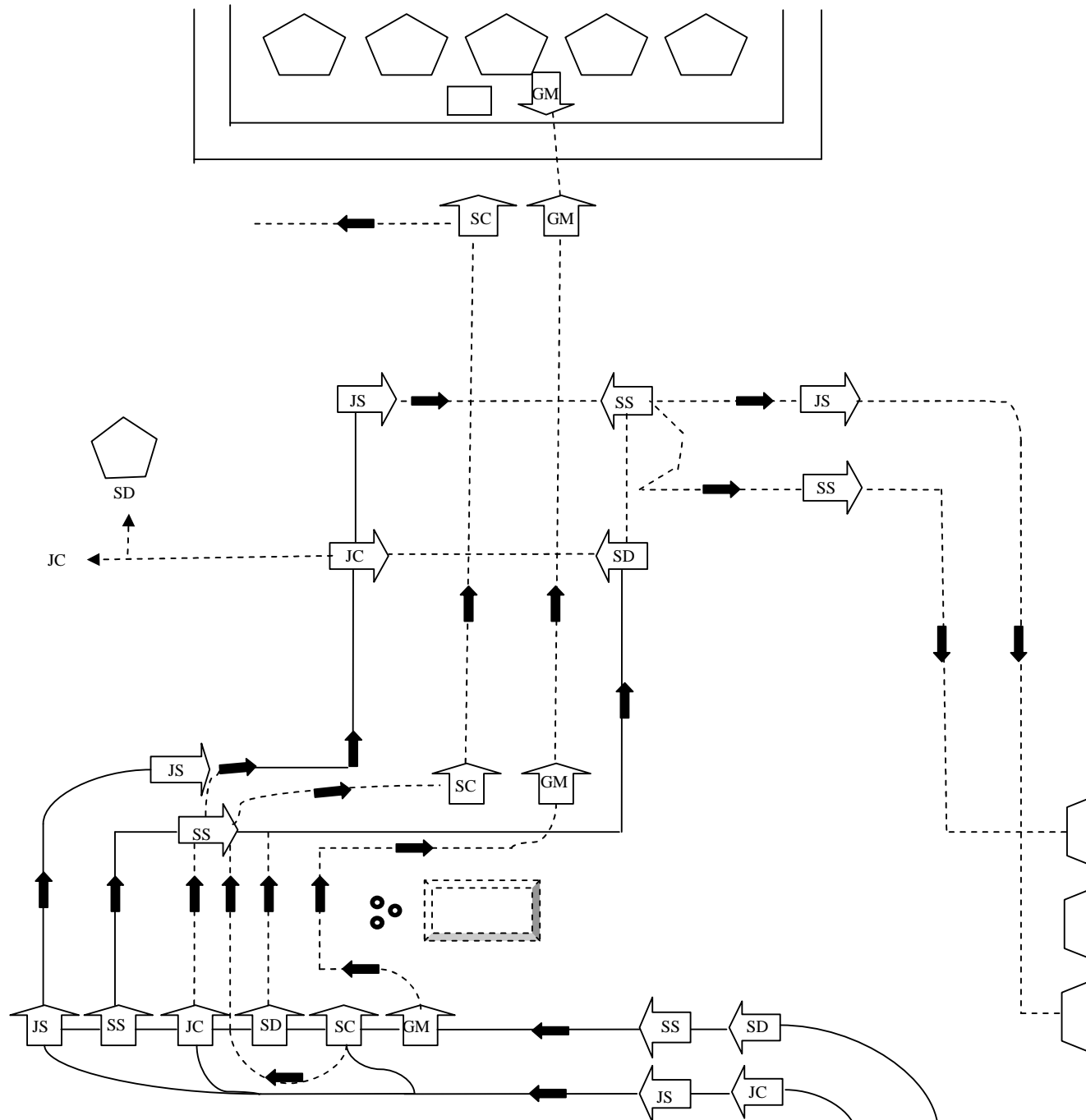
30. The W.M. will invite the Honoree to the East. The Senior Committeeman conducts the Brother to the East where the W.M., greets him. The W.M. will ask the Craft to join him in saluting the Honored Brother with the Public Grand Honors of Masonry, the 3x3.

31. Allow the Honoree the opportunity to make a few comments, if he chooses.

32. The W.M. will return the gavel to the Grand Master, ask him to close the lodge, and uncover.

33. After remarks, the Grand Master will invite the Grand Lodge Officers to assume their respective Stations and Places and close lodge. The Honored Brother will probably be in the East.

34. The lodge will close and proceed as planned for the evening.



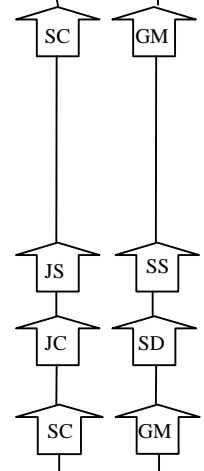
Notes:

### RECEPTION OF GRAND MASTER

A- Brothers marching together should keep abreast as shown by arrows. At Turns, inside man should pivot.

B-In going past altar to the East, Stewards should be given time to go forward and turn South before the others start. Arrows indicate approximate positions as Grand Master leaves Altar.

C-Diagram shows positions at six separate stages of ceremony: 1) Just after entering; 2) Making First Turn; 3) Before Altar for Salute; 4) As Grand Master leaves Altar (Shown by Arrows); 5) As Grand Master advances to the East, Rite Escort at Attention; 6) As Master takes Grand Master by the hand - at this exact moment Escort should disperse quickly as per arrows.





## The Grand Lodge Of Iowa

The Grand Lodge of Iowa is the sovereign legislative, judicial, and executive power for Masonry within the State of Iowa. It is by the existence of the Grand Lodge that the subordinate lodges within Iowa derive the right to exist and function. Similarly, the Grand Lodge could not exist without its constituent lodges, and its actions are merely a reflection of their combined will at the state level. The Grand Lodge is made up of each of its officers, each past elective officer while a member of one of its subordinate lodges, each member of its boards and standing committees, and the Worshipful Master, Senior Warden, and Junior Warden of each of its chartered lodges. In 1997 there are approximately 1200 members of the Grand Lodge, each with one vote.

Each year the Grand Lodge meets in its annual communication on the third weekend (Friday and Saturday) in September. The location for Grand Lodge rotates between five cities: Waterloo, Des Moines, Cedar Rapids, Sioux City, and Davenport. However, the Grand Master may change the location for sufficient reason as was done in 1996 and 2001 when Grand Lodge was held in Dubuque instead of Davenport. The Master and Wardens of each lodge or their proxies are encouraged to attend each of these meetings because this is where the leadership for Iowa Masonry for the ensuing year is determined and decisions on legislation are made that affect your lodge, its members, and the course of Masonry in Iowa. The Grand Lodge Session also provides an opportunity to enjoy fellowship, meet and share ideas with brethren from across the state and learn information through seminars and other activities which will be useful to you as you plan your year and serve your lodge.

The Masonic Code of Iowa is the law which governs Iowa Masonry. Unlike some other jurisdictions, in Iowa, Grand Masters are not allowed to issue edicts which supersede the Code. By-laws provide the rules which govern each individual subordinate lodge and provide the guidelines under which the officers of the lodge must operate. Those by-laws must, at all times, be in accordance with the Code of Iowa.

The Grand Lodge Officers provide a visible face for Iowa Masonry during the Grand Lodge year. Officers are installed at the end of one year's Grand Lodge Session and serve until the end of the ensuing year's session. The five elected officers are the Grand Master, Senior Grand Warden, Junior Grand Warden, Grand Treasurer, and Grand Secretary. They and the ten appointed officers travel around the state assisting with the Laying of Cornerstones, Temple Dedications, Third Degrees, lodge celebrations and other ceremonial activities. These brethren and their ladies contribute a great deal of time and energy toward serving Iowa Masonry during their year as a Grand Lodge Officer. With the exception of the Grand Master and two full-time Grand Lodge employees, most of their travel is at their own expense.

The *Grand Master* is the supreme executive authority of Iowa Masonry. If a lodge, by necessity, has to hold their election of officers at a time other than at the November Stated Meeting, if they wish to hold their installation of officers at a time other than prescribed by the Code, or move their charter for a special occasion, the Grand Master must issue a dispensation before any action can occur. He also has the power to settle disputes involving the construction and application of Masonic laws subject to the review of the Grand Lodge. The Grand Master presides over the Grand Lodge Session and any other function during the year when Grand Lodge is Opened. He also attends all Grand Lodge Committee sessions and represents the Grand Lodge at meetings with affiliated bodies, other Grand Lodge sessions in neighboring states, and at the Midwest Conference and the Conference of Grand Masters. He receives a stipend to assist him with some of the expenses that he incurs as Grand Master. To be a Grand Master, a brother must be a member of an Iowa lodge and a Master or Past Master of a lodge (this also applies to the offices of Deputy Grand Master and the Wardens). The Grand Master is addressed as Most Worshipful Brother \_\_\_\_\_ or Most Worshipful Grand Master.

The Senior Grand Warden, Junior Grand Warden, Grand Treasurer, and Grand Secretary are elected positions. The nominees for these positions are selected at a meeting of Past and Present Elective Grand Lodge Officers that is held in Des Moines between April 1 and May 15. Since Iowa does not have a progressive line, they do not advance at the end of their terms. However, all past elective Grand Lodge officers remain as members of the Grand Lodge and are entitled to vote as long as they are members of an Iowa lodge. They are addressed formally as Right Worshipful Brother \_\_\_\_\_.

Although they are appointed by the Grand Master rather than elected, the Deputy Grand Master and Grand Chaplain are also addressed as Right Worshipful Brother. The brethren filling those positions are not entitled to vote after the conclusion of their year in office unless they are elected to a higher office. The Marshal, Deacons, Stewards, Tyler, and Grand Musician are appointed by the Grand Master and addressed as Worshipful Brother \_\_\_\_\_. Like the Deputy Grand Master and Grand Chaplain, their active membership in the Grand Lodge is only for their term of office unless they are later elected to a higher office.

The *Grand Secretary* is charged with keeping the records and accounts of the Grand Lodge. His office is the body which has the most contact with the constituent lodges throughout the year as he deals with the lodge Secretaries and Masters in maintaining the records of the Grand Lodge. Any correspondence or dealings with lodges from other Grand Jurisdictions must go through his office. He also provides a series of ten Secretaries' Conferences during the year. The Grand Lodge Office in Cedar Rapids (Ph: 319-365-1438 or email: [gs@gl-iowa.org](mailto:gs@gl-iowa.org)) is a useful source of information for lodge officers. The Office is open Monday through Friday from 8:00 A.M. to 12:00 P.M. and from 1:00 P.M. until 5:00 P.M. The Grand Lodge Administrative Offices are also home to the Grand Lodge Library and Museums. As an Iowa Mason, you are a part owner of one of the greatest collections of Masonic literature and information in the world as well as one of the most interesting tour facilities within the state. Make time to see this marvelous collection.

*The Custodians of the Work* are also elected officers of the Grand Lodge. The Board of Custodians of the Work consists of three men who serve six year terms. They are in charge of the promulgation of the ritual and its accompanying floor movements. They also oversee the appointment of Masonic Instructors and District Lecturers and assist in their continued training by providing regional schools of instruction and the Grand Lodge School of Instruction.

A number of Boards and Committees oversee and support Grand Lodge Activities. Unless otherwise stated, the members of the committees are appointed by the Grand Master.

The *Board of Trustees of the Grand Lodge* consists of three members who serve six year terms. The trustees hold legal title to all the property controlled by the Grand Lodge with the exception of that held by the Grand Charity Fund. The Trustees have oversight authority for the funding and maintenance of Grand Lodge properties and facilities. Any lodge that wishes to purchase land or buy or erect a new temple must have approval from the Board of Trustees before final action may be taken.

The *Trustees of the Grand Charity Funds* consists of five members who serve five year terms. They oversee the funds included in the Grand Charity Funds and its properties which include the Iowa Masonic Nursing Home and Masonic Village at Bettendorf. The Grand Charity Board also acts on applications to the Field Financial Aid Fund. Lodges may make applications to this fund to assist people in need within their lodge or community. While lodges are encouraged to assist in providing funding for the application, matching funding is no longer required.

The *Trustees of the Herman L. Rowley Memorial Trust* consists of five members who serve five year terms (at least two of the trustees must be members in good standing of Otley Lodge No. 299). They are charged with operating the Herman L. Rowley Memorial Trust and overseeing the administration of Rowley Home at Perry.

The *Trustees of the Masonic Charitable Educational Corporation* consists of three members, serving six year terms, who oversee the Grand Lodge student loan program.

The *Trustees of the Masonic Scholarship Endowment Fund* consists of three members, serving six year terms, who oversee the investment of the Scholarship Fund.

The *Trustees of the Iowa Masonic Library and Museums Building Endowment Fund* consists of three members, serving six year terms, who oversee the Endowment Fund which supports the portion of the Library and Administrative Building that houses the library and museums.

### **The Following Standing Committees Serve The Grand Lodge:**

The *Masonic Jurisprudence Committee* consists of all the Past Grand Masters. To this committee are referred all matters of legal significance, all decisions and official opinions written by the Grand Master, and all proposed amendments to the Code and Constitution. This committee also consults with the Chairman of Division and Reference and approves the selection for the Chairman of Division and Reference for the ensuing year.

The *Division and Reference Committee* consists of three members, serving one year, who review the reports of the Grand Master, Grand Secretary, and Grand Librarian and recommend action on them. The Chairman of this committee is the nominee for Grand Master for the ensuing year.

The *Lodge Service Committee* consists of 14 members, who serve one year terms, and an executive director. The duties of the Committee shall include, but not be limited to, assisting the Executive Director in conducting the various activities of the Committee: including personal visitations of lodges in their areas; Grand Master Area Meetings; Lodge Service Neighborhood Area Meetings; the various activities of the Committee at Grand Lodge; the development and distribution of Masonic educational materials; review and analyze membership trends; recommend, develop and implement short, intermediate, and long term goals for membership retention and growth; and to provide appropriate assistance to subordinate lodges for the improvement and betterment of Freemasonry in Iowa. They also sponsor the Lodge of the Year, Plus One, and Young Mason of the Year programs. If you have questions about services available through the Lodge Service Committee contact the Lodge Service Director at the Grand Secretary's Office phone: 319-365-1438 or email: [dgs@gl-iowa.org](mailto:dgs@gl-iowa.org).

The Finance Committee consists of three members who serve three year terms. The Chairman of this committee is the nominee for Grand Treasurer the following year. This committee reviews the finances of the Grand Lodge and is responsible for submitting a proposed budget for the ensuing year.

The Advisory Committee on Investments consists of three members, serving three year terms, who provide investment advice for the Grand Lodge and its committees.

The Fraternal Review Committee consists of one member, serving a one year term, who studies the proceedings of the Grand Lodges and reports on the general condition of Freemasonry throughout the world.

The Grand Lodge Recognition Committee consists of one member, serving a one year term, who examines and reports on all matters concerning recognition that are referred to the committee.

The Appeals and Grievances Committee consists of three members appointed for one year. They review all expulsions and reinstatements after sentence of expulsion, and any appeals or grievances referred to them and make recommendations to the Grand Lodge for action.

The Credentials Committee consists of six members, serving three year terms, who welcome brethren attending Grand Lodge, pass upon their credentials, prepare reports certifying the attendance at Grand Lodge.

The Visitors Committee consists of two members, serving one year terms, whose duty it is to welcome and accommodate brethren visiting Grand Lodge from other Grand Jurisdictions and other Grand Bodies and to examine those not vouched for.

The Public Relations Committee consists of three members appointed for three year terms. They are responsible for promoting better public relations with the general public and assisting in publicizing Masonic events.

The Scholarship Selection Committee consists of five members who serve five year terms. They have the difficult task of selecting the recipients for the Grand Lodge Scholarships. This process includes reading through hundreds of scholarship applications, selecting those to be interviewed, and narrowing that number to select the winners.

The Public School Support Committee consists of three members, serving three year terms, who demonstrate Masonry's support of the Public School System through the Teacher of the Year Program.

The Committee on Masonic Youth consists of five members appointed for five year terms who show Masonry's support of the Masonic-related youth organizations by working with and assisting them in furthering their goals.

**The following telephone numbers and addresses may be useful to you during your term of office.**

**Grand Secretary's Office**

Mailing address: Grand Lodge of Iowa  
P.O. Box 279  
Cedar Rapids, IA 52406-0279  
Phone - 319-365-1438 Fax – 319-365-1439  
Website - [www.gl-iowa.org](http://www.gl-iowa.org)

**Grand Lodge Office email addresses**

[gs@gl-iowa.org](mailto:gs@gl-iowa.org) - goes to the Grand Secretary's inbox  
For questions and information of all kinds and types  
[dgs@gl-iowa.org](mailto:dgs@gl-iowa.org) - goes to the Deputy Grand Secretary's inbox  
For all Lodge Service Committee inquiries  
For general questions and information on all types and kinds  
[membership@gl-iowa.org](mailto:membership@gl-iowa.org) - goes to the Membership inbox  
For changes of addresses  
For notification of Initiations  
For notification of Deaths  
[bookkeeping@gl-iowa.org](mailto:bookkeeping@gl-iowa.org) - goes to the Bookkeeper's inbox  
For questions about bills and billings  
[supplies@gl-iowa.org](mailto:supplies@gl-iowa.org) - goes to an inbox for the ordering of basic forms and materials  
[librarian@gl-iowa.org](mailto:librarian@gl-iowa.org) - goes to the Librarian's inbox  
For requests for books and related material  
[scholarships@gl-iowa.org](mailto:scholarships@gl-iowa.org) - goes to the coordinator of the scholarship program  
For scholarship forms  
For questions on the scholarship program

**Rowley Memorial Masonic Home**

Mailing Address: LuCinda L Friess, Administrator  
Rowley Memorial Masonic Home  
P.O. Box 578  
Perry, IA 50220-0578  
Phone: 515-465-5316 Fax: 515-465-4869  
Website: [www.rowleymasonichome.org](http://www.rowleymasonichome.org)

**Iowa Masonic Health Care Facility, Masonic Village, and Field Financial Aid**

Mailing address: Marilyn Spangler, Director  
Iowa Masonic Health Care Facility and Masonic Village  
P.O. Box 10370  
Bettendorf, IA 52722-8370  
Phone : 319-359-9171 Fax: 319-359-6900  
email: [iowamasonichealt@qwest.net](mailto:iowamasonichealt@qwest.net).

**LODGE SERVICE COMMITTEEMEN  
ADDRESSES, PHONE NUMBERS, AND EMAIL**

**NORTHEAST QUADRANT**

Jack L. Butler Cell: 563-599-3186	2910 Olde Country Lane Dubuque, Iowa 52001-1068	Ph: 319-583-7452 W: 800-553-1817 email: jbutler@securitystate-bank.com
Thomas P. Youngblut Cell: 319-231-6128	754 1 <sup>st</sup> Street P.O. Box 144 Jesup, Iowa 50648-0144	Ph: 319-827-6746 W:800-373-1355 email: tomy@birdnow.com
Richard L. Bowersox Cell: 319-360-3321	3610 Caribou CT NE Cedar Rapids, Iowa 52402-2525	Ph: 319-364-8437 W: 319-295-5095 email: rick@bowersox.org

**SOUTHEAST QUADRANT**

Robert E. Breckenridge II Cell: 641-777-4178	3101 N Court Rd Ottumwa, Iowa 52501-6202	Ph: 641-682-2773 email: breckenridgerebel@mchsi.com
James W. Burr Cell: 319-330-0830	109 Glenn Dr. Iowa City, Iowa 52245-4807	Ph: 319-351-2954 W- 319-330-0830 email: jiburr@msn.com
John M. Klaus Cell: 319-551-7030	509 2 <sup>nd</sup> St. NW Mt. Vernon, Iowa 52314-1206	Ph: 319-895-8763 email: jmklaus@qwest.net

**CENTRAL (Polk County and Adjacent Area)**

Craig L. Davis Cell: 515-250-6113	2015 Center Street West Des Moines, Iowa 50265-2228	Ph: 515-440-2031 email: nancy.l.davis@gte.net
Michael B. Aves Sr. Cell: 515-210-2418	6897 NW 2 <sup>nd</sup> St. Des Moines, Iowa 50313-1115	Ph: 515-289-0803 email: mikeavessr@hotmail.com

**SOUTHWEST QUADRANT**

Craig C. Hummel Cell: 402-960-3491	P.O. Box 579 Oakland, Iowa 51560-0579	Ph: 712-482-3536 W: 800-482-6426 email: craig@hummelins.com
Rick N. McCampbell Cell: 641-202-1376	1367 Timber Lake Ave Creston, Iowa 50801-8193	Ph: 641-782-7602 W: 641-782-1482 email: r_mccampbell@yahoo.com
John A. Cook Cell: 641-344-2605	1301 South Cleveland Street Mount Ayr, Iowa 50854-2173	Ph: 641-464-2141 W: 641-464-0526 email: <a href="mailto:Jack.cook@mtayr.k12.ia.us">Jack.cook@mtayr.k12.ia.us</a>

**NORTHWEST QUADRANT**

Robert A. Winterton Cell: 712-229-0346	812 W Cedar Street Cherokee, Iowa 51012-1535	Ph: 712-225-9751 W: 712-225-3433 email: budruth@ncn.net
David G. Mackay Cell: 515-570-1214	604 N 14 <sup>th</sup> Street Fort Dodge, Iowa 50501-3320	Ph: 515-576-2792 W: 515-573-4455 email: dmackay@dodgenet.com
Thomas L. Humbert Cell: 712-898-3810	2121 Summit Street Sioux City, Iowa 51104-1205	Ph: 712-279-6731 W: 712-203-1053 email: thumbert@cableone.net

**GRAND LODGE OFFICE**

Tim S. Anderson Cell: 641-344-0446	P.O. Box 279 Cedar Rapids, Iowa 52406-0279	Ph: 319-365-1438 email: dgs@gl-iowa.org
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