

THE MOST WORSHIPFUL NATIONAL GRAND LODGE

**FREE AND ACCEPTED ANCIENT YORK RITE MASONS
PRINCE HALL ORIGIN, NATIONAL COMPACT, INC. USA**



PROCEDURES MANUAL

THE MOST WORSHIPFUL NATIONAL GRAND LODGE

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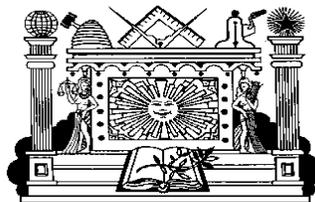


MISSION STATEMENT

The Mission of the Most Worshipful National Grand Lodge of Free and Accepted Ancient York Rite Masons, Prince Hall Origin – National Compact USA is to support a way of life that promotes friendship, fellowship, and Brotherly Love. We shall dispense charity, make good men better and lead by example.

THE MOST WORSHIPFUL NATIONAL GRAND LODGE

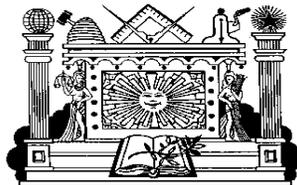
**FREE AND ACCEPTED ANCIENT YORK RITE MASONS
PRINCE HALL ORIGIN, NATIONAL COMPACT, INC. USA**



VISION STATEMENT

The Most Worshipful National Grand Lodge of Free and Accepted Ancient York Rite Masons, Prince Hall Origin – National Compact USA, which traces its origins back to African Lodge #459 and shares in a rich history and heritage, will strive to advance the communities in which we live by instilling the time tested values handed to Man by God which will augment the attributes of moral character, family values, community involvement and the opportunity to make a positive difference in humanity, and in the communities around them.

The Most Worshipful National Grand Lodge Free and Accepted Ancient York Rite Masons Prince Hall Origin – National Compact USA



STRATEGIC PLAN

“Enhancing Our Masonic Structure for a Solid Foundation in the Future” 2008 - 2013

Purpose: This Strategic Plan is to outline directions the National Grand Lodge will undertake for the next six years. In order for our National organization to be effective it must have highly motivated men with vision and leadership skills. Our organization must be attractive to men of good character that are dedicated to its preservation and future

This Strategic Plan will be reviewed every two years by the National Grand Master, Cabinet Officers and Department Heads. We solicit input from any member at any time so timely changes may be made to assist in achieving the National Grand Lodge Vision.

The Strategic Plan and objectives will focus in the following areas:

Financial:

Continue with sound financial practices in all matters related to the National Grand Lodge, National Departments and Compact Grand Lodges.

Actions:

- Continue to provide sound financial accountability, provide quarterly reports to Officers and Grand Masters. (Ongoing)
- Make prudent selections in our purchases of goods and services for National Grand Lodge. (Ongoing)
- Develop alternate and additional sources of revenues to reduce our dependency on traditional revenue sources. (Ongoing)
- Ensure all Grand Lodge treasurers are legally bonded to recoup revenues misused or stolen. (12/31/08)
- Develop a budget that forecast expected revenue and expenses for the coming year. (Ongoing)
- Develop projected budgets to forecast expected expenses and income prior to events. (Ongoing)
- Manage the fiscal activities of the National Grand Lodge in an efficient manner. (Ongoing)

Management:

Operate as a management team that is effective and accountable for all results.

Actions:

- Meet with each National Department Head and Grand Master annually. (Ongoing)
- Develop effective communication procedures between National Grand Lodge, Grand Lodges, Lodges and Members. (Ongoing)
- Develop standardize policies and procedures to increase the operation of the National Grand Lodge, Grand Lodges and Lodges. (Ongoing)
- Develop protocol for visitation of National officers. (12/1/08)
- Develop an official dress code for Grand Masters and taking pictures. (12/1/08)
- Appoint Regional Presidents and outline goals for regions. (12/1/08)
- Realign Regional States to promote uniformity and strengthening bond between Grand Lodges.(12/1/08)
- Standardize reporting procedures for Grand Lodges. (12/1/08)
- Grand Lodges submit all reports to National Grand Lodge in timely manner. (Ongoing)
- Develop survey form to assess the effectiveness of the Council Session.(7/1/09)
- National Grand Master or his representative visits all Grand Session. (Ongoing)
- Grand Lodges develop goals that are in line with National Grand Lodge Strategic Plan. (Ongoing)
- Maintain a reputation of integrity and high moral values. (Ongoing)

Membership:

Present the teaching of Masonry to our membership in its most ritualistic form and to men who desire to be better men, so they will encourage others to join this great fraternity.

Actions:

- Through workshops assist Grand Lodges in presenting initiation in the most meaningful, attractive and positive manner. (Ongoing)
- Grand Lodges must present opening, closing, burial ceremony and cornerstone ceremony in the most proficient manner. (Ongoing)
- Ensure members are not lost thru neglect or lack of communication. (Ongoing)
- Develop Friend to Friend Package for potential members. (12/01/08)
- Have an open door policy for members from other jurisdictions that are dissatisfied with present leadership. (Ongoing)
- Standardize initiation form and make available for members on website. (12/01/08)
- Develop Action Plan for Declining Membership. (12/01/08)
- Present each newly made Master Masons or healed member with certificate from National Grand Lodge. (10/1/08)

- Standardize healing fee, healing procedures, for Brothers and Sisters coming from various jurisdictions. (12/1/08)
- Vigorously support Youth Division so they may produce future members. (Ongoing)
- Establish the National Grand Lodge Young Adult Division for males ages 17-21. (12/1/08)
- Develop course outline for Young Adult Division. (12/1/08)
- Develop mentoring program for all new candidates. (10/1/08)
- Develop communication procedures for Grand Lodges and Lodges. (10/1/08)
- Develop National slogans to excite and make members proud of organization. (10/1/08)

Leadership Development:

Provide structured leadership development program for officers and potential leaders.

Action:

- Promote and assist in conducting training programs at National, Grand Lodge and Lodge levels. (Ongoing)
- Increase National Grand Officers participation in Grand Lodges events. (Ongoing)
- Give officers a greater role in the Grand Lodge other than the traditional duties i.e. chair committees, programs, activities. (Ongoing)
- Ensure officers are proficient in their duties and project an appealing image for the organization and Masonry. (Ongoing)
- Encourage officers to serve on civic boards and committees. (Ongoing)
- Establish recognition awards for achievement at various levels. (Ongoing)
- Expand use of technology to deliver leadership development programs. (Ongoing)
- Assess the talents of individual members, as a pool of resources, to be placed in strategic leadership positions/roles/vision for the National Grand Lodge. (Ongoing)
- Establish National Grand Lodge Leadership Academy. (8/1/08)
- Develop Leadership Manual for Grand Masters(8/1/08)
- Appoint a Dean for the National Grand Lodge Leadership Academy. (8/1/08)
- Develop a course outline for the National Grand Lodge Leadership Academy
- Conduct Regional Training for Grand Master's on Strategic Plan. (8/1/09)
- National Grand Master, Department Heads, Officers and Grand Master will lead by example. (Ongoing)

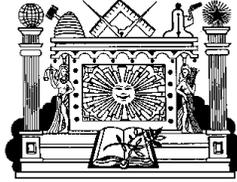
Public Awareness/Community Involvement:

Establish an ongoing image building program with national and community media, the Internet and various publications, to promote awareness of the National Grand Lodge, its subordinates and charitable outreach of the fraternity.

Actions:

- Develop an action plan to counter negative voices and untrue statements about the National Grand Lodge. 12/1/08
- Provide every Grand Lodge and subordinate Lodge and member with the true history of the National Grand Lodge. (Ongoing)
- Establish the National Grand Lodge Research and Historical Society. (8/1/08)
- Publish the York Rite bulletin online. (12/1/08)
- [Appoint Public Relations Director.\(8/1/08\)](#)
- Make donation to a nationally known charitable organization. (Ongoing)
- Improve the National Grand Lodge webpage. (12/1/08)
- Assist Grand Lodges in developing a webpage. (Ongoing)
- Create a data base email network for communicating with members nationally. (1/31/09)
- Celebrate Prince Hall's Birthday Nationally.(2009)
- Encourage Lodges to promote charity project within their communities. (Ongoing)
- Take advantage of any charitable causes within the community the Lodge can afford. (Ongoing)
- Teach Lodges how to promote the use of public service announcements. (Ongoing)
- Develop family focused programs so that member families will receive direct benefits from our example of Masonic Brotherhood. (Ongoing)
- Establish National Grand Lodge Prayer Breakfast at sessions. (2009)
- Establish National Grand Lodge chaplain corps and color guard unit. (12/1/08)
- Obtain a National Headquarter. (Ongoing)
- Establish a Lodge or Lodges overseas.(7/1/09)
- Establish committee to evaluate our options of recognition with foreign Grand Lodges. (10/1/08)
- Establish recognition with Modern Free Masons, Scottish Rite Masons and International Masons. (Ongoing)
- Educate members on the history of the National Grand Lodges and its rich heritage. (Ongoing)
- Sponsor "Beat the Heat Fan Program" with National Chain store and law enforcement.7/31/2010

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of
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**GRAND MASTER'S AND NATIONAL DEPARTMENT HEADS
ANNUAL REPORT**

What is the name of your Grand Lodge/Department? _____

When was your warrant issued? _____

Is a copy of your warrant on file with the National? _____, if not, please submit a copy with this report.

What Ritual are you using? _____

Is your Ritual adopted by the National? _____

Is a copy of your Constitution and Bylaws on file with the National? _____, if not, please submit a copy with this report.

Are the individuals handling your finances bonded? _____, if so, please submit a copy of your bonding papers with this report.

If the individuals are not bonded you have thirty (30) days to secure bonding and submit a copy of your bonding papers with this report.

How many Grand/Lodges/Chapters/Temples, etc are operating under your warrant? _____

What is your present membership? _____

What was your membership last year? _____

List any other comments on the progress of your Grand Lodge/Department that was made during the past year. Please attach comments.

Grand Master/Department Head

Date

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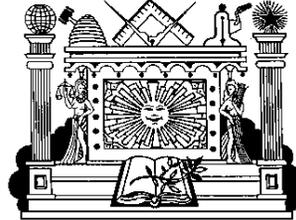


GOALS FOR NATIONAL DEPARTMENTS

During my term as National Grand Master these are the goals set-forth by this office for the National Departments:

- Provide sound accounting practices in all financial matters related to your National Departments.
- Provide guidance to your Grand Lodges in weak areas of operation. (i.e. administrative, finance, leadership, ritualistic, membership, community involvement)
- Increase membership in your National Department by 10%.
- Increase your Department presence and visibility at all State Annual Communications.
- Provide meaningful Masonic and leadership training at Council Sessions
- Develop Department website.
- Assist National Grand Lodge in its National donation of \$10,000 to HBCU through Tom Joyner Morning Show. (\$2,000)
- All Department Heads are required to have on file an email address with the National Grand Lodge and National Grand Master.
- Lead By Example.

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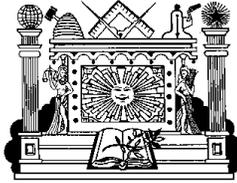
GOALS FOR GRAND MASTERS

During my term as National Grand Master these are the goals set-forth by this office for the Grand Masters:

- Ensure good financial accounting practices are adhere to in all matters related to your Grand Lodge and other Departments.
- Develop measurable goals that are related to National Grand Lodge with target dates for completion.
- Grand Lodges must present opening, closing, burial ceremony and cornerstone ceremony in the most proficient manner.
- Increase membership by 10% from last Grand Lodge Communication.
- Ensure each operating department membership rosters are shared at the next level.
(Example: MM roster to RAM, etc)
- Assist National Lodge in the implementation of programs of interest to members, families and the community.
- Grand Masters and officers must visit Lodges to observe the progress or failure of Lodges in his State.
(Ongoing)
- Sponsor a charitable project outside of your organization
- Provide yearly Masonic and leadership training to your members
- All Grand Masters are required to have an email address
- Complete all required reports by their specified deadlines.
- Lead By Example

The above goals shall be included in your yearly program. At the end of your Annual Communication, the National Grand Master and his cabinet will evaluate your progress.

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NATIONAL COMPACT – PRINCE HALL ORIGIN, USA**



Grand Master's Council Purpose

- Make recommendations to National Grand Lodge on issues/policies/procedure for the betterment and uniformity of the organization.
- Recommend alternate and additional sources of revenue to reduce our dependence on traditional revenue sources.
- Promote the spirit of unity and support among the Grand Lodges and National Grand Lodges in financial ventures.
- Remain firm in our commitment to fiscal responsibility, Masonic leadership, jurisprudence, family involvement, community involvement and continued growth of the National Grand Lodge.
- As Grand Masters we are firm in our commitment to “The Most Worshipful National Grand Lodge, Free, and Accepted Ancient York Rite Masons, Prince Hall Origin – National Compact USA” in preserving its future.
- Develop programs that will support the National Grand Lodge Strategic Plan.

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GUIDE FOR GRAND MASTERS

This Guide is addressed primarily to the Grand Master, and what I see are some of the essential duties and responsibilities of that office. It is equally important that this be reviewed carefully by the Deputy Grand Master, Senior and Junior Wardens. It is imperative that they are prepared to serve with efficiency in their stations. They can reasonably hope that they will, in the not-too-distant future, be called upon to serve as Grand Master in their own right. Their period of service as Deputy Grand Master and Wardens should be a period of preparation for the more important duties which lie ahead.

You have been elected and installed as Grand Master of your Grand Lodge. This office is one of great antiquity, of great honor, and of equally great responsibility. By your installation, you are invested with the title of “Grand Master”, a title which you hold for life. While in office, you are an active member of Most Worshipful National Grand Lodge. In your own Grand Lodge, subject only to higher Masonic authority, you are an absolute ruler.

As Grand Master of a Grand Lodge, you have multiple responsibilities and distinct and separate duties - to the Lodges and Departments over which you preside, to the National Grand Lodge under whose authority it works and to which you owe allegiance, and to the State in which that Grand Lodge is located.

At your installation, you took an official obligation "strictly to comply with the Constitution of your State and the Most Worshipful National Grand Lodge. These are several points I would like to share with you and required of you.

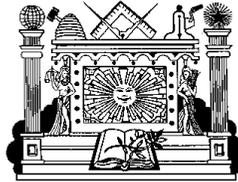
1. As a member of the National Grand Lodge, it is your duty to attend the communications of this body. This you have promised to do, and you should make every effort to keep that promise. If, for any reason, you find it absolutely impossible to be present in person, it is your duty to see that your Grand Lodge is represented, either by your Deputy Grand Master or Wardens, who are themselves members of National Grand Lodge, or by a duly commissioned Proxy. The responsibility for representation rests with you as Grand Master.
2. As a member of the Grand Lodge, it is your privilege and duty to vote upon all matters coming before that body and in the annual election of Grand Lodge officers. In casting your vote, the best interests of the Fraternity should always be your guide.

3. To see that the affairs of your Grand Lodge are conducted in strict conformity with the laws, regulations and edicts of the National Grand Lodge.
4. To see that the ritualistic work of your lodges conforms absolutely to the official National Grand Lodge ritual.
5. To see that all reports, returns and remittances to National Grand Lodge are promptly made by the proper officers of your Grand Lodge, and that all correspondence is promptly answered.
6. To see that the charter of your Grand Lodge, for which you are personally responsible, is safely preserved, and that it is, on demand, made available for inspection by the proper authorities.
7. The National Grand Master is your superior and commanding officer in Masonry. He exercises powers and prerogatives dating from time immemorial. In the recess between Grand Lodge sessions, he wields the full executive power of the National Grand Lodge. As you are the ruler of your own Grand Lodge, so is the National Grand Master the ruler of the entire Craft.
8. The National Grand Secretary's contacts with your Grand Lodge are largely through your Grand Lodge Secretary. It is your duty to oversee this correspondence, and to make sure that all reports, returns and remittances are promptly and properly made. In all administrative problems, the National Grand Secretary is your best source of information. He knows more answers than any other person. Do not hesitate to call upon him at any time. You and your secretary are required to have an email address on file with the National Grand Master and National Secretary. A number of communications will be sent via email please check regularly.
9. Your **administrative responsibilities** are numerous and important. A successful Grand Master must be a good executive, a good organizer, and a good leader of men. He must be able to inspire others and to win their loyalty, cooperation and support. Without this, he cannot achieve success. Accordingly, at the beginning of your term, you should hold an officers' conference, outline your program, tell your officers what you expect of them, and solicit their support. Such conferences may be repeated as necessary.
10. Routine business should always be transacted in an expeditious manner. A few minutes spent with the secretary before the meeting will ensure a smoother presentation of such business.
11. As Grand Master, you should be a careful steward of your Grand Lodge's money. Whether or not you have a budget committee, you can tell approximately what your income will be and what it will cost to run your Grand Lodge. Every effort should be made to keep expenses within income. Deficit spending is a sure road to insolvency. If your Grand Lodge expenditures exceed your income, there are only two solutions. Either you must increase your Grand Lodge dues or you must reduce your expenditures. This is a problem which plagues many Grand Masters. It can only be solved by applying the principles of good business.
12. As Grand Master, it is your duty to draw designs on the trestle board. Well-planned programs are now essential. Our meetings are in competition with many other attractions, and we must provide interesting and attractive programs if we are to secure the attendance of our members. We cannot expect our

brethren to attend meetings merely to confirm the records and to pay the current bills. Good meetings must be carefully planned in advance. They cannot be left to chance.

13. A good executive knows how to use the abilities of others. As Grand Master, you should put your officers, Past Grand Masters and members to work. You should give them a definite job to do, and then see that they do it. Use them as Committee members, workers on your special projects. The number of committees you appoint will depend upon the nature of your program and the needs of your Grand Lodge. The more members you can put to work, the greater interest you will generate and the healthier your Grand Lodge will be.
14. As Grand Master, you should maintain the most intimate and cordial relations with your Grand Lodge Secretary. A good Secretary is one of the most valuable assets a Grand Lodge can have. As secretaries usually hold office for many years, that officer is very likely to have all details of Grand Lodge administration at his finger-tips, and to know exactly how to find the answer on any question. While you, as Grand Master, are legally responsible that the Secretary's duties are properly performed, you are very likely to find him your greatest source of assistance in your own administrative responsibilities. You should also work closely with the other administrative officers of your Grand Lodge, such as the Treasurer, Finance Committee, and Trustees. Know their duties, responsibilities and problems. Let them know that their services are appreciated.
15. As Grand Master, you have certain responsibilities towards other Departments within your Grand Lodge. As Grand Master, you should maintain a cordial fraternal relationship with the heads of these several bodies. You should always be ready to cooperate with them, should attempt to understand their problems, and should be considerate in arranging your own schedule of events so as to not conflict with events which they have already planned. Courtesy and consideration towards these other Departments usually pays off with loyal and devoted service rendered to your Grand Lodge by these Departments.

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GRAND MASTERS OFFICIAL DRESS CODE.

Purpose: The official dress code established is intended to provide uniformity and instill pride throughout the National jurisdiction.

Official photo: Black bow tie, black tux with tails, Master's high hat, Grand Lodge chain collar with Grand Master jewel, apron with Grand Master emblem, white glove w/square and compass, Master's cuff w/square and compass and gavel

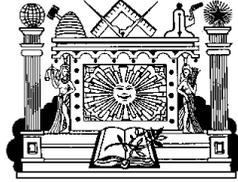
Official Opening of National Grand Lodge: Black bow tie, tux, Grand Lodge chain collar with Grand Master jewel, apron with Grand Master emblem, white glove w/square and compass.

Official Opening of State Annual Communication: Black bow tie, black tux, Master's high hat, Grand Lodge chain collar with Grand Master jewel, apron with Grand Master emblem, white glove w/square and compass, Master's cuff w/square and compass and gavel.

National Banquet: Black bow tie, black tux with tails, Grand Lodge chain collar with Grand Master jewel, white glove w/square and compass.

National Session: Business suits for Grand Masters meeting, luncheons, special events, etc.

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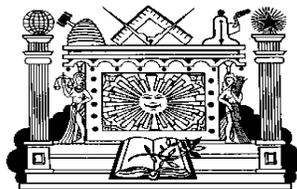
**GENERAL GUIDELINES FOR NATIONAL CABINET MEMBERS
AND
APPOINTED OFFICERS**

1. You are a representative of the Most Worshipful National Grand Lodge Free and Accepted Ancient York Masons, Prince Hall Origin, National Compact USA
2. You may be requested to visit various Grand Lodges or jurisdictions as a personal representative.
3. Whenever visiting a Grand Lodge always have in your possession your collar, apron, gloves, name tag, business cards with title, a copy of the Standard Works and National Grand Lodge Constitution.
4. Participation in National Grand Lodge sponsored training sessions is requested, expected and appreciated.
5. A great deal of information may be sent via email. All National Cabinet members and appointed officers are required to have an email address. Please check your system on a regular basis.
6. If you are in conflict regarding the order of duties, remember that your religion, family and vocation come before your Masonic duties.
7. If there is any correspondence which is to be sent to any Grand Lodge, please forward a draft copy to the National Grand Master and National Secretary before mailing.
8. If you are assigned to a committee or are required to submit reports for your actions during your term of office, please have those reports sent to the National Grand Lodge Secretary.
9. If you would like to see something on the agenda, please relay that information to National Grand Master via email.
10. What do I say if called upon to speak to a group?
 - a. Make sure you are familiar with the position of the National Grand Master. You must be able to relate them to others in a meaningful manner.

- b. Share and support his positions, Do not inflict personal opinion pro or con to his position.
- c. Always bring the greetings and best wishes from the National Grand Master and National Grand Lodge.
- d. ALWAYS have something prepared to say, do not ramble but be on task.

Remember, when you wear the collar you are representing the Grand Master and the National Grand Lodge. Whatever you say (right or wrong) will be considered gospel.

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National Grand Lodge Certificates Guidelines

In order to improve the image and awareness of the Most Worshipful National Grand Lodge of Free and Accepted Ancient York Rite Masons Prince Hall Origin – National Compact USA.

All newly made Master Masons throughout the jurisdiction of the National Grand Lodge shall receive an official Masonic Certificate and National Traveling Card. We must empower our membership to begin feeling proud of our organization. Presenting them an official certificate from the National Grand Lodge will motivate them to bring others into the organization. All Grand Lodge are expected to adhere to these standardize procedures.

- All Lodges will be required to submit the name or names of all newly made Master Masons to their Grand Lodge
- The Grand Lodge Secretary will complete the required form with all required information for the certificates. These forms will be forwarded to the National Grand Secretary.
- The Grand Lodge will forward to the National \$10.00 per Master Mason for an official Masonic Certificate and Traveling Card.
- The National Grand Secretary will return to the Grand Lodge all certificates requested within thirty 15 - 20 days.
- See attached form (please make additional copies, if needed)

This is so ordered on this _____ day of _____ 20_____

_____ Hon. Clyde L. Shepard 33°

W.M. National Grand Master

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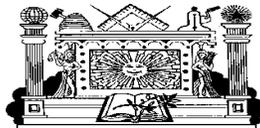


GOALS FOR NATIONAL DEPARTMENTS

During my term as National Grand Master these are the goals set-forth by this office for the National Departments:

- Provide sound accounting practices in all financial matters related to your National Departments.
- Provide guidance to your Grand Lodges in weak areas of operation. (i.e. administrative, finance, leadership, ritualistic, membership, community involvement)
- Increase membership in your National Department by 10%.
- Increase your Department presence and visibility at all State Annual Communications.
- Provide meaningful Masonic and leadership training at Council Sessions
- Develop Department website.
- Assist National Grand Lodge in its National donation of \$10,000 to HBCU through Tom Joyner Morning Show. (\$2,000)
- All Department Heads are required to have on file an email address with the National Grand Lodge and National Grand Master.
- Lead By Example.

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Free and Accepted Ancient York Rite Masons
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**Request for Master Mason Certificate
(please print clearly)**

Name of Raised Brother _____

Date of Raising _____

Lodge Name _____ No _____

City _____ State _____

Worshipful Master Name _____

Fee Enclosed \$ _____

Name of Raised Brother _____

Date of Raising _____

Lodge Name _____ No _____

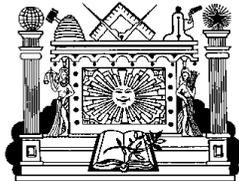
City _____ State _____

Worshipful Master Name _____

Fee Enclosed \$ _____

**Mail to:
R.W. Christopher Graham
National Grand Secretary
345 Geelan Drive
Marion, AR 72364**

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Healing Request Certificate Form

This is to certify _____ members were healed on _____ day
 _____ 20 _____ into _____ Lodge # _____
 and is now a member of _____ Grand Lodge of _____
 We are requesting _____ number of certificates @ \$10.00 X _____ =\$ _____

Name	Address	City	State	Zip

Grand Master

Secretary

Date

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**Request for Healing Certificate
(Please print clearly)**

Name of Healed Brother _____

Date of Healing _____

Lodge Healed Into _____ No _____

City _____ State _____

Worshipful Master Name _____

Fee Enclosed \$ _____

Name of Healed Brother _____

Date of Healing _____

Lodge Healed Into _____ No _____

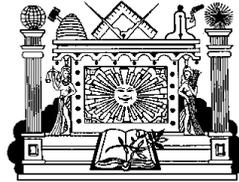
City _____ State _____

Worshipful Master Name _____

Fee Enclosed \$ _____

Mail to:
R.W. Christopher Graham
National Grand Secretary
345 Geelan Drive
Marion, AR 72364

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**Fourteen Basic Traits of Leadership
For
Grand Master's**

1. **Bearing:** His general appearance, carriage, deportment, and conduct. The bearing of the leader establish the standard which affects members and superiors. Bearing determines how you are seen by those you would influence. Do not confuse bearing with some preconceived idea of proper dress. This is not about the quality of your clothes; it is about the person inside. It is about how you present yourself. It is about self-confidence.
2. **Courage:** Is the Grand Masters mental quality that recognizes fear of criticism, but enable a Grand Master to proceed in the face of it with calmness and firmness. A Grand Master must commit to inviolate principles; there is no room for situational ethics. Grand Masters worthy of respect do the right thing, in the right way, for the right reasons. Young members, who are still struggling with the development of such qualities within their own character, respect, honesty, trustworthiness, equity, and honor. They respect Grand Masters who stand up for what is right.
3. **Decisiveness:** A Grand Master should be able to make decisions promptly and to state them in a clear, forceful manner. Some of us are inherently decisive, and some of us are not. But regardless of your personality, decisiveness is an important part of leadership. Do not however, confuse decisiveness with inflexibility. There is a difference between changing a course of action on the basis of developing conditions and just failing to be consistent. . The ability to be decisive has a direct impact on how the Grand Master is accepted.
4. **Dependability:** The certainty of proper performance of duty is a quality a Grand Master must develop. A dependable Grand Master can be relied upon to carry out the activity with willing effort. Can the Grand Master depend on? The meaning (dependability) seems clear enough. Members must be able to depend on the Grand Master to run the affairs of his Grand Lodge. Those being led need Grand Masters who are genuinely concerned for the welfare of those they are leading. They need role models.

5. Endurance: The Grand Masters ability to withstand stress and hardship. It is an important quality of leadership which a Grand Master must have if they are to merit the proper respect from members. Endurance can also mean patience. It can mean going the distance with a Lodge that is struggling. Endurance, as the word implies, means staying with things, even when the going gets rough.
6. Enthusiasm: Is the Grand Masters sincere interest and zeal in the performance of duties. It is a trait easily identifiable in successful leaders of all walks of life. It is easy to instill energy when you give off energy. Enthusiasm is contagious- and doubly so when it originates from a figure whom people respect.
7. Initiative: Taking action in the absence of orders. A Grand Master who simply does what he has been assigned to do will not be seen as much of a leader. But a Grand Master who displays a high degree of initiative is instantly recognized as a leader. Are you satisfied with the status quo or can you think and act outside of the box? Throughout the history of our organization, those who have offered vision, who have acted insightfully, have been our greatest leaders. Initiative sets you apart.
8. Integrity: The uprightness and soundness of moral principles, the quality of truthfulness and honest. Integrity is the spotlight into a Grand Master's soul. Integrity is more than the manifestation of your honesty. It is the litmus test of respect – it determines whether you will be taken seriously or not. Fail the integrity test in your member's eyes and you will fail to be a positive influence on them.
9. Judgment: The Grand Masters ability to logically weigh facts and possible solutions on which to base sound decisions. This is particularly important on those occasions when you are in front, taking the initiative. It is critical that a Grand Master decision be based on all the available facts. Decisions boil down to a matter of judgment and sometimes the key to sound judgment is taking the time to duly consider the issue at hand.
10. Justice: The Grand Masters ability to be fair and consistent. There are few quicker ways to lose members than to appear arbitrary, partial, or unfair. Standards are critical. Set them, articulate them, and hold everyone to the same measure equally.
11. Knowledge: The Grand Masters ability to perform and know what is happening. To lead others, Grand Masters must know your responsibilities as a Grand Master. A Grand Master must have a degree of knowledge in the operation of his Grand Lodge. I as a Past Grand Master and many others know that one of the keys to our effectiveness is staying current in our profession. We accomplish this through continual self-improvement. We read. We attend seminars and take courses. We listen.
12. Loyalty: A Grand Master cannot build or gather loyalty. It must be given to him freely by those he lead. He can ask much from them, but he cannot tell them to be loyal. He earns loyalty in two ways. First he exhibit character worthy of loyalty. Your reputation is important. Members follow those they admire and respect. Second, to be worthy of allegiance you must exhibit loyalty yourself. Loyalty flows two ways. If you are not sincere in caring about those over whom you have authority, how can you expect them to care about you or what you are trying to accomplish.
13. Tact: The Grand Masters ability to deal with others in a respectful manner. This is a simple enough concept, but it often is not so simple to execute. Good people skills go a long way in the art of

leadership. The old adage of praise in public and reprimand in private is an axiom of effective leadership.

14. Unselfishness: The Grand Master who avoids providing for his own comfort and personal advancement at the expense of others. Unselfishness is instantly recognized and appreciated. It manifests itself in many forms, from taking time to properly prepare for a meeting to being accessible to your members. Subordinates Worshipful Masters and members need to know that their leader has their best interest at heart. This should be an easy Masonic trait for those who have committed themselves to the betterment of this organization.

MENTORING PROGRAM

A WORKING TOOL FOR MEMBERSHIP RETENTION

By: David R. Flight

David Flight is a Past Master of Cauvenzeur Lodge #500, Cauverneur, New York. The program described in this STB has proven very helpful to those Lodges who have put it to use! As always we ask you to check with your Grand Lodge for per-mission to use this program.

Editor

INTRODUCTION

I'M THE GUY

"I'm the guy sitting by himself on the side. I asked to join, I paid my dues, and I promised to be faithful and loyal.

I've come to the meetings but hardly anyone pays attention to me. I've tried to be part of the group, but everyone seems to talk to and sit with their own buddies.

I want to get involved, but I'm just not sure how to do it. The same guys always seem to do the work. But they don't seem interested in having anyone new join them.

I missed a few meetings after joining, and no one asked me at the next meeting where I had been. Everyone says, "Hi," but no one really seems interested in me.

I want to get involved, I want to know more, I want to be part of the group, but right now I'm thinking about the game I'm missing on TV. "

If the brother in "I'm the guy" sounds familiar, we urge you to read this STB! Something good can be done.

MENTORING

This Short Talk Bulletin is not intended to serve as a guide but as an introduction. The Mentoring Program when used in association with a Masonic education program, such as "Tried and Proven", available from MSA, creates a compound stronger than cement, uniting us into one common mass of educated, active Masons. This system takes in every candidate; it becomes the labor of the Craft under the supervision of the Master: a uniform, acknowledged, and renewing education process.

In order to maintain and strengthen Freemasonry, Lodges need to educate their members in all aspects of the fraternity. We have a responsibility to provide each member with opportunities to meet and interact with others, to help him do his share, and to give him knowledge about the Fraternity. The Mentoring Program is based on consideration, respect, and cooperation. It is a team program aimed at developing each Brother to his fullest potential.

What happens in the majority of Lodges between the Brother Bring A Friend Night (12-90 STB) and the First Degree? The scenario goes some-thing like this: The Lodge receives a petition which is read and turned over to an investigation committee; the investigation committee does their job and returns their report; the petition is read again; the Lodge ballots on the petition; and, if accepted the petitioner is informed of the date of the First Degree.

Is there something missing here? How about a Mentoring or Mentor Program and a Masonic Education Program? We ask ourselves time and time again why new members do not stay active in the Lodge after the Third Degree. The answer is because they often do not have a stimulant to keep them active. Frequently they do not even understand the Fraternity they have just joined. A continuing program of support through Mentor Counseling, Fraternal Lodge Visitations, and Lodge Participation is encouraged for the New Brothers in their First Year as Master Masons.

The Mentoring Program consists of assigning each candidate a well educated Brother to act as his mentor, educator, and companion for a year, thereby, creating an active, educated and working Brother.

A Mentoring Program together with a system of Masonic Education provides the necessary methodology to guarantee that every new Brother is properly instructed in the fundamentals and workings of the Craft.

THE PURPOSE

(Taken in part from “Tried and Proven”)

Every candidate is a stranger to Freemasonry and Freemasonry is a stranger to him. It is not merely a Lodge that he joins, but a great fraternity with a history stretching back over many centuries. It has an intricate system of laws, a large number of purposes, ideals and Obligations, a set of rights, privileges and duties, and a set of landmarks to be preserved. The fraternity as a whole carries on a program of activities of great variety.

It is too much to expect of any man that without guidance he can make himself at home in such a society, or that unaided he can take his own proper place in the Lodge’s work with credit to himself and honor to the fraternity. He has every right to expect that the Lodge itself shall give him much of the information he needs. So many Brethren never receive this information and are permitted to come—and perhaps go—undirected and uninstructed. They either cease attending Lodge at all, or, sometimes, for lack of knowledge, blunder into humiliation to themselves and damage to the Lodge.

There is nothing new in these statements. For years responsible Craft leaders have been only too aware of these problems. This failure to properly prepare the candidate for his new duties and privileges is both a failure on the part of the Craft to discharge its just obligations to him and a weakness in the fundamental system of Initiation. These failures incur the danger of weakening the whole structure by attempting to build enduring walls with rough ashlar and untempered mortar. Moreover it is not solely a matter of teaching the new member the ceremonies he is to go through. It is necessary that he become imbued with the spirit of Freemasonry and to believe in, as well as to understand, its purposes and ideals. Our Fraternity does not rest on compulsion or military rule; if its own members are at odds with its aims it becomes a house divided against itself. In many cases when Masons cause dissension in a Lodge, it is not out of malice or a desire to make mischief, but because they do not understand the rules and laws.

It is not only the candidate that profits by a Mentoring and Education Program. The Lodge itself is strengthened from having new members who from the beginning are able to take part in its activities; who are likely to become regular attendants; and who can quickly grasp the aim and purpose of the Lodges’ endeavors. They come in already prepared for work!

Ask yourself these four key questions;

- 1) Are we allowing newly raised Brothers to pass through the three degrees uninformed and uninstructed?
- 2) Do we fail to encourage special meetings to educate the regular attending Brethren and re-educate Brethren who have drifted from regular Lodge attendance?

3) Is my Lodge allowing the line officers to advance to the East unprepared for the task, thus resulting in SELF-DESTRUCTION?

4) Have we failed to recognize that leadership qualifications are unobtainable if we continue to ignore the vital need to become masonically educated'?

If you answered YES, your Lodge needs a Mentoring Program.

The mechanics of a Mentoring Program are as follows:

FUNCTION:

To ensure that every Candidate is properly instructed in the fundamentals of the Craft.

MECHANICS:

Option A: Upon receipt of a petition, the Master appoints an investigating committee consisting of one current officer, one new brother, one Past Master, and one experienced brother. Either the Past Master or experienced brother will continue as the Mentor. The investigating committee meets with the candidate and his family at the candidate's home and answers any questions they may have regarding Masonry. Consider the following in discussions with the candidate.

- Does the petitioner believe in God?
- Are his moral and mental standards satisfactory'?
- Will his acceptance create financial or domestic problems?
- What are his motives for petitioning?

The Candidate and his family will get their first impression of the Craft from the Investigation Committee.

Option B: Upon election of a petitioner for the degrees of Freemasonry, the Master appoints the Lodge Mentor for a ONE YEAR term to serve as part of a Lodge Masonic Education Team. In the event a Lodge does not have an education team, the Mentor may work alone to enact the program. The Lodge sends the Candidate a congratulatory letter. Include a copy of Short Talk Bulletin No. 8-54, "Tell the Applicant," available from the Masonic Service Association.

Assign a Mentor to the candidate. Preferably a seasoned member who is knowledgeable about the Craft. The Mentor will serve as one of four members of the Lodge Masonic Education Team or he may work alone.

METHOD

The Lodge Mentor will contact the candidate and advise him of the tentative Degree schedule and invite the candidate and his lady to any open Lodge functions. The Mentor will maintain contact during the candidate's progress through the Degrees and will assist him in preparing for each Degree. The Mentor will find out if the candidate has any particular Masonic friends or associates who would like to be invited to attend or assist in the conferral of the Degrees (particularly the Third Degree). Above all, the Mentor will make the new Brother a part of the Masonic Family.

The Candidate meets with the Mentor a minimum of FIVE times. A recommended time limit for all the sessions is one hour, not to exceed one and one-half hours including discussion. They meet: 1) prior to the First Degree,

2) following the First Degree, prior to the Second Degree, 3) following the Second Degree, prior to the Third Degree, 4) following the Third Degree, 5) one month after the fourth session for a continuing Education Program as designed by the Lodge.

It is a misfortune that so many new Brothers are permitted to drop from sight after they receive the Third Degree. Often they are left to their own devices and to fend for themselves. If the Lodge can retain their interest during this most critical period of their Masonic careers and give them guidance and encouragement until they have had time to form habits of interest and activity for themselves, they will develop into working, active Masons. Otherwise they are likely to stop attending after a few meetings and either lapse into chronic indifference, or find their way to some other more attractive activity.

The new Mason needs to know and understand his duties as a Master Mason and what his rights and privileges are. He should be taught how to visit other Lodges. He needs information about the traditions and work of the Craft as a WHOLE.

It must be stressed that the duties of a Mentor are for ONE YEAR. Do not leave the newly-made Mason alone to fend for himself after the Third Degree!

A personal note:

Some Lodges may already use a formal

Mentoring Program, many do not. When I became a Mason, my Lodge did not have a Mentoring Program. Thanks to two Brothers, one who taught me the ritual and the other who answered all my questions (and I had a lot of them), I received an extensive Masonic Education. I can tell you first hand that mentoring works.

For far too long, new candidates have been brought into the Craft enthusiastic and eager to become active members, only to be neglected by the Lodge they join. A properly educated, oriented, and invested new Mason is an ACTIVE member of his Lodge. The Mentoring Program is the first step to membership retention and expansion.

The Mentoring Program combined with either the Tried and Proven Booklet available from the Masonic Service Association or your present Masonic Education Program provides one coherent system of Masonic Education and Membership Retention.

Also available from the M.S.A. are the following digests and Short Talk Bulletins, that will assist your own Program.

DIGESTS

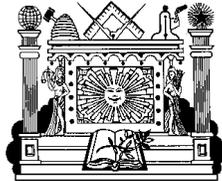
Tried and Proven

Leadership

Masonic Lifeline

One Hundred One Questions About Freemasonry What is Freemasonry?

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PRINCE HALL ORIGIN – NATIONAL COMPACT USA**



**1st Annual National Grand Lodge
Prayer Breakfast**

Purpose: For members of the National Grand Lodge and community to come together, to unite; share in a positive; uplifting experience centered on the life and teaching of Jesus Christ and offer prayer for the future of the Most Worshipful National Grand Lodge.

The Prayer Breakfast has three major objectives which are to:

- Provide a chance for all people of faith to come together and reflect on their lives
- Share in the spirit of friendship through prayer and thanksgiving; and
- Provide opportunities to build and strengthen relationships between Christians

Date: Preferably the Sunday before the official opening of the National Grand session

Time: 7:30 am – 9:30 am

Cost: TBA

Program

Invocation

Selection

Welcome

Scripture from Old Testament

Scripture from New Testament

Selection

Prayer for Fellowship/Family

Selection

Introduction of Guest Speaker

Selection

Special Keynote Address

Prayer for National Grand Lodge

Selection: “Amazing Grace”

Benediction

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Masonic Leadership Academy

Leadership: The skill of influencing people to work enthusiastically toward goals identified as being for the common good. (From the Servant by James C. Hunter)

The purpose of the National Grand Lodge Masonic Leadership Academy is to enhance and further develop leadership skills in our organization. The leadership Academy will provide opportunities for members to increase their awareness of the issues affecting the organization, teach them skills they need to handle various issues, and provide opportunities to explore and discover one's own leadership potential.

The National Grand Lodge Masonic Academy is a voluntary certification program open to any member of the National Grand Lodge. Elected officers are encouraged to enroll in the program to expand their knowledge and capabilities.

The program is designed in tracks with each track emphasizing a different perspective and type of skill. The four tracks that comprise the Academy are:

Track I: The History of the National Grand Lodge

Skills Learned:

- Who Was Prince Hall?
- How the National Grand Lodge was formed
- Why is it important to maintain our linkage to African Lodge #459?
- The difference between PHO and PHA
- Understanding the National Grand Lodge Constitution

Track II: Individual Effectiveness Skills

Skills Learned:

- How to be a valuable asset to your organization by becoming an effective leader.
- Learn to communicate effectively, express your vision, and build support

- Learn about key leadership skill such as creating a personal vision, negotiating win-win agreements and becoming proactive.
- Be a better leader. Learn to give effective feedback, communicate clearly, build trust, and boost morale.
- Understanding the leadership roles your organization needs and why its important
- Required reading The Servant,
- Outline the difference between power and authority.

**Track III: The art of presiding:
Skills Learned**

Track IV:

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The National Grand Lodge Historical and Research Society

The purpose of the National Grand Lodge Historical Society is to provide information on the history of the Most Worshipful National Grand Lodge of Free and Accepted Ancient York Masons Prince Hall Origin and its subordinate Grand Lodges in the National Compact. The Society shall consist of a chairman, vice chairman, recorder and members or any other officers deem necessary to fulfill its duties.

The chairman will be appointed by the National Grand Master, vice chairman and recorder will be selected by the chairman. The members will be Brothers knowledgeable in research, dedicated and committed to the preservation of the National Grand Lodge and subordinate Grand Lodge History.

These members will be designated the title of “National Grand Lodge Historians”

The Society shall:

1. Collect, discover, preserve and disseminate knowledge, which will establish or illustrate the history of the National Grand Lodge, its exploration, settlement, development and progress.
2. Assist States within the Compact to collect, discover, preserve and disseminate knowledge, which will establish and illustrate the history of each Grand Lodge.
3. Create a forum of historians to promote the studies and interpretation of the National Grand Lodge history.
4. Present a coordinated series of seminars, workshops, etc at National or States annual communication. Workshop shall consist of how to preserve records, filing records in State Archives, etc.
5. Develop an educational program for Youth Division so they may become familiar with our history.
6. Promote the National Grand Lodge Historical and Research Society visibility nationally.
7. Develop pamphlet or brochure on Q&A about healing over/Why join Compact.
8. Meet annually to reward individuals or organizations for its contribution to the Society.

9. Assist in the selection or appointment of Historians for each Grand Lodge in the National Compact.

Questions about Healing?

- Why should I heal over to your jurisdiction?
- Ans.
- What is meant by heal?
- Ans. It's a technical term which signifies to make valid or legal.
- How is this accomplished?
- Ans. By administering a new obligation of allegiance to a lawful body.
- Who is authorized to administer the new obligation?
- The Grand Master or an appointed officer of the Grand Master.
- Is this process for male and females?
- Ans. Yes
- Do I have to be initiated over after being healed over?
- Ans. No
- Can I retain my present title?
- Ans. Yes
- Will I have the same rights and privileges as you do?
- Ans. Yes
- When do I begin paying dues?
- Ans. Thirty (30) after being healed in your Lodge or Chapter
- Can I hold an office?
- Ans. Yes
- Can an entire Lodge and Chapter be healed over?
- Ans. Yes
- If my Lodge or Chapter is healed can we keep our present name?
- Ans. No
- Can I retain all degrees that I have received in my old jurisdiction?
- Ans. Yes

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National Grand Lodge Communication Procedures

Communication is one of the basic functions of management in any organization and its importance can hardly be overemphasized. It is a process of transmitting information, ideas, thoughts, opinions and plans between various parts of an organization.

It is my intent to establish a uniform system of communication with the Grand Masters, Grand Secretaries and each member on all levels. Effective communication of information, decisions and distribution is an essential component that cannot be overlooked or taken for granted.

In order for this process to be effective it is required that all Grand Masters and Grand Secretaries information is on file with the National Grand Secretary. It is also equally important that information is distributed to our membership in a timely manner.

Name: _____

Address: _____

City: _____ State _____ Zip _____

Telephone:(____) _____, Fax:(____) _____

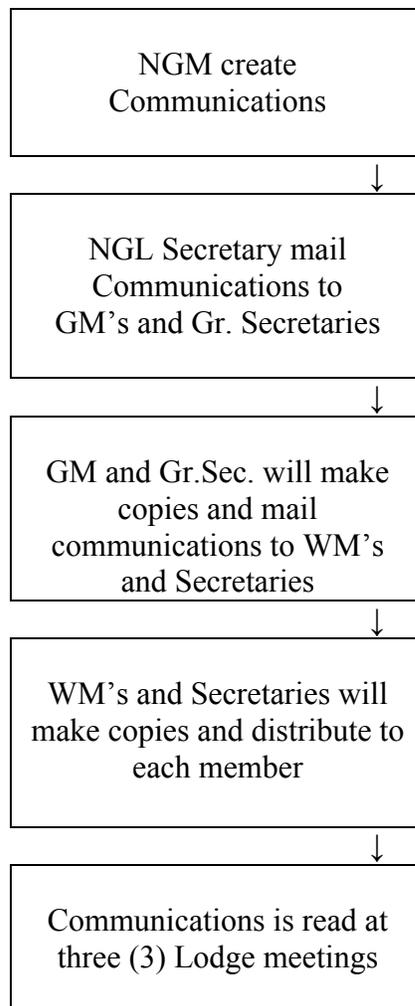
Cell No.: (____) _____

Email: _____

Grand Lodge: _____

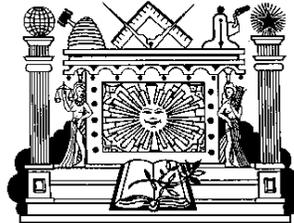
All Grand Secretaries and Treasurers shall have email capabilities with National Grand Secretary and National Treasurer to expedite the communication process. This will be the communication procedures the National Grand Lodge will use to distribute information to it membership.

- National Grand Master will develop communications
- National Grand Secretary will mail communications to Grand Masters and Grand Secretaries
- Grand Master and Grand Secretary will make copies of the communication to be distributed to each Lodge within 10 days.
- Worshipful Master and Secretary will make copies of the communication to be distributed to each member in the Lodge
- Communications will be read at three (3) Lodge meetings.
- Please see flow chart



Effective communication is very important for the successful working of the National Grand Lodge. As Grand Masters and Grand Secretaries you must get the information to your members. Chances of misunderstanding and misrepresentation can be minimized with this communication process.

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REGIONAL LEADERSHIP RETREAT

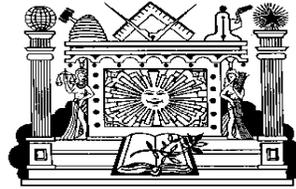
The purpose of the National Grand Lodge Regional Leadership Retreat “Enhancing Our Masonic Structure for a Solid Foundation in the Future” is:

- To outline goals, objectives, develop policies and procedures of the National Grand Master.
- To obtain input from Grand Masters on the future directions for their Grand Lodges.
- Exchange ideas, experiences and methods that will be beneficial to the entire National Grand Lodge
- Develop and enhance teamwork across the National jurisdiction
- Regional Leadership Retreat will be conducted in Maryland for Northeast Region, West Virginia for Midwest Region, South Carolina for Southeast Region,

This will be an opportunity for our Grand Masters and Department Heads to get together, away from distractions meet each other and plan the future of our organization.

The conference will be held in each region. The attendee will be Grand Masters, Deputy Grand Masters and Department Heads. Each Grand Master is required and expected to attend this conference.

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National Grand Lodge Mentoring Program

Why do we need a Mentor program? Today we lose too many Masons that have been members less than 3 to 5 years. Mentoring Programs are needed to help our new Master Masons get off to a great start by providing meaningful relationship, communication, education, entertainment and fellowship.

Mentoring helps a new member to get adjusted and become familiar with what Masonic membership offers him in general and what his Lodge in particular will provide in the way of activities and programs, and to get him involved as rapidly as possible.

A good mentoring program will not only enable a new member to get familiar with Lodge policies and procedures as quickly as possible but will get him acquainted with other Lodge members and make him feel comfortable in his Lodge membership.

The Mentoring Program

A mentoring program is the most useful aid for assisting Lodges to bond with their new members. It assists with the new member's Masonic and gives him a sense of pride in being a Mason. The bond that is created between two Masons with a mentor program will continue long after the degrees are completed.

The Master should pick a well – informed Brother to be a Mentor who has a positive attitude and who wants to contribute directly to the Lodge's future.

- After the completion of the Investigating Committee and the candidate has been voted upon to receive the degrees by unanimous ballot. He will be informed of the date and time of his first degree.
- A Mentor will be appointed for the candidate prior to him receiving the first degree.
- The Mentor should meet the candidate in person and answer whatever questions he may have about the first degree
- The Mentor will maintain contact during the candidate's progress through the degrees and will assist him in preparing for each Degree.
- The Mentor will find out if the candidate has any particular Masonic friends or associates who would like to be invited to attend or assist in the conferral of the Degrees (particularly the Third Degree).

- A recommended time limit for all the sessions is one hour, not to exceed one and one-half hours including discussion.
- They meet: 1) prior to the First Degree, 2) following the First Degree, prior to the Second Degree, 3) following the Second Degree, prior to the Third Degree, 4) following the Third Degree, 5)
- The Mentor will meet with the new candidate to make sure he has a firm grasp of the materials for the degrees.
- Answer any questions he may have about the upcoming Degrees.
- Review words, grips, signs, how to enter and leave the Lodge.
- Meet with the candidate in the Lodge room to discuss the opening closing of the Lodge, the officer's stations, places, and Obligations for each Degree.
- After the candidate has received the Third Degree plan to keep the new Brother involved in Lodge activities.
- Discuss with him the difference between the three Degrees.
- Accompany the new Brother to his first regular stated communication and answer all questions.
- Keep him informed of Masonic events in the area and offer transportation if needed.
- Plan to visit a neighboring Lodge
- Continue to provide positive reinforcement and develop the bonds of friendship and brotherly love.
- Provide him with a membership roster
- Provide a list of the Lodge officers and their contact information.
- Discuss with the Brother his interests, thoughts and concerns. Point out the importance that the Lodge needs him.
- Continue to meet with the new Brother at or away from Lodge for at least one year to answer his questions. Take him to visit the Grand Lodge. Help him to know how to become an appointed and elective officer of the Lodge.

Your Lodge needs to always keep in mind the importance of retaining and attracting the interests of the Brother by focusing on these key ingredients that will make his experience very meaningful and rewarding.

Friendship – Fellowship – Leadership – Family Involvement – Community Involvement

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JOB DESCRIPTION: Director, Public Relations

Report to: National Grand Master

JOB SUMMARY:

The Director of Public Relations along with a committee will develop and implement public relation plans regarding the history, heritage and programs of the Most Worshipful National Grand Lodge.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Develop a five –year public relations plan for the organization.
- Work with York Rite Bulletin Editor to develop marketing and promotional plans for organization.
- Develop and implement strategy for promotion of NGL to new members.
- Work closely with NGM on relationship building with other National organizations.
- Along with NGM is the official spokesperson for the NGL.
- Assist in developing public relations materials, including PowerPoint presentations and written documents.
- Assist Grand Lodges in promotional ideas and plans.
- Write and disseminate press releases and announcements.
- Work with webmaster in updating web content.
- Assist Grand Lodges in the use of public service announcements and other media access.
- Other duties as assigned by the National Grand Master.

REALIGNMENT OF REGIONAL STATES

Purpose of Realignment – To align larger States in the region with smaller States to strengthen the bond that ought to exist among Grand Lodges. To foster support for one another and recognize that by working together, we can strengthen our combined abilities to take advantage of the various opportunities facing our Grand Lodges and National Grand Lodge today and in the future.

This realignment format will be the blueprint for all National Departments within the National Grand Lodge.

NORTHEAST REGION

Delaware
Maryland
New Jersey
New York
Pennsylvania

MID-WEST REGION

Minnesota
Michigan
Indiana
Ohio
Illinois

MID-ATLANTIC REGION

West Virginia
Virginia
Washington, D.C.

SOUTHEAST REGION

South Carolina
North Carolina
Georgia
Tennessee
Florida

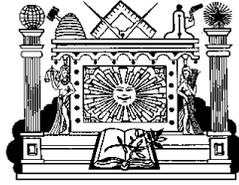
SOUTHWEST REGION

Arkansas
Mississippi
Alabama
Louisiana
Missouri

WEST REGION

Oklahoma
Texas
California
Kansas

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Responsibilities of Regions

- Meet on a quarterly basis and extend invitation to National Grand Master.
- Select President and Secretary. Treasurer is optional. The President of the Region must be an active Grand Master.
- Maintain accurate records of meetings and submit copy to National Grand Master and National Grand Secretary.
- Develop measurable goals for each Region
- Discuss problems in your areas and develop solutions.
- Regional Presidents will make annual reports at Grand Master's Council meeting.
- Develop mutual support for each other and National Grand Lodge.
- Submit recommendations to National Grand Lodge for consideration
- Sponsor Regional Masonic or leadership conference
- Adopt motto "Proud to Be a York Mason".
- Remain true to the Concept of the "National Compact".

**THE MOST WORSHIPFUL NATIONAL GRAND LOGE
FREE AND ACCEPTED ANCIENT YORK RITE MASONS
PRINCE HALL ORIGIN – NATIONAL COMPACT, USA**



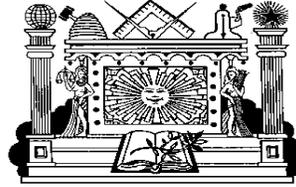
**SOP for Visitation of National Grand Master
or
National Department Heads**

It is the inherit right of the National Grand Master or National Department Heads to make official visits to States under the jurisdictions of the Most Worshipful National Grand Lodge of Free and Accepted Ancient York Rite Masons, Prince Hall Origin, National Compact, USA.

These courtesies will be extended when the National Grand Master, National Cabinet members or a National Department Head visit a Grand Lodge. At all times they will be accorded all the courtesies and respect due their office. The National Grand Master is the highest ranking officer in our Masonic order.

1. Grand Master or proxy will meet the National Grand Master or National Department Head upon his arrival. Transportation to and from airport or train station will be provided until their departure.
2. Comfortable quarters will be provided. Efforts will be made to obtain a suite or similar space if a suite is not available. Fruit basket, beverage (juice, cola) and other light snacks will be provided.
3. Hotel managers should be informed of his/her visit to ensure they receive all the amenities provided dignitaries who utilize the facilities.
4. Other form of entertainment will be provided as appropriate, example dinner, brunch, meet and greet, etc. to enable him/her to relax and socialize with members.
5. An invitation will be extended to him/her to address the members at any function sponsored by the Grand Lodge. He/she and guests will always receive complimentary tickets to all functions.

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Plan of Action for Declining Membership

The membership of the National Grand Lodge and our Grand Lodges has been declining for several years. We as leaders must begin to address this serious issue with much concern. We can't continue to dismiss the idea members don't want to belong to the organization or care about it.

If you're a member of a struggling Grand Lodge or Lodge with less than 12 members, you probably believe that increasing membership in your organization is difficult, if not nearly impossible.

A Lodge that is member-strong with 25 or more will likely agree that acquiring new members is a pretty simple process. In fact, many Lodges in this category spend very little time promoting their Lodge and new members just seem to keep coming.

These ideas for finding new members and keeping members are not in any particular order. Take a moment to think about each one, and choose those you think will work for your Grand Lodge or Lodge, adapting them as you wish. I hope they will help your Grand Lodge or Lodge grow and become strong.

Here are my recommendations:

- A. That each Grand Master, Grand officers or District Deputies visit each Lodge in his jurisdiction. Conduct a full assessment of what needs to be done and what assistance can be provided. (i.e. training, assistance with initiation, etc)
- B. Look at the feasibility of merging the weak Lodge into a strong Lodge?
- C. If not, is there a potential leader in the Lodge to elect or appoint as WM?
- D. Look into demitting a strong Senior Warden with leadership and administrative skills from another Lodge to assume WM position?
- E. Appoint a Past Master who is a builder to WM position
- F. Grand Lodges should conduct one or two leadership training annually
- G. Appoint a mentor to work with WM to coach and share information
- H. Be willing to invest whatever amount of time with the Lodge until it is growing.
- I. Reduce reinstatement fee for members returning or grant an amnesty period for several months

More tips to help you increase your membership:

- Before bringing in any new members, you must improve the quality of your meeting. Getting new members is easy! Impressing them enough so that they come back... now that's the challenge.
- The regional concept must be put in effect for each region. This will provide a forum for States to discuss declining membership, retention and increasing members.
- Grand Lodges and Lodges must develop meaningful programs of interest for its membership.
- Develop leadership seminars for leaders and potential leaders of your organization
- Don't be afraid to assist Lodges that are struggling
- Develop a friend to friend package for potential members
- Invite prospective members to Masonic functions make them feel important
- Make some of your meeting social events
- Invite prospective members to your place of business to get better acquainted with them
- Hold smooth meetings
- Have friendly meetings
- Repeatedly invite prospective members to functions
- Have a award/reward program for those who bring in new members
- Have a varieties of snacks at your meetings
- Network with co-workers, friends, and family
- Network with friends you attend church with
- Host an open house
- Attend church service at your Lodge oldest member church
- Attend church service at a different church on a quarterly basis
- When performing a cornerstone or funeral make sure the service is above standard
- Grand Master or Grand officers should visit each lodge at least once during the year
- Invite a guest speaker to your meetings (i.e. lawyer, physician, law officer)
- Participate in community events
- Have a planned agenda (never start your meeting without it)
- Never cancel a meeting
- Wear a Masonic pin or cap in public
- Set fundraising goals for your Lodge and work hard to achieve it
- Develop a Lodge newsletter and share with prospective members
- Have old members partner with new members for six months
- Have officers shake hands with everyone prior to each meeting. This makes everyone feel welcome and comfortable
- Develop a list of member's name, telephone and email addresses to issue to everyone in the Lodge.
- Develop a yearly calendar of events for your Lodge.
- Recognize birthdays and anniversaries monthly in your Lodge
- Have members discuss their professions
- Have members share any Masonic experiences they may have encountered
- Sponsor a father and son night and invite prospective members
- Invite friends to Lodge cookouts
- Invite friends to St. John's Day /Christmas parties
- Take advantage of every opportunity to spread your Lodge name in the community
- Make donations in your Lodge name to any disaster/charitable project that may occur in your community

- Have monthly meetings with you Lodge officers at the Lodge or restaurant
- Get excited about your Lodge and get you members fired up and ready to go

New members are vital to the future of our Lodges, Grand Lodges and the National Grand Lodge. We must be aggressive, consistent and steadfast in our commitment to increase our membership. New ideas to attract potential candidates should be the #1 priority of every member. Every effort should be made to bring in at least 5% of your Lodge membership annually.

I have set the goal of 10% increase membership for each Grand Lodge annually. This will be approximately 300 new members. Let's make this a reality!

Our secretary sends flowers and a letter of congratulations to the new members' spouses and invites them to meet other members' spouses at one of the Family Nights.

TEN WAYS TO RETAIN MEMBERS

1. Every Lion needs to feel wanted, needed and important..
2. The club president needs to be sure they have a dedicated Lion as chairman of their attendance committee..
3. After a member misses the second meeting, contact him/her and ask if there is a reason, problem, etc.
4. President and committee chairmen--be sure each Lion has a responsibility and let them know you'll expect them to complete it and if called upon, give a report.
5. Keep the club busy with projects and activities.
6. Explore new ideas; start new projects; create new activities.
7. Periodically, have a session on the Lions Objects, Code of Ethics and discuss what Lionism is: (history, organization structure, dues, etc.)
8. Urge Lions to attend district training seminars and state and international conventions.
9. Organize visits to facilities which Lions sponsor (Leader Dog, Community Blind or Handicapped Centers).
10. Maintain a sense of togetherness and fellowship among members

MEMBERSHIP RETENTION

If you believe that membership retention is not a problem in your club, then nothing suggested here is going to help. If you believe that your club has a problem retaining not only the older members, but the newer, young members who have never really gotten into the spirit of Lionism, then the following might be helpful to you:

- ✦ Make your meetings interesting enough so that your members do not leave thinking its "another evening wasted." They are not going to be around too many years with that attitude, are they?
- ✦ If your club has a fat bank account, insist that your money be put to work. Lions do not mind raising money and paying dues if they can see credible results.
- ✦ Publicize your worthwhile projects and contributions. It is necessary for all Lions to be proud of their club and its accomplishments. We all need a pat on the back once in a while.

WHAT DID WE DO WRONG TO LOSE THOUSANDS OF MEMBERS EVERY YEAR?

Did we invite the wrong people to be Lions? -- We don't think so!

Did we unconsciously resent their intrusion into our comfortable little world and fail to make them part of it?--Very unlikely!

Did we bring them in without honestly telling them and their spouses what their time and money commitment would be?--Usually!

Did we quell their enthusiasm by failing to give them responsible jobs and by not seeking their opinions on our work?-- Sadly, yes!

Have we made an open-minded approach to them to find the real reason and be prepared to make changes to accommodate them?--Very doubtful!

Have we ensured that they have not left us as enemies with their pride and ego badly hurt as a result of some insensitive word or act ?--We wonder!

When they were first absent from meetings or activities, did anyone take the trouble to call and say, "We missed you-- are you O.K.?"--or did we leave it to someone else?

Is our organization now coasting on a reputation earned years ago and no longer merited? It is our reputation which attracts new members.

Did they drop out because they didn't get what they expected? If so, then the fault is ours, not theirs.

Thousands of members didn't want to continue with us. Lets find out why and fix it--QUICK!

For Club Board of Directors
HOW TO KEEP MEMBERS

1. Keep the members involved and serving on various committees.
2. Be sure the Clubs service projects are relevant (timely) and fill a community need.
3. Maintain a favorable image by:

✦ Warm fellowship (Club should constantly strive to improve)

#Impressive meeting place.

#Good food.

#Varied and interesting programs.

#Good public relations.

4. Be responsive to change.

5. Participate in district, inter-club, regional and zone meetings, conferences and conventions.

6. Provide a consistent educational program.

7. Provide ample opportunities for leadership training and self-improvement.

8. Generate a "pride of belonging" among the members, as well as a desire to become number

One!

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Celebration of Prince Hall's Birthday

Purpose: Prince Hall, whom we as Prince Hall Origin Mason recognize as the Father of Negro Masonry in the United States, made it possible for us today to enjoy the privileges of Freemasonry. On March 6, 1775 he was made a Freemason in an Irish Military Lodge, No. 441, and in March 1775 he organized the first black lodge of freemasons in the United States.

The Most Worshipful National Grand Lodge
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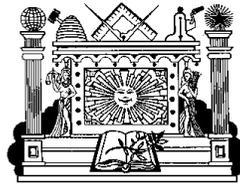
POST GRAND LODGE REPORT

The Post Grand Lodge Report was implemented in order for the National Grand Lodge to maintain an accurate account of its membership. We are aware that many Lodge reports come in at your Grand Session for several reasons. Late collection or payment of dues, misplaced reports, etc could be some of the factors. Even though there is a deadlines for reporting to the Grand Lodge this generally don't happen all the time...

As Grand Masters, we must ensure our members receive what they paid for in a timely manner. It is your responsibility to inform your members if he paid dues to the State and National. If so, he must receive the following: a dues card from the State and a National Traveling Card from the National. A member can't pay dues to the State only and be a member of the National Grand Lodge. He must pay both.

The following procedures will be put in place to ensure every member is accounted for and receive a National Traveling Card. At the end of your session each Grand Lodge will be required to file with the National Grand Secretary a Post Grand Lodge Report. This report will contain name and address of those members. If none is to be reported do not submit form.

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Evaluation Form

Your feedback is critical for the National Grand Lodge to ensure we are meeting your needs. We would appreciate if you could take a few minutes to share your opinions with us so we can serve you better

Please tell us how satisfied or dissatisfied you were with the following.

- 1) How satisfied were you with the registration process?
 - Very Dissatisfied
 - Dissatisfied
 - Satisfied
 - Very Satisfied
- 2) How satisfied were you with the materials in your souvenir package?
 - Very Dissatisfied
 - Dissatisfied
 - Satisfied
 - Very Satisfied
- 3) Overall, how satisfied were you with the facilities?
 - Very Dissatisfied
 - Dissatisfied
 - Satisfied
 - Very Satisfied
- 4) Overall, how satisfied were you with the presenters?
 - Very Dissatisfied
 - Dissatisfied
 - Satisfied
 - Very Satisfied

Please tell us how much you agree or disagree with the following statements.

- 5) The workshops presented were appropriate and informative?
 - Strongly Disagree
 - Disagree
 - Agree
 - Strongly Agree
- 6) The workshop you attended was the material presented in an organized manner?

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

7) Was the session well organized?

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

8) Was the host State staff helpful and courteous?

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

9) Would you like to see the Conclave combined with the Council Session?

- Strongly Disagree
- Disagree
- Agree
- Strongly Agree

10) What factors are most important to you when considering to attend a session like this?

- | | | | | |
|------------|--|-----------------------------------|--------------------------------|---|
| Cost | <input type="checkbox"/> Strongly Disagree | <input type="checkbox"/> Disagree | <input type="checkbox"/> Agree | <input type="checkbox"/> Strongly Agree |
| Date /Time | <input type="checkbox"/> Strongly Disagree | <input type="checkbox"/> Disagree | <input type="checkbox"/> Agree | <input type="checkbox"/> Strongly Agree |
| Location | <input type="checkbox"/> Strongly Disagree | <input type="checkbox"/> Disagree | <input type="checkbox"/> Agree | <input type="checkbox"/> Strongly Agree |
| Topics | <input type="checkbox"/> Strongly Disagree | <input type="checkbox"/> Disagree | <input type="checkbox"/> Agree | <input type="checkbox"/> Strongly Agree |

11) What did you like the most about the session?

12) What did you like the least about the session?

Please place this form to the evaluation box at the registration desk when completed. Thank you.