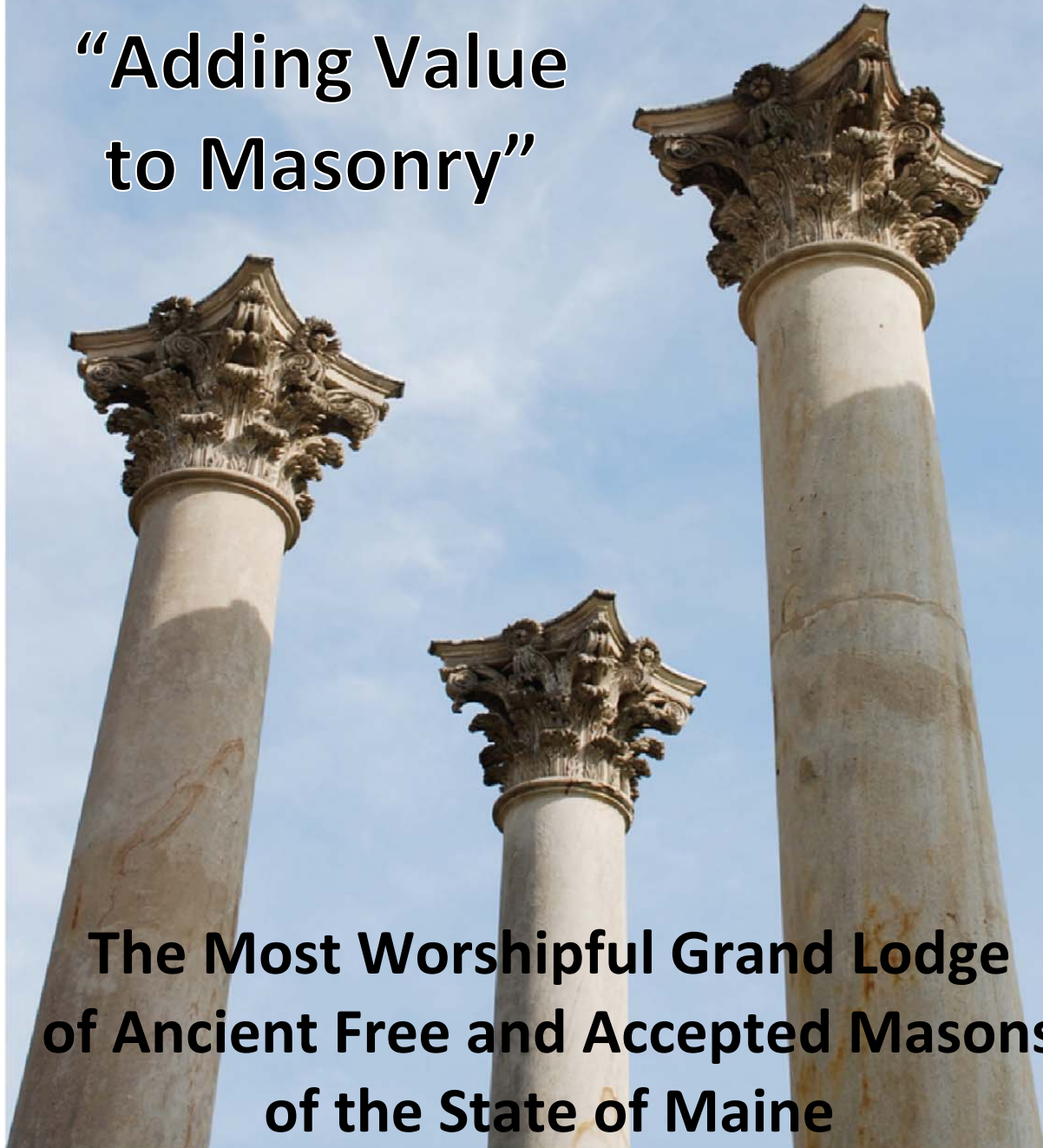


# District Education Representative

**“Adding Value  
to Masonry”**

**The Most Worshipful Grand Lodge  
of Ancient Free and Accepted Masons  
of the State of Maine**





**GRAND LODGE OF MAINE A.F. & A.M.**

**District Educational Representative’s Manual**

**TABLE OF CONTENTS**

Primary Responsibilities and Duties of District Education Representatives..... 2

District Organization Chart..... 4

**DER Required Reports to the M.E.A.L.S. Committee**

    DER Lodge Assessment of Lodge Education Activities ..... 5

    Raymond Rideout Nomination ..... 7

    DER Annual Report..... 9

An Introduction to Programs for Lodges ..... 10

The DER Masonic Toolbox ..... 11

The DER’s Role in the Education of Candidates ..... 12

Goals for Candidate Education Program ..... 13

Freemasonry Revealed: Masonic Program for non-Mason audiences ..... 15

Candidate Progress Report ..... 19

Outline for a Talk on Our Candidate Education Program ..... 21

Degree Preparation Checklist Overview ..... 26

    EA Degree Checklist ..... 27

    FC Degree Checklist ..... 31

    MM Degree Checklist..... 34

**Additional Useful Information**

- Protocol Manual and Video
- Master Mason Rookie and Master Builder (coming) Programs
- Maine Masonic Mentoring handbooks (2)
- Masonic Word Pronunciation

## GRAND LODGE OF MAINE A.F. & A.M.

### THE PRIMARY RESPONSIBILITIES AND DUTIES OF DISTRICT EDUCATION REPRESENTATIVES

**As a District Education Representative (DER), you are very important part of the District team, working with the District Deputy Grand Master and the Assistant Grand Lecturer.**

The mission of DERs is to enhance lives and Lodges by promoting and providing educational tools as well as Masonic and leadership instruction that advance the development of Masons and strong Lodges. DERs should pursue opportunities to add educational value to being a Mason and a member of District Lodges.

To fulfill these duties, DERs should have certain requisite knowledge, skills, abilities and interests:

- 1) Strong verbal communication skills;
- 2) Engaging as a presenter and teacher;
- 3) Curious and inquisitive researcher of Masonic history, protocol, symbolism;
- 4) Personable and interested in the personal growth of others;
- 5) Outreaching for opportunities to create curiosity and knowledge in others; and,
- 6) Active user of email and the Internet.

***As DER, you report directly to the MEALS Committee.*** You have distinct responsibilities specifically relating to Masonic Education.

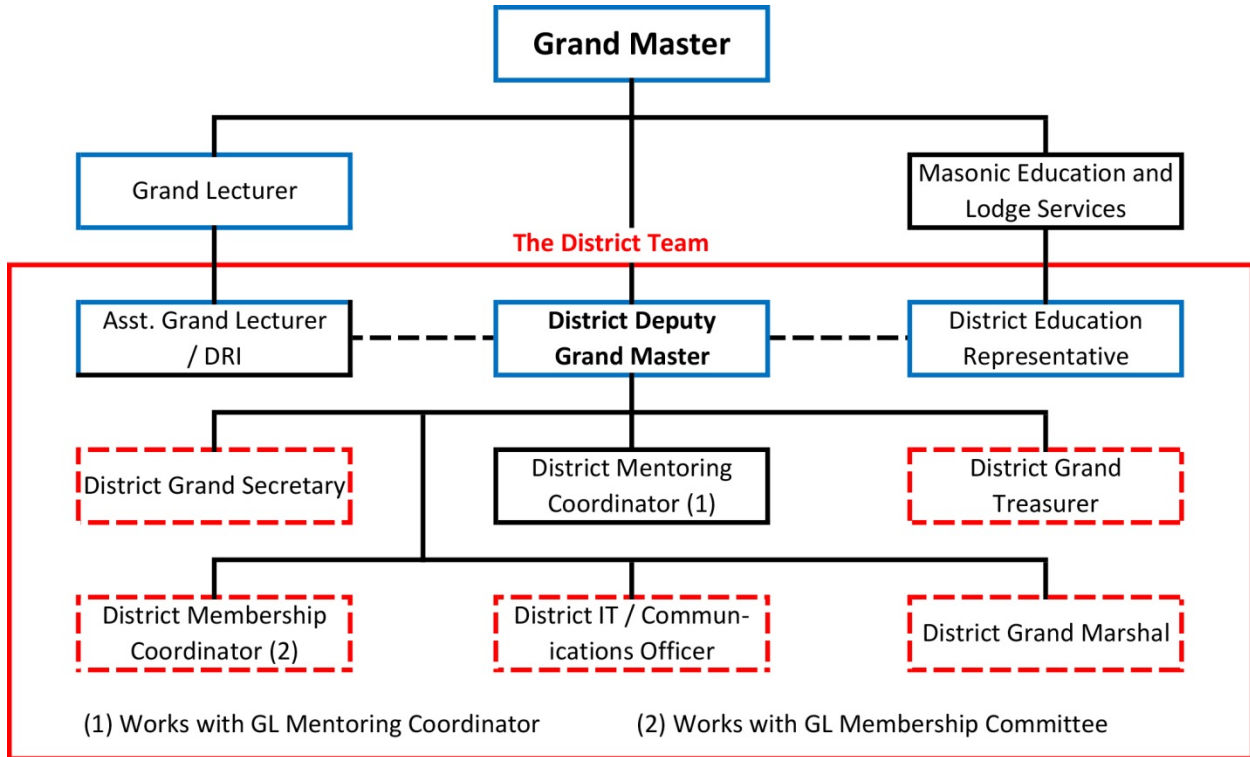
1. To Encourage and Promote Candidate and General Masonic Education for each Lodge in your District, to include actively promoting the hosting of and attendance at MEALS / Dirigo / Mentoring / Maine Masonic College and other available educational opportunities.
2. Assist Lodge officers in the District to address any opportunities or challenges related to Masonic, leadership and other educational needs and opportunities.
3. To present or help your Lodges to present short Masonic educational programs following Stated meetings or whenever the opportunity presents itself. **The sources for Masonic educational programs are limited only by your imagination.** Here are some examples of programs that successful DER's have utilized:
  - a. Short Talk Bulletins (hard copy and audio)
  - b. Books that discuss Masonry (Grand Lodge Research and Lending Library)
  - c. Brainstorming sessions
  - d. Protocol Manual and video

## GRAND LODGE OF MAINE A.F. & A.M.

- e. Lodge Instructor Manual
  - f. Pollard Plan videos on the three Degree
  - g. DER Toolbox
  - h. Speakers Bureau
4. The M.E.A.L.S. Committee has provided you with a “DER Toolbox “which contains numerous educational programs that can be utilized with little or no preparation on your part. If you have an idea that could be developed into a Toolbox item, please feel free to draft your own toolbox items. The format and a brief explanation of “How To Create a Toolbox Item” can be found later in this manual.
  5. **Be Proactive**. Don’t wait to be asked for programs, contact each Lodge Master on a regular basis and request an opportunity to do some Masonic education for his Lodge. Encourage the delivery of educational programs whenever there is no degree work in a Lodge and at special District-wide educational opportunities.
  6. Work alongside the DDGM in promoting mentoring within your assigned District.
  7. The number of meetings that you attend each year is less important than what you accomplish while you are there.
  8. Submit assessments of Lodge education activities (see page 5), and a nomination for one Lodge in your District for the Raymond Rideout Award to the MEALS Committee post marked no later than February 28<sup>th</sup> (see page 7).
  9. Submit an Annual Report on your education activities to the MEALS Committee post marked no later than February 28th (see page 9).

GRAND LODGE OF MAINE A.F. & A.M.

District Organization Chart



Outlined in blue, installed Grand Lodge officer. Outlined in black, required "non-officer" appointments by the Grand Master or DDGM. Outlined in red, optional appointments by the DDGM to assume portions of his responsibilities and duties.

# GRAND LODGE OF MAINE A.F. & A.M.

Lodge: \_\_\_\_\_ No. \_\_\_\_\_ District \_\_\_\_\_

Located at: \_\_\_\_\_

## DISTRICT EDUCATION OFFICER ASSESSMENT

**THIS EVALUATION IS TO BE COMPLETED BY THE DER  
BY DECEMBER 31, AND PROVIDED TO THE DDGM AS WELL AS THE  
CHAIRMAN OF THE MASONIC EDUCATION AND LODGE SERVICES COMMITTEE**

### OVERALL EVALUATION OF THE LODGE EDUCATION PROGRAM

This assessment is to consider whether the lodge offers or arranges for informative educational programs for members and candidates on a variety of Masonic and leadership subjects. Please note that educational initiatives to teach Masonic lessons associated with degree ritual, allegory and symbolism is to be assessed by the Assistant Grand Lecturer or District Ritual Instructor and is included in that portion of the Lodge’s evaluation. However, this ritual related assessment is also an important component of the District Education Representative’s consideration of candidates for the Raymond Rideout Award.

**Lodge education programs and participation in Grand Lodge and Maine Masonic College education programs – District Education Representative ..... Rating \_\_\_\_\_**

Needs Improvement (1 – 3)	Average (4 – 7)	Strong (8 – 10)
<ul style="list-style-type: none"> <li>• No or minimal educational opportunities for members</li> <li>• The Lodge has neither offered to host nor encouraged officers and members to attend Maine Masonic College / Dirigo Leadership courses</li> <li>• The Lodge does not request and is not receptive to the DER presenting instructional programs before or during Lodge meetings</li> <li>• The Lodge members are not urged to lead discussions and write articles on Masonic history, protocol and symbolism</li> <li>• The Lodge does not use the Ritual Instructor’s Manual and other candidate instructional videos to educate candidates and members on Masonic principles and lessons.</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate level of educational opportunities are afforded members</li> <li>• A few Lodge members have attended Maine Masonic College / Dirigo Leadership courses</li> <li>• The Lodge occasionally requests / allows the DER to present instructional programs before or during Lodge meetings</li> <li>• The Lodge members have led discussions and written / presented papers on Masonic history, protocol and symbolism</li> <li>• The Lodge occasionally uses the Ritual Instructor’s Manual and candidate instructional videos to educate candidates and members on Masonic principles and lessons</li> </ul>	<ul style="list-style-type: none"> <li>• Strong educational opportunities for members</li> <li>• The Lodge has hosted / has asked to host one or more Maine Masonic College / Dirigo Leadership courses</li> <li>• Lodge members are encouraged to and often attend available courses (above)</li> <li>• The Lodge regularly requests the DER to present instructional programs before or during Lodge meetings</li> <li>• Lodge members are urged to lead discussions and write articles on Masonic history, protocol and symbolism</li> <li>• The Lodge regularly uses the Ritual Instructor’s Manual and candidate instructional videos to educate candidates and members on Masonic principles and lessons</li> </ul>

# GRAND LODGE OF MAINE A.F. & A.M.

Rating based upon the following observations **(Also factor in the separate assessment conducted by the District Education Representative for the Raymond Rideout Award):**

\_\_\_\_\_

District Education Officer	District	Date
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## GRAND LODGE OF MAINE A.F. & A.M.

### Guidelines for Raymond Rideout Nomination form

#### **Only the DER can submit a Raymond Rideout Nomination**

The description of the Lodge's Candidate Education Program may include several elements. It is more than learning the ritual lesson. Lodges may use a Committee or Education Chairman / Coordinator to function with each new member. Individual Lodges may not use the 4th Night Program, especially if there is one held on a District level. Some Lodges will use the parts of the 4th Night Program in other ways, some examples are: individual instruction on balloting, use of the Maine Masonic Textbook and Masonic Protocol Manual and video during the course of the sessions following each Degree.

Masonic Mentoring very important as a Brother is assigned for each candidate, to accompany, serve and befriend them in their Masonic journey. Describe how the Lodge employs Masonic Mentors in its candidate (and officer) education and development efforts. Describe also the Lodge's use of the Masonic Rookie and Master Builder Programs.

The extent the Lodge uses Candidate Education resources such as Instructors Manual and Education Medias and/or other resources used.

Please describe what presentations or events the Lodge has hosted or attended for general Membership Education, such as speakers or special programs such as Dirigo, mentoring and Maine Masonic College courses.

What outstanding qualities has this Lodge demonstrated that should merit your recommendation? Any additional documentation, which underlines or demonstrates what makes this Lodge special, would be helpful.

**This nomination is due, postmarked by February 28th.** Nominations submitted after this date will not be considered. **Each DER is expected to nominate one Lodge for this award every year.** The nomination form and the Lodge Education Evaluation Form should be returned to the Chairman of the Masonic Education & Lodge Service Committee, with a copy to the District Deputy Grand Master:

Steven E. Gibbons, 100 Molyneaux Rd, Camden, ME 04843-4424

Or by email: sgibbons3@roadrunner.com

**GRAND LODGE OF MAINE A.F. & A.M.**

**Raymond Rideout Award Nomination for  
Outstanding Masonic Education**

\_\_\_\_\_ Lodge # \_\_\_\_\_ in \_\_\_\_\_ Maine  
\_\_\_\_\_ Masonic District. \_\_\_\_\_ Year

Describe the Lodge's candidate education programs in each of the following areas – Accepted Candidate, Entered Apprentice, Fellow Craft, Master Mason, 4th Night Program, both with respect to the Degree ritual as well as its symbolism and application to the enrichment of the lives of the candidates and other Brethren.

Describe how the Lodge uses the Mentoring, Masonic Rookie and Master Builder programs.

Describe what the Lodge uses for candidate education resources and how used.

Describe any presentations used for general membership education, including hosting of Maine Masonic Colleges and other courses.

Describe why this Lodge merits your recommendation.

# GRAND LODGE OF MAINE A.F. & A.M.

## District Educational Representative Annual Report

The following report is to be completed each year, not later than February 28th, and sent electronically to sgibbons3@roadrunner.com or to Steven E. Gibbons, 100 Molyneaux Rd, Camden, ME 04843-4424.

Additional comments are encouraged.

Date\_\_\_\_\_

Name\_\_\_\_\_ District\_\_\_\_\_

Length of Service as a DER\_\_\_\_\_

1. What educational programs did you present this year, *i.e.* audio and video based presentations, book discussions, Toolbox Items, discussion of Grand Lodge Constitution & Regulations, brainstorming & problem solving, *etc.*? The opportunities for DER programs are limited only by your imagination & initiative.
2. What educational programs worked well for you and why?
3. What Dirigo, mentoring and Maine Masonic College Courses did you arrange to be held in your District Lodges? 4. Do you have any Masonic educational programs that you would like to share with the MEALS Committee & other DER's? If so, please explain.
5. How are you received by the Lodges in your District?
6. Would you consider serving as a DER for an extended period of time, like the Assistant Grand Lecturers do? Yes/No
7. Would you be interested in attending MEALS Committee meetings? Yes/No
8. What initiatives do you recommend be undertaken by Grand Lodge, the MEALS Committee or other providers of Masonic education in Maine?
9. Additional Remarks/Observations/Recommendations

# GRAND LODGE OF MAINE A.F. & A.M.

## An Introduction to Programs for Lodges

**One of the DERs duties is to provide the Lodges within his District with informative presentations.** DERs are encouraged to employ other Brethren in

1. The MEALS Committee provides its DERs with a series of short programs on Masonic subjects designed to be interesting and informative. These programs are collectively referred to as the TOOL BOX.

2. These programs offer the District Education Representative an opportunity to involve other Masons from his District or within a particular Lodge to join in the presentations. Participant involvement is important.

3. **The District Education Representative should actively pursue opportunities to present these programs at Lodge meetings or any other appropriate Masonic or public function. DO NOT WAIT FOR A CALL.**

4. Below are examples of approaches which might be used in speaking to masters of Lodges when seeking opportunities to present programs:

I know that you have been interested (or concerned) about balloting (or some other topic) in your Lodge. I would like to make a brief presentation at you next communication on this subject. I feel certain the Brethren will find this program instructional and interesting.

Or

As District Education Representative I have a number of interesting and informative programs. Each takes approximately xx minutes and can involve Brothers in your Lodge. Would you look through these possibilities with me and see what programs would be of special interest to you and your Lodge?

Or

I will be attending your Lodge on your next communication on xx/xx/xx. I notice that you have no degree work scheduled, and I would like to present a brief program which will be both entertaining and of interest to the Brethren. It will take approximately xx minutes. When could we schedule this presentation?

## GRAND LODGE OF MAINE A.F. & A.M.

### The DER Masonic Toolbox

The MEALS Committee has provided you with a packet which contains well over a hundred pages of programs that you can present on a moment's notice with little to no preparation. The beauty of the toolbox approach is that it involves Lodge members while teaching valuable Masonic lessons. Any MASON can write a Toolbox program. All that we ask is the each toolbox item be submitted to the MEALS Committee in the following format;

#### Masonic Toolbox Format

Program Title

Who Wrote It - **ANY MASON CAN WRITE A MASONIC TOOLBOX ITEM**

Briefly describe the program and its purpose. Identify the various cast members for this program, i.e. Narrator, appropriate Lodge officers, if applicable, mentor, new Mason or non-Mason, etc. Recommend selecting the cast of characters from the Masons present. Give each character in this program a copy of the script and then step back and watch the Masonic education occur,

Narrator 1 – reads script

Master – reads script

Senior Deacon – reads script

New Mason – reads script

Etc. – reads script

#### Helpful Hints when writing a Toolbox item

- Check to see if the toolbox item already exists
- Determine what this program requires for a cast of characters
- Write the scripts for each character
- Program should not exceed 30 minutes
- Most toolbox programs are held in the Lodge room
- Send your new toolbox item to the Chairman of the MEALS Committee:

Steven E. Gibbons, 100 Molyneaux Rd, Camden, ME 04843-4424 or by email:  
sgibbons3@roadrunner.com

- He will add your item, with your name and title on it to the DER Toolbox and your program will be shared with all DER's and it will be made available on the Grand Lodge WEB site.

# GRAND LODGE OF MAINE A.F. & A.M.

## The District Education Representative's Role in the Education of Candidates

### Why is Candidate Education so Important?

1. Masonry through its ritual and degrees provides men with a great journey in search of significance.
2. This journey demands an active employment of mind and heart on the part of the candidate as well as assistance from knowledgeable Brethren.
3. While good ritual work is essential, each candidate needs the desire and opportunity to discuss his degree experience and to explore its application to his own life.
4. To fill these vital needs of our candidates, **each Lodge should have a Candidate Education Chairman and Mentors** who with the help of other Brethren will assist candidates in the exploration of life provided in the ritual and other Masonic sources.
5. **The DER has a duty to help Masters of Lodges form Candidate Education Committees, provide informative materials for their use, and to help them prepare to work with candidates.**
6. **The MEALS Committee** has designed materials in the form of education videos and resource manuals for use by the DERs, Lodge Candidate Education Committees and candidate mentors. In addition the MEALS Committee will provide periodic training sessions for the DERs.
7. It is the responsibility of the District Education Representative to:
  - i. Attend all training programs provided for them by the MEALS Committee.
  - ii. Become familiar with materials provided.
  - iii. Assist the Masters of the Lodges within his District in the organizing candidate support teams, to provide these teams and mentors with materials, and to help them succeed in their mission. These teams may consist of Candidate Education Chairman, Candidate Instructors and personal mentors.

# GRAND LODGE OF MAINE A.F. & A.M.

## GOALS FOR CANDIDATE EDUCATION PROGRAMS

OVERALL GOAL: Enhancing lives and Lodges by promoting and providing educational tools and Masonic and leadership instruction that advance the development of Masons and strong Lodges.

### SPECIFIC GOALS

1. To make certain that candidates and new Master Masons have the opportunity to review the ritualistic experiences encountered in the degree work and that they are properly prepared for each new step in their Masonic journey. (See page four in the introduction to Instructor's Manual.)
2. To assure that the candidates and new Master Masons acquire a firm foundation in rudiments of Masonic philosophy, protocol, and Lodge organization. (See page three in the introduction to the Instructor's Manual.)
3. To provide the atmosphere and encouragement in which the candidate and new Master Mason will be able to discover what Freemasonry means to him as an individual. (See page three of introduction to Instructor's Manual.)
4. To inspire an interest on the part of the new Mason that will lead he to future study and encourage him to become an active member of his Lodge.

### THE CHOICE OF INSTRUCTORS

Good instructors have both the time and the interest to do the job. In addition, knowledgeable Brethren who are not officers need to be given an opportunity to serve the Craft. Therefore, we should select our instructors, in so far as possible, from those Brethren not holding Lodge offices.

The bottom line is that the Lodge Instructors must be knowledgeable regarding Masonry and be capable of imparting that knowledge to the candidate.

### **The following characteristics may help in identification & selection of instructors:**

1. A conviction that Masonic Education and mentoring are important
2. Enthusiastic feelings about the importance of the Fraternity
3. Consideration and compassion for others
4. Given to discussion rather than augmentation
5. A curiosity and desire to know more about Freemasonry
6. Secure enough to admit when they do not know, sincere enough to look up the answer

## **GRAND LODGE OF MAINE A.F. & A.M.**

7. A fair background in the ritual and in Masonic practices (we would rather have instructors who are eager students than ritual experts)
8. Willingness to participate in future training sessions in order to improve their instructional skills



# GRAND LODGE OF MAINE A.F. & A.M.

## Freemasonry Revealed

You may be asked at some point to give a short talk about Masonry to a group, which includes non-Masons. This outline should serve as a basis for such a talk. Use it according to your best judgment.

### INTRODUCTION

As with many ideas which people know little about, there are misconceptions and erroneous information that give the general public some strange beliefs. We know that there are many beliefs surrounding Freemasonry and Masons. By shedding some light here, perhaps I can give you some insight on the organization that is considered the oldest and largest in the world – whose origin is lost in the mists of time. What should we talk about? Well, let's talk a little of the history and organization of Masonry, membership, what Masonry stands for, objectives and misconceptions.

#### **I. History**

- A. Ancient fraternity
  - 1. Operative Masonic Guilds of the Middle Ages
    - a. Operative Craft
      - i. Reached its height from 10th to 16th Century
        - a. Period of Gothic Architecture described as "The Frozen Music" of the Middle Ages or as "Prayers in Stone"
- B. Lodges, as we know them
  - 1. Four Lodges in London formed the first Grand Lodge (year-1717)
    - a. Year 1730 or so
    - b. Lodges met in American Colonies
      - i. Some had Grand Lodge authority, some did not
      - ii. Organization
        - a. Lodges
          - i. Can legally exist by CHARTER or WARRANT from GRAND LODGE
        - b. Grand Master
          - i. Highest authority and supreme executive officer

#### **II. Membership**

- A. Applicant must have the following qualifications
  - 1. 18 years of age
  - 2. Believe in the existence of a Supreme Being
  - 3. Good moral character
  - 4. Mentally competent

## **GRAND LODGE OF MAINE A.F. & A.M.**

- B. Applicant must be recommended by two Master Masons, one of whom must be a member of that Lodge
- C. Applicant will be investigated by a Committee of Inquiry
- D. Applicant must pass a unanimous ballot. He then is eligible to receive the three degrees of a Symbolic or Blue Lodge:
  - 1. Entered Apprentice
  - 2. Fellow Craft
  - 3. Master Mason

### **III. Masonic and Lodge Attitudes**

- A. Non-political
- B. Non-denominational
- C. Political and religious arguments or discussions are forbidden within Lodges.
- D. Consists of men of good character. Many have diverse political views and religious beliefs
- E. Masons recognize one another only as friends and Brothers, without regard to political party or religious beliefs

### **IV. Misconceptions about Masonry**

- A. It is a secret organization
  - 1. No, it is an organization with secrets
  - 2. Masonic Halls (Temples) are easily identified
  - 3. Constitutions, rules and regulations are open for any individual's inspection
- B. Manners of recognition
  - 1. Like any "family" we have our methods of knowing a Mason from a non-Mason
  - 2. Non-Masons usually recognize Masons by the pin or ring they wear

### **V. Beliefs and Teachings**

- A. Accept good men and make them better.
- B. Charity

## GRAND LODGE OF MAINE A.F. & A.M.

1. Financial and personal
2. Non-members are often included in our charitable works
3. We operate, contribute to and participate in charities & community services
  - a) Maine, including
    - i. Masonic youth organizations: DeMolay and Rainbow
    - ii. Bikes for Books reading incentive program
    - iii. Project Graduation drug-free commencement incentives
    - iv. Youth Service Recognition
    - v. Youth and Community Betterment Support
    - vi. Dyslexic Learning Centers (Bangor and Portland)
    - vii. Military Veteran's Support
    - viii. Personal relief
    - ix. C.H.I.P.S. Program (Child Identification)
    - x. Red Cross blood program
    - xi. Scholarships
    - xii. Libraries and museums
    - xiii. Maine Public Radio
  - b) Nationwide
    - i. Shriners (22 facilities in the US, Canada and Mexico)
      - a. Children's Orthopaedic Hospitals
      - b. Children's Burns Institutes
    - ii. Medical Research
      - a. Cancer
      - b. Heart
      - c. Eye
      - d. Schizophrenic research

## CONCLUSION

Freemasonry's vision is "Enriching Lives through education, charity and spiritual growth," providing an atmosphere that challenges good men may pursue self-improvement. Its teachings include Brotherhood, morality, justice, tolerance, good citizenship, education and freedom of thought, religious choice and of expression. Increasing the worth of the individual in society is another of its objectives, but it believes that this worth is only achieved by the recognition of the corresponding responsibility, which must accompany each privilege the individual enjoys. "Brotherly love, an elusive principle which Masonry tries to teach, is applied to the whole human race as one common family. This "family" was placed upon the world to aid, support and protect each other.

## **GRAND LODGE OF MAINE A.F. & A.M.**

It has been written that, "Freemasonry is kindness in the home, honesty in business, courtesy in society, fairness in work, pity and concern for the unfortunate, resistance towards the wicked, help for the weak, trust in the strong, forgiveness for the penitent, love for one another and above all, reverence and love for God." Freemasonry is many things, but most of all  
FREEMASONRY IS A WAY OF LIFE.

**GRAND LODGE OF MAINE A.F. & A.M.**

\_\_\_\_\_ Lodge # \_\_\_\_\_

**CANDIDATE PROGRESS REPORT**

Candidate: \_\_\_\_\_  
(name) (phone) (email)

Mentor: \_\_\_\_\_  
(name) (phone) (email)

Petition 1st Signer: \_\_\_\_\_  
(name) (phone) (email)

Petition 2nd Signer: \_\_\_\_\_  
(name) (phone) (email)

**Accepted Candidate**

Accepted to receive the Degrees date \_\_\_\_\_

Presented #1 Pollard Plan date \_\_\_\_\_

Orientation session (Lodge Inst. Comm.) date \_\_\_\_\_

**Entered Apprentice**

Entered Apprentice Degree (Initiated) date \_\_\_\_\_

Presented #2 Pollard Plan date \_\_\_\_\_

Informal instruction EA Degree. (Lodge Inst. Comm.) date \_\_\_\_\_

Received Masonic Rookie Information date \_\_\_\_\_

Check:

Can give due guard & sign on step of Degree \_\_\_\_\_

Can arrange lights \_\_\_\_\_

Knows how to wear apron \_\_\_\_\_

Knows how to avouch \_\_\_\_\_

Understands working tools \_\_\_\_\_

Knows how to enter & retire from Lodge of E.A. \_\_\_\_\_

Passed satisfactory examination in E.A. Degree date \_\_\_\_\_

# GRAND LODGE OF MAINE A.F. & A.M.

## Fellow Craft Degree

Fellow Craft Degree (Passed) date \_\_\_\_\_

Presented #3 Pollard Plan date \_\_\_\_\_

Informal instruction F.C. Degree. (Lodge Inst. Comm.) date \_\_\_\_\_

Check:

Can give pass, token of the pass, grip, word \_\_\_\_\_

Can give due guard & sign on step of Degree \_\_\_\_\_

Can arrange lights \_\_\_\_\_

Knows how to wear apron \_\_\_\_\_

Understands working tools \_\_\_\_\_

Knows how to enter & retire from Lodge of F.C. \_\_\_\_\_

Passed satisfactory examination in F.C. Degree date \_\_\_\_\_

## Master Mason Degree

Master Mason Degree (Raised) date \_\_\_\_\_

Received Master Mason's Diploma and Dues Card date \_\_\_\_\_

Signed the Lodge Bylaws date \_\_\_\_\_

Presented #4 Pollard Plan date \_\_\_\_\_

Informal instruction M.M. Degree. (Lodge Inst. Comm.) date \_\_\_\_\_

Check:

Can give pass, token of the pass, grip, word \_\_\_\_\_

Can give due guard & sign of all 3 degrees \_\_\_\_\_

Can give S-grip & M.M. word \_\_\_\_\_

Understands 5 points of Fellowship \_\_\_\_\_

Can give Gd-H. sign & knows what it means \_\_\_\_\_

Understands application, Committee of Inquiry \_\_\_\_\_

**GRAND LODGE OF MAINE A.F. & A.M.**

Knows how to ballot \_\_\_\_\_

Knows how to address W.M. \_\_\_\_\_

Has had instruction in Lodge room behavior \_\_\_\_\_

Knows how to enter & retire from Lodge of M.M. \_\_\_\_\_

Passed satisfactory examination in M.M. Degree date \_\_\_\_\_  
*(Must be within 90 days of receiving Degree)*

This is to certify that Brother \_\_\_\_\_ has received all the Degrees along with the basic supplementary instruction as recommended by the Lodge Committee on Masonic Education and has been found to have a good basic knowledge of Masonry.

Signed: \_\_\_\_\_ date \_\_\_\_\_

(Committee Chairman)

# GRAND LODGE OF MAINE A.F. & A.M.

## AN OUTLINE FOR A TALK ON OUR CANDIDATE EDUCATION PROGRAM

- I. IS THERE A NEED FOR INCREASED MASONIC EDUCATION FOR CANDIDATES AND NEW MASTER MASONS?
  - A. HOW MUCH DID WE REMEMBER AFTER FINISHING THE THREE DEGREES?
  - B. WE ARE FINDING THAT MASTER MASONS REMEMBER VERY LITTLE OF THEIR EXPERIENCES DURING THE DEGREES.
- II. CONSIDER JUST HOW MUCH CONFRONTS A MAN WHILE TAKING THE DEGREES.

(Speaker may wish to list some of the subjects introduced during degrees – see the introduction to the Instructor's Manual under the heading of "The Need".)
- III. THERE IS NO DOUBT THAT WE NEED THE BEST OF EDUCATION PROGRAMS IF WE ARE TO HELP THE CANDIDATE AND NEW MASTER MASON FIND LIGHT AND MEANING IN HIS MASONIC EXPERIENCE.
- IV. OUR EDUCATION PROGRAM PROVIDES THE MEANS TO:
  - A. Review the major teaching of each degree.
  - B. Help the candidate to discover the meaning of Masonic degree instruction.
  - C. Build upon the individual candidate's strengths and needs.
  - D. Give an opportunity to correct misconceptions and faulty information.
  - E. Provide the opportunity to demonstrate the fellowship of learning and the fraternity of caring for each individual, which characterize the Fraternity. (Speaker can doubtless think of other characteristics. The introduction to the Instructor's Manual provides a good source.)
- V. THE PROGRAM
  - A. **The Instructor's Manual is the foundation of your program.** It is written as a source book for instructors giving background, references and suggestions for instruction so that the instructor can modify the program to fit the candidate's needs. The manual contains handout materials, vocabulary list and annotated texts of the Pollard Plan booklets. (See attached outline, which can be used at this point.)
  - B. Organization of Program
    1. The Committee on Masonic Education and Lodge Services provides materials.



## **GRAND LODGE OF MAINE A.F. & A.M.**

2. The District Education Representatives act as field agents for the Committee by coordinating, organizing, evaluating and helping to maintain a high level of instruction.
3. The Lodge Education Coordinator administers the program at the Lodge level.
4. The Candidate instructors work with candidates and new Master Masons under the coordinator's direction.

### **VI. WE NEED YOUR HELP!**

- A. You need not be an expert teacher nor an expert on Freemasonry.
- B. You do need to be willing to learn, convinced of the importance of Freemasonry, and concerned for your fellow man.

### **HINTS FOR FORMING AND MAINTAINING PROGRAMS**

There are no simple recipes that will guarantee success in forming and maintaining Masonic education programs in the Lodges within your District. However, there are some specific strategies and approaches that have been tested and have been proven to be successful in meeting this important objective. These have been outlined in the hope that they might be helpful to you in fulfilling your duties as a District Education Representative. It should be pointed out at the outset that these strategies and approaches are supported by one and the same foundation and that foundation is commitment, dedication and hard work.

1. **THE FIRST PREREQUISITE** - The first prerequisite for meeting with success is having a firm belief in what you are doing and having confidence in yourself that you can carry out your responsibilities and duties as a District Education Representative. If these factors are not present the chances of your meeting with success are minimal.
2. **A STARTING POINT** - There is an old saying to the effect that "you won't know where you're going if you don't know where you've been". If you don't have a clear picture of the status of the education program within your District or the value that the individual Lodges place on Masonic education, then it might prove to be helpful for you to conduct a needs assessment. A needs assessment can be done in a very formal way or informally but the underlying principle of a needs assessment is that it will help you to assess the quality and quantity of Masonic education in your District and identify areas of need. It is strongly recommended that such an assessment be planned and carried out in collaboration with the District Deputy Grand Master.
3. **USING THE RESULTS OF THE NEEDS ASSESSMENT TO PLAN A COURSE OF ACTION** - After the needs assessment has been completed, list the needs in priority order and develop a list of objectives for meeting those needs. Then develop a list of

## GRAND LODGE OF MAINE A.F. & A.M.

"suggested" activities that can be carried out to meet those needs. Realistically, if you want to meet with success don't attempt to work on more than three objectives at any one time. At this point you will have a plan of action that should provide you with a sense of direction and purpose.

An alternative to setting up needs and objectives on a priority basis is to establish short and long term objectives. You can then focus your energies on meeting those objectives that won't take a great deal of time to achieve, while planning the steps that will be necessary for meeting the long term objectives. Be sure you set realistic objectives that will have a high success rate. Unrealistic objectives lead to frustration, despair and discouragement. Success, on the other hand, breeds success.

4. **COMMUNICATING YOUR OBJECTIVES TO LODGES IN THE DISTRICT** – Once you have established your objectives and a plan of action for meeting them, it is important that they be communicated to the Lodges in your District. An effective way to accomplish this is to begin by sending a letter to the masters of the Lodges in the District and soliciting their cooperation and help and letting them know that you are ready and willing to assist them in planning, implementing and carrying out education programs in their Lodges. Follow this up within a two-week period to set up a personal meeting to discuss your objectives and the types of assistance that you can provide in detail. It is not advised that this be done over the phone for that makes it too easy to say no or be noncommittal. A personal meeting is more apt to result in cooperation and commitment.
5. **ESTABLISH CREDIBILITY** - When you receive a request from a Lodge for assistance in planning and implementing an education program, it is imperative that you follow through on that request enthusiastically and promptly. This is a key ingredient in establishing credibility. . When a Lodge knows it can count on you for assistance, it will not hesitate to make use of your services. Without credibility, a Lodge will quickly forget you.
6. **BE VISIBLE** - There is another old saying to the effect, "out of sight, out of mind". Maintain visibility by trying to visit other Lodges in your District as often as you can and continually communicate to the masters and others that you are ready, willing and able to assist them with their education programs. Attend meetings of the District Members or Masters and Wardens Association whenever possible. This will also provide you visibility and demonstrate that you have a genuine interest in Masonry in your District. Likewise, attend District schools of instruction and other District meetings. Be an active participant in these meetings whenever possible.
7. **BE KNOWLEDGEABLE ABOUT THE EDUCATION RESOURCES THAT YOU CAN DRAW UPON** - There are some excellent Masonic films and videos available through the Grand Lodge of Maine. If you are aware of any Lodges who put on plays, don't hesitate' to call upon them. Experience has shown that they enjoy and appreciate performing for other Lodges. Communicate these resources to the Masters of the Lodges in your District.

## **GRAND LODGE OF MAINE A.F. & A.M.**

9. **BE KNOWLEDGEABLE ABOUT THE GRAND LODGE INSTRUCTIONAL PROGRAM FOR CANDIDATES** - Read thoroughly the instructor's manual for the instruction of candidates and newly raised Master Masons. This does not mean that you have to become an expert yourself, although this is advisable. This will increase your credibility when you work with Lodges in your District to implement programs for Candidate Education.
9. **MODEL CANDIDATE INSTRUCTIONAL PROGRAMS WHENEVER POSSIBLE** – It has been found that Lodges are more highly motivated to implement instructional programs for candidates when there is an individual available to model Candidate Education for them. If you, as District Education Representative, feel comfortable in doing this, it will help you to establish credibility. If you don't feel comfortable, try to find a resource person that you can call on. Your District Deputy Grand Master should be able to assist you in locating such a person.
10. **MAINTAINING EDUCATION PROGRAMS IN YOUR DISTRICT** - The steps for maintaining successful and effective education programs in your District are basically the same for forming education programs. Assess the effectiveness of the programs that have been established, determine any areas that can be improved upon, establish objectives that will improve and/or sustain those programs and continue to establish and maintain lines of communication with the Lodge masters. This is an on-going process, which is necessary for maintaining success.

## GRAND LODGE OF MAINE A.F. & A.M.

### DEGREE PREPARATION CHECKLIST OVERVIEW

Working a degree can be a lot of fun and a great experience for you and your officers as well as the candidate. However, a good time and experience is not guaranteed by simply saying we are going to do it. You need to follow some simple steps to make sure the night goes forward without a hitch.

As Master, your time will be much more enjoyable if you know your part well. This will be passed on to your officers and the candidate as they see you talk smoothly without stopping often for prompts or sounding unsure of yourself. The first step is to prepare yourself. Sit down with your Cipher and Maine Masonic Text Book and study your part.

If you (or your officers) have trouble with words don't guess or make up something that sounds good, contact a good reliable source from your Lodge, your Assistant Grand Lecturer or District Ritual Instructor. (If you learn a word wrong it is very hard to learn it right later!) Invite he or his representative to attend rehearsals to help in learning ritual correctly.

Once you can read through the cipher well, try it a few times without the book. The best way to make sure you have it down is to practice out loud. If you only practice inside your head your own voice can throw you off when you go to say it out loud on the big night. Practice often, you can never have it down too well!

The following pages are guidelines for the three degrees. These are things that need to be remembered if you want a smooth flowing degree. Included with the guidelines for each of the degrees are checklists you can distribute to Lodge officers for each time you work that particular degree. By having a separate copy for each night you can literally check off the items as you do them.

## GRAND LODGE OF MAINE A.F. & A.M.

### ENTERED APPRENTICE CHECKLIST GUIDELINE

There are things that must be taken care of now in addition to your speaking part. As Master the entire night is your responsibility. A week or so before the degree, you or the Lodge Secretary will want to do the following:

- Notify the Candidate

Tell him the Date of the degree

Tell him the Time of the degree

Let him know if there is a Meal or not and that he is invited

Inform him of the expected dress code for members and candidates

- Has a sponsor, mentor or someone else been designated to:

Talk with Candidate before degree (Accepted Candidate)?

Prompt?

Take every Station for the Degree?

Do the Lectures?

Do the Charge?

Work with the Candidate after the Degree?

Pick up the Candidate and take him home?

- Do you feel a Rehearsal needed?

Are you opening in the EA degree? (if you do the candidate can be present during the business meeting.)

Do Officers know this?

Do Officers know their parts?

Does the Lodge have CLEAN, PRESSED uniforms of the **correct size** for the candidates?

**On the night of the degree there are a few things that need to be taken care of.**

- Make sure everyone who is supposed to be there is there

## GRAND LODGE OF MAINE A.F. & A.M.

- Are the proper clothes for candidate in Anteroom?

Hoodwink?

Cable Tow?

Proper Slipper?

- Are the following at Master's Station?

Working Tools (24 Inch Gauge and Common Gavel)

White Apron for Candidate

- Are Candles and Candlesticks in place?

Red = Senior Warden, White = Master, Blue = Junior Warden

Are they lit?

- Is the Sharp Instrument handy at the Anteroom door?

- Has someone been designated to:

Work Lodge room lights?

Run slides or computer graphics , if used?

Pick up or greet the Candidate?

## Checklist

**This checklist can be used as a reference when planning a Entered Apprentice Degree.**

1. Officers (and backups, if possible, for the principles)

A. Master \_\_\_

B. S. Warden \_\_\_

C. J. Warden \_\_\_

D. S. Deacon \_\_\_

E. J. Deacon \_\_\_

F. Secretary \_\_\_

## GRAND LODGE OF MAINE A.F. & A.M.

G. S. Steward \_\_\_

H. J. Steward \_\_\_

I. Chaplain \_\_\_

J. Tyler \_\_\_

K. Prompter \_\_\_

### 2. Candles

A. White, Red, Blue \_\_\_

### 3. Working tools (have ready for the Master)

A. 24 Inch Gauge \_\_\_

B. Common Gavel \_\_\_

### 4. S. Deacon's tool

A. Sharp Implement \_\_\_

### 5. Candidates clothing (all clean, in good condition and the correct size)

A. Pants \_\_\_

B. Shirt \_\_\_

C. Slipper \_\_\_

D. Cabletow \_\_\_

E. Hoodwink \_\_\_

### 6. Lectures (have someone ready and a backup)

A. Scripture during circumambulation \_\_\_

B. Lectures \_\_\_

C. Charge \_\_\_

D. A knowledgeable Brother to run the slides or computer, if used \_\_\_

### 7. Handouts

A. Lesson book \_\_\_

**GRAND LODGE OF MAINE A.F. & A.M.**

- B. Pollard plan \_\_\_
- C. Rookie Award Checklist \_\_\_\_



# GRAND LODGE OF MAINE A.F. & A.M.

## FELLOW CRAFT CHECKLIST GUIDELINES

There are things that must be taken care of now in addition to just your speaking part. As Master the entire night is your responsibility. A week or so before the degree, you will want to do the following:

- Notify the Candidate

Tell him the Date of the degree

Tell him the Time of the degree

Let him know if there is a Meal or not and that he is invited

- Has someone been designated to:

Review the prior degree's due guard and sign and candidate lesson before degree (Entered Apprentice)?

Prompt?

Take every Station for the Degree?

Do the Charge?

Work with the Candidate after the Degree?

Pick up the Candidate and take him home?

Give the Candidate his Lesson?

- Do you feel a Rehearsal needed?

Are you opening in the FC degree?

Do Officers know this?

Do Officers know their parts?

SD giving the Staircase Lecture?

Are you giving the Letter G lecture?

**On the night of the degree there are a few things that need to be taken care of.**

- Make sure everyone who is supposed to be there is there

- Are Proper Clothes for Candidate in the Anteroom?

## GRAND LODGE OF MAINE A.F. & A.M.

Hoodwink?

Cable Tow?

Apron?

Slipper?

- Are the following at Master's Station?

Working Tools (Plumb, Square and Level)

- Is the Square handy at the Anteroom door?

- Has someone been designated to:

Work Lodge room lights?

Run slides, if used?

Greet the Candidate?

### Degree Checklist

This checklist can be used as a reference when planning the Fellow Craft Degree.

Required Officers (and backups, if possible, for the principles)

A. Master \_\_\_

B. S. Warden \_\_\_

C. J. Warden \_\_\_

D. S. Deacon \_\_\_

E. . Deacon \_\_\_

F. Secretary \_\_\_

G. . Steward \_\_\_

H. J. Steward \_\_\_

I. Chaplain \_\_\_

J. Tyler \_\_\_

K. Prompter \_\_\_

## GRAND LODGE OF MAINE A.F. & A.M.

Working tools (have ready for the Master)

- A. Plumb \_\_\_
- B. Level \_\_\_
- C. Square \_\_\_

S. Deacon's tool

- A. Square \_\_\_

Candidates clothing (all clean, in good condition and the correct size)

- A. Pants \_\_\_
- B. Shirt \_\_\_
- C. Slipper \_\_\_
- D. Cabletow \_\_\_
- E. Apron \_\_\_
- F. Hoodwink \_\_\_

Lectures (have someone ready and a backup)

- A. Scripture during circumambulation \_\_\_
- B. S. Deacon's lecture \_\_\_
- C. Charge \_\_\_
- D. A knowledgeable Brother to run the slides, if used \_\_\_

Handouts

- A. Lesson book \_\_\_
- B. Pollard plan \_\_\_

## GRAND LODGE OF MAINE A.F. & A.M.

### MASTER MASON CHECKLIST GUIDELINES

There are things that must be taken care of now besides just your speaking part. As Master the entire night is your responsibility. Several days to a week or more before the degree, you will want to do the following:

- Notify the Candidate

Tell him the Date of the degree

Tell him the Time of the degree

Let him know if there is a meal or not and that he is invited

- Has someone been designated to:

Talk with Candidate before degree (Fellow Craft)?

Prompt?

Take every Station for the Degree?

Be the Speaking Fellow Craft?

Two Non-Speaking Fellow Craft?

The Three Ruffians?

Wayfaring Man?

Do the Lectures?

Do the Charge?

Work with the Candidate after the Degree?

Pick up the Candidate and take him home?

Give the Candidate his Lesson?

- Do you feel a Rehearsal needed?

Do Officers know this?

Do Officers know their parts?

SD does not carry rod in second section

JW vacates his station for the second and third sections

## GRAND LODGE OF MAINE A.F. & A.M.

Marshal will set up procession for second section

**On the night of the degree there are a quite a few things that need to be taken care of.**

- Make sure everyone who is supposed to be there is there

- Are Proper Clothes for Candidate in Anteroom?

Hoodwink?

Cable Tow?

Apron?

- Are the following at Master's Station?

Working Tools (All the implements of Masonry, inc. Trowel & Setting Maul)

- Is the Compasses handy at the Anteroom door?

- Are the three ruffian's tools at the proper station?

24 inch square at South Gate?

Square at the West Gate?

Setting Maul and Canvas at the East Gate?

- Has someone been designated to:

Work Lodge room lights?

Run slides, if used?

Greet the Candidate?

## MM Degree Checklist

**This checklist can be used as a reference when planning or conferring the Master Mason Degree.**

1. Officers (and backups, if possible, for the principles)

A. Master \_\_\_

B. S.Warden \_\_\_

C. J. Warden \_\_\_

## GRAND LODGE OF MAINE A.F. & A.M.

- D. S. Deacon \_\_\_
- E. J. Deacon \_\_\_
- F. Secretary \_\_\_
- G. S. Steward \_\_\_
- H. J. Steward \_\_\_
- I. Chaplain \_\_\_
- J. Tyler \_\_\_
- K. Prompter \_\_\_

### 2. Working tools (have ready for the Master)

- A. 24 Inch Gauge\_\_\_
- B. Common Gavel\_\_\_
- C. Square\_\_\_
- D. Level\_\_\_
- E. Plumb\_\_\_
- F. Trowel\_\_\_

### 3. S. Deacon's tool

- A. Compasses \_\_\_

### 4. Candidates clothing (all clean and in good condition)

- A. Pants \_\_\_
- B. Shirt \_\_\_
- C. Cabledow \_\_\_
- D. Hoodwink \_\_\_
- E. Apron \_\_\_

### 5. Second Section

- A. 24 Inch Gauge at South Gate \_\_\_

## GRAND LODGE OF MAINE A.F. & A.M.

- B. Square at West Gate \_\_\_
- C. Setting Maul at East Gate \_\_\_
- D. Canvas \_\_\_
- E. Hoodwink \_\_\_

### 6. Lectures (have someone ready and a backup)

- A. Scripture during circumambulation \_\_\_
- B. 1st Gate \_\_\_
- C. 2nd Gate \_\_\_
- D. 3rd Gate \_\_\_
- E. Speaking Fellow Craft \_\_\_
- F. Fellow Craft \_\_\_
- G. Fellow Craft \_\_\_
- H. Wayfarer \_\_\_
- I. Lectures \_\_\_
- J. Charge \_\_\_
- K. A knowledgeable Brother to run the slides or computer graphics, if used \_\_\_

### 7. Handouts

- A. Lesson book \_\_\_
- B. Pollard plan \_\_\_
- C. \* Diploma\_\_\_
- D. \* Dues Card\_\_\_
- E. \* Letter from the Grad Master and other items\_\_\_

**\* Order from Grand Lodge at least a week before the degree**