

# Pass It On

A guide to sharing the  
legacy of membership in  
**Texas Masonry**



[www.grandlodgeoftexas.org](http://www.grandlodgeoftexas.org)



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# The importance of membership development

## INTRODUCTION

### The importance of membership development

*Membership development is critical to the future of your lodge and the Masons of Texas. In order to maintain a sufficient membership level, each lodge must add a minimum of five Master Masons per year.*

New members are important for lodge growth and prosperity because they:

- Provide a range of personal resources and knowledge that can strengthen the lodge
- Provide a succession of leaders for officer and committee roles
- Provide the financial means to continue lodge operations and add new programs

**Replace members the lodge loses each year**

**Membership development has two components:**

- ✦ **Attract new members**
- ✦ **Retain members and motivate involvement**



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*The best way for your lodge to be successful at both attracting and retaining members is to offer a comprehensive and diverse program of activities that have broad member appeal. The program selection should include personal growth and leadership, socialization with family members, community service, support of public education, and other programs that clearly and publicly demonstrate Masonic values and dedication to the community. Knowing and meeting member needs will develop and retain members, encourage their involvement, and motivate them to refer potential new members.*

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## HOW TO USE THE "PASS IT ON" PROGRAM

The **PASS IT ON** program was developed as a tool to build lodge members' skills in attracting and retaining members. Based on recent research and the collective experiences of many Masons, the program is a step-by-step process for attracting and retaining lodge members.

### HERE'S HOW TO USE IT FOR THE GREATEST BENEFIT TO YOUR LODGE

- Assign at least three members to a membership development committee.
- All committee members should thoroughly review this program guide and become familiar with the tools enclosed in the program kit. Instructions on how to use the tools are included in the appropriate sections of this guide.
- Assign responsibility for various phases of the program to committee members.
- Implement each phase of the program as recommended

*Enjoy the process and your lodge's success!*



## MAKE SURE THE FOLLOWING ARE MAKING FAVORABLE FIRST IMPRESSIONS:

**Lodge Web site:** It needs to be informative, current, attractive, easy to navigate, and linked to [www.grandlodgeoftexas.org](http://www.grandlodgeoftexas.org).

**Presence at public events (booth at fairs, Kids ID events, etc.):** Ask Masons who are enthusiastic, informed, and articulate about Masonry to staff the booth; tell them what the appropriate dress is for the event; and distribute current information pieces.

**Outgoing message on lodge voice mail:** Be sure the message is current, informative, and recorded by a member who speaks clearly and whose voice is enthusiastic, positive, and welcoming.

**Appearance of lodge:** The building must be kept clean and well-maintained, be well-lit, and have good signage.

**Knowledgeable members:** Every member should be knowledgeable about Masonry in order to answer questions and invite membership consideration.

## SITUATION: Positive first impressions are crucial for success.

Masons lead by example. You make an impression and set an example each time the public sees you, whether it's your booth at a street fair, your lodge building, your Web site, or other ways in which your lodge and its members are visible to the public.

**ACTION:** Get the lodge ready to attract prospective members.

## SITUATION: Prospective members have certain needs.

You must know your prospective members' needs in order to be successful with membership development. Research identified the following things men want in their lives:

- Meet new friends
- Quality time with their families
- Play an important role in the community
- Opportunities to lead

**ACTION:** Determine how your lodge can meet the needs and expectations of prospective members.

Does the lodge need to make changes to be more appealing to prospective members?

- What could be improved?
- Does the lodge offer the benefits men are looking for?
- Are there opportunities for family involvement in lodge activities?
- Does the lodge need to be more active in the community?

## SITUATION: Lack of time is an issue.

Most prospective members say they have only a limited amount of time, generally about five hours per month, to give to any organization.

**ACTION:** Determine how your lodge addresses this issue.

- Identify the number of hours a typical active lodge member gives each week.
- Identify ways the lodge may waste a member's time.
- Identify and implement changes that save time.

In order to attract men with limited time, consider making these changes:

- Increase the level of fellowship and fun before and after the meeting.
- Handle the business portion of the meeting in a more efficient manner.
- Have at least one member centered activity each meeting. Limit each meeting to 1 and 1/2 hours.

## IDENTIFY QUALITY CANDIDATES



### SITUATION: It takes a certain type of man to be a Mason.

A prospective Mason is a man who is involved in the community, service-oriented, interested in self-improvement, and someone you trust and would want to spend time with you and your family. Men with whom you have established relationships are your best member prospects, including friends, neighbors, relatives, and co-workers. Relatives of present or past members, such as sons, sons-in-law, nephews, grandsons, and uncles are good prospects. Other prospects include fathers of young men and women who are members of DeMolay, and Rainbow Girls in your community.

### ACTION: Make a list of prospective members.

Using the Prospective Members worksheet, develop a list of prospective members known to lodge members. Request all lodge members submit names of qualified prospective members.

### TOOLS: To Use

- Print out and use the prospective members worksheet.
- List prospective members by name.
- Pair each prospective member with one or more members who know him.
- Identify the aspects and benefits of being a Mason that will appeal specifically to each prospective member and record on the worksheet.

For our membership to grow  
we must make Masonry known  
to eligible men  
in our communities  
giving them the opportunity  
to ask that all-important question.

In order to appeal to a prospective  
as well as present members,  
we must be relevant  
to the type of man we want as a member.



**SITUATION:** Masons do not solicit members.

Informing a man about Masonry is not solicitation. Many men don't know anything about Masonry and will not join an organization which they know little about. We do talk to men, invite consideration, answer questions, and provide information.

### **ACTION:** Invite a prospective member's consideration.

*"A member may ask a man whom he believes to be a worthy prospective Mason if he has considered membership in the Masonic fraternity or if he would like to have information to enable him to make such a decision. A member must inform the prospective member or inquirer that the fraternity does not extend an invitation to become a member, that his petition must be made of his own free will and accord, and that he must pass a secret ballot for admission. After providing the information, the inquirer should be left to make his decision without persuasion. If the inquirer makes no decision within a reasonable time, the member may make a single follow-up contact to see if additional information is needed."*

Begin a dialogue with the prospective member about aspects of the fraternity that would be attractive to him. Do this in a personal, caring way, paying attention to his interests and needs.

The dialogue can be as simple as a casual conversation, letting good friends and family know what you do in your free time. Talk about your involvement in a Masonic activity, such as a lodge community service or program.

### *Following are suggestions for this dialogue:*

- Tell him about the fraternity.
- Tell him why you became and remain a Mason.
- Tell him why he would make a good Mason.
- Tell him what benefits Masonry will bring to his life.
- Ask him to consider what you tell him and invite his questions and interest.
- Tell him you will be glad to provide an petition should he desire to join.

Talk freely about the purposes and principles of the fraternity, membership requirements, financial obligations, expectations of members, opportunities for personal development, Masonic charities, community service, family activities, and many other subjects.

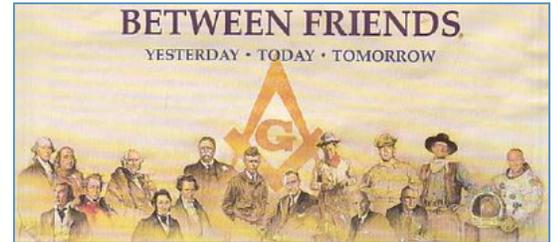
Tell others about the rewards of being a Mason: personal growth; friendships with men and their families who share your beliefs and values; associating with other men of honor and integrity who believe there's more to life than pleasure and money; participating in community service; being part of an organization committed to making a difference.

**SITUATION:** Most prospective members are not familiar with Masonry.

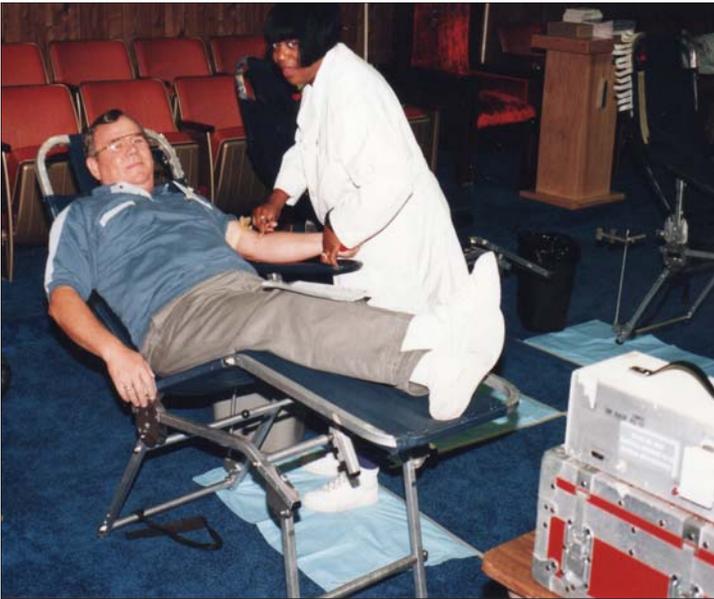
**ACTION:** Stay informed and be comfortable talking about the fraternity.

- Be prepared to answer the question, "What do Masons do? Charity is at the heart of Masonic activities. We help make the world a better place through philanthropy, volunteerism, and community service."
- Each year Texas Masons donate millions of dollars and thousands of hours to philanthropic causes.
- Masonic charities receive no public funding and are supported entirely by member contributions.
- The vast majority of Masonic philanthropies benefit non-Masons.
- Cite your lodge's specific philanthropic programs.

*Review the "Between Friends" brochure so you may comfortably and confidently discuss the fraternity with non-Masons.*



## Gift of Life Program



### 1) What is Freemasonry?

Freemasonry is the world's oldest and largest Fraternity. It aims to promote Friendship, Morality, and Brotherly Love among its members; men from every race, religion, opinion, and background who are brought together as Brothers to develop and strengthen the bonds of friendship. There are more than 2.5 million members meeting in nearly every free country in the world. Freemasonry proposes to "make good men better" by teaching - with metaphors from geometry and architecture - about building values based on great universal truths. Finally, charity and community service are fundamental to Freemasonry and something we actively take part in.

### 2) Where can I get more information about the Freemasons?

The best way to get information is to talk to a Mason - either in person or online. He will answer your questions and provide you with additional information; and, if you would like, find a convenient time to meet, introduce you to some other members, and tour their building.

### 3) What are the requirements to become a Mason?

Anyone meeting the following primary requirements may petition a lodge for membership:

- You are an adult male (18 or older) of good character and recommended by a Mason.
- You believe in a Supreme Being - no atheist or agnostic can become a Mason - but we are not concerned with theological distinctions or your particular religious beliefs.
- You are interested in becoming a Mason because you hold a favorable opinion of our institution; and, your decision to apply is based on your own "free will and accord" - no one compelled you to join.

### 4) How do I become a Freemason? Ask!

Because Masons have not traditionally recruited members, and do not hold public meetings, there has long been confusion about how to join the Fraternity. Does someone ask you? Do you ask? Most men can become a Mason by simply asking - like Washington, Franklin, and most every Mason from the past to the present day. Each Lodge manages the membership process for its candidates. In general, men seek out a Lodge near their home or work or they ask a Mason to recommend a Lodge to them. Once you've found a lodge you would like to join, let them know of your interest and they will provide you with a petition.

If you are elected by the members of a lodge, joining the Fraternity involves going through three "degrees": Entered Apprentice, Fellow Craft, and Master Mason. Every man accepted into the Fraternity goes through the degrees, thereby making each an equal to the others in the lodge.

### 5) What if I don't know a Mason who can recommend me?

It is quite possible you know a Mason but you just don't realize it. If your father, uncles, or grandfathers aren't Masons, they probably know someone who is. You might also want to ask around your workplace or school, church, or gym - anywhere that you find a group of men, you might find a Mason. Although Masons tend to be very proud of their association with the Fraternity, they are often uncomfortable talking about it. It is particularly difficult for them to speak with their friends or family members because they don't want to push Masonry on them. They might very well be looking forward to the opportunity to speak with you; more importantly, they would be honored to sponsor you for membership.

If you don't know anyone who is a Mason and you are a complete stranger to all of the members of the lodge, you are going to want to take some time getting to know them. But they are going to want to take some time getting to know you too. Once you are ready to ask, a member of the lodge will sign your petition.

### 6) Where did Freemasonry come from?

Part of the mystique of Freemasonry can be attributed to speculation about its roots. Over the years, historians have never been able to conclusively determine exactly when, where, how, and why Freemasonry was born.

The order is thought to have arisen from the English and Scottish guilds of practicing stonemasons and cathedral builders in the Middle Ages. Certain Masonic documents actually trace the sciences of geometry and masonry to the time of ancient Egypt, and some historians say that Masonry has its real roots in antiquity.

The formation of the first Grand Lodge in London in 1717 marks the beginning of the Modern (or "Speculative") era of Freemasonry, when members were no longer limited to actual working stonemasons. These "Accepted" Masons adopted more enlightened philosophies, and turned what was a tradesmen's organization into a fraternity for moral edification, intellectual recitation, benevolent service, and gentlemanly socialization.

### 7) Is Masonry a Religion?

Masonry is not a religion. But it is one of the few platforms where men of all faiths - Christians, including Catholics, Jews, Muslims, and men of every other faith - can come together because it is open to all men who believe in a Supreme Being; but religion is not discussed at Masonic meetings. Although Lodges open and close with a prayer and Masonry teaches morality, it is not a church or a religion. Masonry does not have a theology or dogma, it does not offer sacraments, and it does not offer the promise of salvation.

### 8) What are the benefits of becoming a Mason?

There are numerous benefits to being a Mason, but they tend to be personal and they are also quite varied. And they can only be truly discovered by becoming a member. But to try and give you an idea: without question the opportunity to experience camaraderie and fellowship with a group of men across the boundaries of age, race, religion, culture, and opinion is a fundamental to the Fraternity; many find great value and knowledge in our ritual ceremony that uses symbolism and metaphors to encourage and remind us to appreciate principles, ethics, and morality, and to live our lives accordingly; others find great satisfaction in our charitable efforts, community service, and the support we provide our members and their families; finally, for those who take on leadership positions within their lodge, they develop or further very practical management skills.

### 9) Can Freemasonry actually prepare me for greatness?

No organization can guarantee to make anyone great - the capacity and motivation must come from the individual - but the powerful values and important truths that are taught as part of the Masonic tradition have proven to inspire, challenge, and develop leadership in men. Benjamin Franklin may have said it best, describing the Fraternity as a place to "prepare himself."

Today, men are preparing themselves for greatness in Lodges the world over. If you think there's greatness in you, we invite your interest.

### 10) Is Masonry a secret society?

No. It is sometimes said that Freemasonry is a "Society with secrets, not a secret society." In point of fact, however, any purported Masonic "secrets" were made public several centuries ago in London newspapers, and today can be found in the Library of Congress, on the Internet, and in many books on the subject. As Benjamin Franklin once said, "The great secret of Freemasonry is that there is no secret at all."

### 11) What about secret handshakes, ritual, and passwords?

Freemasonry, often called the "Craft" by its members, is founded on metaphors of architecture. Following the practice of the ancient stonemason guilds, Freemasons use special handshakes, words, and symbols to not only to identify each other, but to help, as William Preston said in 1772, "imprint upon the memory wise and serious truths."

Although every Freemason takes an obligation - and vows to keep the secrets of Masonry - it doesn't matter to him that you can find the secrets in print; what matters is that he keeps his promise. The secrets he is protecting are only used to help Masons become better men; and there's certainly no secret surrounding what it takes to be good and true.

### 12) What is Masonic "ritual"?

The nature of Masonic ritual is both complex and beautiful. "Ritual" is a formal ceremony of initiation which recites certain tenets and truths that have been passed down for generations - mostly from mouth to ear. This "Ritual" takes the form of lectures and theater in the Lodge, and is used to teach new Masons the value of true friendship, the benefits of knowledge, and the necessity of helping those in need. It speaks to the power and impact our ritual has on men's hearts and minds because it has stood the test of time for more than 300 years. Although our world has changed dramatically during that time, our ritual is virtually the same.

Not everyone will want to learn the ancient ritual - as it takes great time and study - but those Masons who chose to learn it are rewarded with the satisfaction of upholding a great tradition and helping their fellow brothers further their Masonic understanding.

### 13) Why aren't there any famous women who are Masons?

Freemasonry is, by definition, a fraternity that aims to promote Brotherly Love and Friendship among its members. It is a worldwide organization that draws together men and helps cultivate and promote better relationships and the bonds of friendships between them. Freemasonry doesn't focus on Friendship and Brotherly Love because it believes that only relations between men are important, or that relations between men and women are unimportant, but because hope for peace and harmony in the world is improved when men can put aside their differences and come together as friends.

Masons also appreciate and value relations with women. We sponsor and participate in Masonic related organizations such as the Order of Eastern Star for women and the Order of Rainbow For girls.

### 14) Is Freemasonry a charity?

No. Masonic principles teach the value of relief - or charity - and Freemasons give more than \$2 million A DAY, of which more than 70% support the general public. Among their works are the Shriners Hospitals for Children with 22 sites throughout North America. Texas Scottish Rite hospital in Dallas is a orthopedic hospitals in America. There are numerous other worthy causes and groups that local Lodges contribute to and help in their communities.

### *Finally...*

*Just because the secrets have been made public doesn't mean everyone knows the mystery of Masonry. In fact, much of the appeal of the Craft is that the great truths revealed in Masonic ritual can take years to understand. Like the building of any great structure, the powerful metaphors and symbols of Masonry build character - and sometimes greatness - one stone at a time.*



**SITUATION:** Most prospective members will need time to consider submitting a petition.

**ACTION:** Follow up with each man you approached about consideration.

- Ask if you can answer any questions or clarify something in your previous conversation.
- Ask him questions and discuss how membership will meet his needs and expectations.
- Ask if he has any concerns that you can address.
- Invite him to an open event so he can meet other members.
- Be prepared to give him the membership information/petition packet.



**SITUATION:** A prospective member says he wants to join.

**ACTION:** Complete the petition process.

Make sure the prospective member has a petition and completes it.

- Explain each step of the petition process.
- Explain the fees for degrees and be sure the total is written on the petition.
- Review the submitted petition to ensure the applicant as well as the recommending lodge members have completed it.



**SITUATION:** The petition was submitted.

**ACTION:** Confirm that the lodge has received the petition and it is being reviewed.

Mail the confirmation letter from the lodge master to the candidate as soon as his application is received



**SITUATION:** If an applicant is married, the support of his spouse has an impact on his decision to join and his level of participation.

**ACTION:** Include the applicant's wife when the home visit is scheduled.

When scheduling the home interview, invite the applicant's wife to be present.



**SITUATION:** In order to become involved, a candidate must feel part of the lodge from the beginning. Caring for candidates and their needs creates participation and loyalty, which are real assets to the lodge.

## Letter from Grand Master to recently raised Entered Apprentice.

Once the lodge secretary reports the initiation, the Grand Lodge will send the candidate a welcome letter from the Grand Master.

**ACTION:** Involve a candidate in the lodge from the outset. Inform the candidate of his opportunities to become involved and make contributions.

- Inform the candidate about the committees, programs and events, community service activities, and other lodge activities that would benefit from his participation.
- Assign the candidate to an active committee that includes men of similar age and interests.
- Provide information about the plans and goals of the lodge; ask for feedback and interest in participation.

**ACTION:** Focus on fellowship.

## Integrate the candidate into the lodge

### HISTORICAL LANDMARK

Located on I-30 West, just blocks from the heart of downtown, Fort Worth, sits the beautiful Masonic Center. Completed in 1932, it was designed by the Fort Worth architectural firm of Wiley G. Clarkson & Co. The center exhibits neo-classical styling with art moderne influences and features upper-story ionic columns and monel Bas-relief doors. The building became a recorded Texas historical landmark in 1984.



## INTRODUCTION

The Texas Masonic Candidate Mentor Program has been developed from a variety of successful instructional programs now in use in several Grand Jurisdictions. We have freely borrowed from their publications and those of the Masonic Service Association. It is not just a Lodge that the new candidate is joining, but a global fraternity.

*In participating with his Lodge,* he participates with a universal brotherhood of men, of like moral character, integrity, and reputation. The Texas Masonic Candidate Mentor Program can be used by any lodge, large or small, and all lodges are urged to adopt it. This program is urgently needed for the advancement of Masonic knowledge so vital to the candidate, and consequently; for the success of your Lodge. The Mentor does not replace the Candidate's Coach, but working with him; can be used as a part of your Lodge's successful education and renewal efforts. Each Candidate who petitions our Fraternity is entitled to an explanation of the history, purpose, operation, symbolism, philosophy, obligation and ideals of Freemasonry by his Counselor. This is not to be confused with the necessary coaching of his ritual memory work by his Coach for advancement in the degrees.

*Members advancing to responsible positions* in the Lodge should have sufficient knowledge to do an effective job. Many start through the chairs shortly after becoming members and are Masters of their Lodges within a few years. Giving the new Candidate as much information as time will permit will make him a better member. As he progresses, this knowledge will better qualify him to function as an officer, should the opportunity arise for him to do so. It is necessary to support the intense interest of the Candidate right from the start, and there is no better time to do so than when he is receiving the degrees, and immediately thereafter. It is believed that this plan for Masonic Education within the Lodge will do much to further the Candidates interest and increase his desire to take an active part in the functions and activities of the Lodge.

*The Mentoring Program consists of assigning* a well educated Brother to a Candidate, to act as his mentor, educator, and companion for a period of up to one year, thereby, creating an active, educated, and working Brother. The Mentoring Program together with the Grand Lodge of Texas Masonic L A M P Committee material provides the necessary methodology to guarantee that every candidate and/or Brother is properly instructed in the fundamentals and workings of the Craft. The program is simple, practical, and economical. It is operated by the Lodge for the candidate. It also creates a close personal relationship between Lodge, Mentor, and our new Brother. The letter to the Mentor from the Lodge Master explains what needs to be taught. Emphasis will be given during the training to that which is esoteric ritual and cannot be improperly revealed and that, which is exoteric and can thus be disclosed. Lodge Master assigns Mentor to Candidate upon election to receive the Degrees of Masonry. The Mentor should make arrangements to either drive the Candidate to the Lodge or meet him there one hour prior to the Entered Apprentice Degree.

*It is intended in either case that the mentor* should stay with the Candidate after as well as prior to each degree. He introduces Candidate to Lodge members and makes him feel comfortable and relaxed prior to initiation. After the Entered Apprentice Degree, the "Walkabout" may be performed. The Mentor will then meet with the Candidate and discuss the prescribed questions concerning the Entered Apprentice Degree. One-hour prior to the Fellowcraft Degree, the Mentor will meet with the Candidate and stay with him at the Lodge until he is prepared for passing, and then after the degree to answer any immediate questions. Prior to the Master Mason Degree, the Mentor will meet with the Candidate and discuss the questions concerning the Fellowcraft Degree. He will bring the Candidate to the Lodge for his Master Mason Degree and stay with him until he is prepared for raising, and then after the degree to answer any immediate questions. After being raised to Master Mason, the Mentor will meet with the Candidate and will discuss the questions concerning the Third Degree. The Mentor will bring the new Master Mason to at least four Lodge functions. The Mentor will accompany the new brother on a visitation to another Lodge in their area and instruct him on the proper use of the "Test Oath".

## THIS MENTORING PROGRAM IS STRUCTURED INTO (FOUR) PHASES:

### Phase I

*is considered the formal training.* It incorporates the “**Seven Steps to Masonic Light**” where the Candidate meets with the Mentor (and Education Team if the Lodge has one) for the purpose of reading and discussing the three degree booklets comprising “A BASIC MASONIC EDUCATION COURSE” published by the Texas Grand Lodge, attends four Lodge functions with the new Brother and arranges and accompanies the new Brother on a visit to another lodge.

### Phase II

*is a recommended meeting* that can be held as part of a Lodge program or as a Mentor and Brother program. It provides material every new Mason ought to know.

### Phase III

Provides suggested information for a continuing Masonic Education in the A.L.L. program.

### Phase IV

Every Brother in every Lodge should COMMIT himself wholeheartedly to fulfilling the task of educating their fellow Brothers. A Master must emphasize the importance of a training program, not only to his Officers but to all the Brothers. The need for continued education and knowledge of the Craft is essential for developing future Leaders.

## MENTORING PROGRAM

### PURPOSE:

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

### MECHANICS:

Upon election of a petitioner for the Degrees of Freemasonry, the Master appoints a Masonic Mentor for a ONE YEAR term to serve in this capacity.

### METHOD:

The Masonic 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 ascertain 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 set of 3 (three) Masonic Education Booklets published by the Texas Grand Lodge

*are an introduction to Masonic Education and a mainstay of this program.* Some lodges may desire to make these available prior to each degree as this may enhance the candidates' experience. Some lodges may prefer to provide this information after the degree to allow the candidate to experience the degree without any prior knowledge. In either case it is recommended that the booklet for each degree be reviewed with the candidate after the degree, to answer any questions, and have the candidate complete the accompanying questions.

1. **Prior to the First Degree.** provide "ENTERED APPRENTICE" booklet.
2. **Following the First Degree,** prior to the Second Degree. review "ENTERED APPRENTICE" booklet.
3. **Following the Second Degree,** prior to the Third Degree. Review "FELLOWCRAFT" booklet.
4. **Following the Third Degree.** review "MASTER MASON" booklet.
5. **One month after the Fourth Session** participate in a Continuing Education Program as designed by the Lodge.

*A continuing program of support through fraternal Lodge visitations, mentor counseling, and Lodge participation is encouraged for the new Brothers in their first year as Master Masons.*

*Upon the election of a Candidate for the Degrees of Freemasonry, the Lodge sends the Candidate a congratulatory letter. Assign a Mentor to the Candidate, preferably a seasoned member who is knowledgeable about the Craft.*

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, an intricate system of laws, a large number of purposes, ideals and Obligations, a set of rights, privileges and duties, a set of landmarks to be preserved, the whole carrying on a program of activities of great variety.

It is too much to expect of any man that without guidance he shall be able to make himself at home in such a society, or that unaided he shall be able to take his own proper place in the Lodge's work with credit to himself and honor to the Brotherhood. He has every right to expect that the Lodge itself shall give him much of the information he needs. It is because so many Brethren never receive this information, and are permitted to come - and perhaps go - undirected and uninstructed, that they either cease attending Lodge at all, or, too often, 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 them, and have realized that 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 which incurs the danger of weakening the whole structure by attempting to build enduring walls with rough ashlar and un-tempered 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.

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! The Master has a larger staff of trained members to work with as a result.

## PHASE 1:

### Step One.

Immediately after election of the Candidate, the Master of the Lodge announces the name of the new Candidate's Mentor. The Mentor's name, address, and phone number is sent along with a letter from the Master of the Lodge. The letter informs the Candidate that he has been elected to receive the degrees of Masonry, of the time and place of the degree. This letter should also notify him that his Mentor will either pick him up or meet him at the Lodge approximately one hour prior to the degree. The Mentor should call the Candidate immediately after the Mentor's appointment introduce himself, and explain his relationship as Mentor. If possible a meeting should be set up which could include other Brothers (see MEETING NUMBER ONE below). He should also remind the Candidate of the time and place for his degree and encourage him to invite any Mason he might know to his degree. Now is also the time to find out if he will need a ride to the Lodge or meet his Mentor there one hour prior to his initiation as an Entered Apprentice.

### Step Two.

The Mentor meets the Candidate one hour before his First Degree. It is the Mentor's job to make the Candidate feel comfortable and relaxed. He should answer as best he can any questions or concerns that the candidate might have. He should also give him a tour of the Lodge facility (other than the lodge room itself) at this time and introduce him to other Lodge members as they arrive. He should also stay with him at all times prior to his degree, as well as interact with him after the degree to answer any immediate questions.

### Step Three.

The Mentor should meet with the new Brother, at his home or at the Lodge, prior to his Second Degree to discuss and answer questions concerning the Entered Apprentice Degree (see MEETING NUMBER TWO below) The Mentor should meet with the new Brother, at the Lodge, one hour prior to his Fellowcraft Degree to discuss and answer his questions concerning the following:

1. Opening and closing of the Lodge
2. Form and contents of the Lodge
3. Officers and their stations
4. Method of conferring degree, how he was dressed, divestment, rings, etc.

### Step Four.

The Mentor and new Brother should again meet prior to his Third Degree to answer questions and discuss the Fellowcraft Degree. This can be either at the Lodge, or in the Mentors' home. (see MEETING NUMBER THREE below). The Mentor will bring the new Brother to his Third Degree or will meet him at the Lodge beforehand, and introduce him to the Lodge's Masonic Library or Memorabilia Display Cases. The Mentor should stay with the Candidate until the conferral of the Master Mason Degree.

### Step Five.

The Mentor should meet with the newly raised Brother after his Third Degree, either at his home or at the Lodge, to discuss and answer questions concerning the Master Mason Degree (see MEETING NUMBER FOUR below). He will also help him to become aware of the resources available at his Lodge, and those of the Grand Lodge.

### Step Six.

The Mentor attends four Lodge functions with the new Brother. This should include two Stated Meetings, one Degree (preferably an Entered Apprentice), and a Social, Family, or Installation Night. He will then show the new Brother the published "List of Lodges". The Master then assigns the new Brother an appropriate "Brotherly Love, Relief, or Truth" oriented program or project in the Lodge (Widows program, community based program, telephone committee, etc.)

### Step Seven.

The Mentor arranges and accompanies the new Brother on a visitation to another Lodge. This should be a Stated Meeting, Degree Conferral, or Installation Night. The Mentor instructs the newly raised Brother on the "Test Oath", on the differences between the Lodges and also the similarities between the Lodges. If not already discussed, the Mentor should answer questions concerning the history, customs, and traditions of their Lodge. The Mentor arranges and accompanies the new Brother on a visitation to a meeting of each of the three appendant youth groups and introduces him to the adult advisors. The Mentor will also invite the new Brother to join his Lodge brethren at the next occurring Annual communication of the Grand Lodge.

*After answering his questions, the Mentor should stay with the Candidate until the conferral of his Second Degree, as well as interact with him after the degree to answer any immediate questions.*



## MEETING NUMBER ONE

*(Could be as an Investigation Committee)*

### SETTING:

Preferably in the Candidate's home with the Candidate's family present, or invite the candidate and family to the Lodge.

### RECOMMENDED TIME LIMIT:

One Hour, not to exceed 1 and 1/2 hours including discussion.

### MENTOR:

Introduce by giving an overview for his or their (if family is included) consideration, appreciation, and discussion. Engage in open discussion; encourage the Candidate and his family to ask questions. Indicate to the Candidate that he will be clothed in traditional garments for his initiation - garments which have been worn by all Masons on the occasion of their Initiation.

Prepare him for leaving his valuables in the preparation room. Determine if he is able to rest on his knees (advise Master and make accommodations if he is not). Inform the Candidate of the Initiation date and offer him transportation.

Indicate to the Candidate that you will contact him and inform him where the next meeting will be held following his Initiation Ceremony. Provide Candidate with a copy of the Entered Apprentice" book to keep.

**KEY POINTS:** CONGRATULATIONS - ENTHUSIASM - CONCERN.  
*This first impression is a lasting one. IGNITE MASONIC PRIDE.*

## MEETING NUMBER TWO

*Prior to Meeting Number Two the Lodge informs the new Brother of the time and place of Meeting Number Two.*

### SETTING:

The Lodge Room or the home of the Mentor. You may wish to use the Lodge Room if there are a large number of new Brothers.

### RECOMMENDED TIME LIMIT:

One Hour, not to exceed One and One-half hours including discussion.

### MENTOR:

Welcome the Entered Apprentice - put him at ease. Outline the information covered in your First Meeting. Present the topics in the "A Basic Masonic Education Course – Entered Apprentice" booklet. Engage in open discussion; encourage questions, use the Lodge Room to illustrate.

### DISCUSS:

1) Words, Grips, and Signs. review ritual material and help the new Brother learn the Lectures. 2) The Lamb Skin Apron 3) The Working Tools and their meaning 4) Three Great Lights 5) Tenets of Freemasonry 6) Cardinal Virtues 7) Masonic Light 8) Cable Tow 9) Circumambulation 10) What did the First Degree mean to the Entered Apprentice? What did he personally get out of it? 11) The Masonic World and Universal Brotherhood. 12) Privileges and Duties.

*Indicate the next Mentoring Session will follow the Fellowcraft Degree.  
He will be notified of the time and place of the meeting.*

**OPTIONS:** 1) Review the Entered Apprentice Questions. 2) Provide Entered Apprentice with a copy of the "A Basic Masonic Education Course – Fellowcraft" book to take with him. 3) Take the Entered Apprentice to see another Entered Apprentice Degree.

Prior to the Third Meeting the Lodge sends an appropriate letter explaining the date and time of Meeting Number Three.

### SETTING:

The Lodge Room or the home of the Mentor. You may wish to use the Lodge Room if there is a large number of new Brothers.

One Hour, not to exceed 1 and 1/2 hours including discussion.

### MENTOR:

Welcome the Fellowcraft - put him at ease. Outline the information covered in your Second Meeting. Present the topics in the "A Basic Masonic Education Course – Fellowcraft" booklet. Engage in open discussion; encourage questions, use the Lodge Room to illustrate.

### DISCUSS:

1. Words, Grips, and Signs. Review Ritual Material and help the new Brother Learn the Lectures.
2. Cable Tow
3. Circumambulation
4. Working Tools and their meaning
5. Fellowcraft
6. Operative Masonry
7. Speculative Masonry
8. The Pillars
9. The Winding Stairway
10. The Middle Chamber Lecture and its significance.
11. The Letter G

Indicate the next Mentoring Session will follow the Master Mason Degree.  
He will be notified of the time and place of the meeting.

### OPTIONS:

1. Review the Fellowcraft Questions.
2. Provide him with a copy of the "A Basic Masonic Education Course – Master Mason" booklet to take with him.
3. Take the Fellowcraft to see another Fellowcraft Degree



*Prior to the Fourth Meeting the Lodge sends the new Master Mason an appropriate letter explaining the date and time of Meeting Number Four.*

**SETTING:**

The Lodge Room.

**RECOMMENDED TIME LIMIT:**

One Hour, not to exceed 1 and 1/2 hours including discussion.

**MENTOR:** Welcome the Master Mason - put him at ease. Outline the information covered in your Third Meeting. Introduce the "A Basic Masonic Education Course – MASTER MASON" Booklet by giving an overview for his consideration, appreciation, and discussion. Engage in open discussion; encourage questions, use the Lodge Room to illustrate.

*Inform the new Master Mason that the Mentor will be his guide for the next year and will continue to communicate further light as he progresses.*

**DISCUSS:**

1. Words, Grips, Signs, and the Five Points of Fellowship.
2. The Working Tools, By-Laws and Lodge privileges.
3. Grand Honors, the Ballot Box and the use of the Gavel.
4. The duties and responsibilities of the Master and explain that ALL Lodge discussion goes through the Master.
5. The duties and responsibilities of the Officers of the Lodge.
6. The different Aprons of Masonry.
7. The relationship and organization of Grand Lodge.
8. Discuss the use and meaning of the Bible.
9. Talk about the Masonic Funeral Service.
10. Answer all the new Brothers' questions.

**REVIEW:**

The Monitor and Masonic etiquette booklets. *This is an ideal time to review and discuss this section.*

**KEY POINTS:**

WARMTH OF FRIENDSHIP – CONGRATULATIONS - ENTHUSIASM - CONCERN  
MENTORING PROGRAM

**\*\*\* FOLLOW-UP AFTER THE FOURTH MEETING: \*\*\***

**MENTOR:**

Stress support in following year.  
Stress need for participation.  
Stress need for Lodge visitation.  
Stress need for attendance at Lodge of Instruction, Seminars, and Conventions.  
Stress need for attendance at Memorial Services.  
Offer the new Mason rides to Lodge, sit with him whenever he is in attendance, call him directly if he misses a meeting and express concern, secure some job for the new Mason.

**RECOMMEND:**

Full participation in all Lodge and District Functions. Occasional attendance at appendant youth group meetings and functions. Attendance at the next Annual Communication.

**KEY POINTS:**

WARMTH - FRIENDSHIP - CONGRATULATIONS - ENTHUSIASM and ASSURANCE OF CONTINUED INTEREST, SUPPORT and ASSISTANCE.



## PHASE II: FOR THE BENEFIT OF ALL LODGE MEMBERS

Within one month of raising a new Brother.

### SETTING:

The Lodge Room.

### RECOMMENDED TIME LIMIT:

One Hour, including discussion.

### MENTOR:

After a new Brother receives the Master Mason degree, he needs to know and understand his duties as a Master Mason, what his rights and privileges are, and the customs and practices of our Craft. The ritual of the Master Mason degree is interpreted by the Masonic Mentor. Lodge organization and lodge etiquette are also presented at this time.

### PURPOSE:

*To ensure that the following does not happen:* A problem in our Craft is that so often the new Brother is permitted to drop from sight after he has received the Third Degree. If the Lodge can retain his interest during this most critical period of his Masonic career, and give him guidance and encouragement until he has had time to form habits of interest and activity for himself, he will develop into a working, active Mason. Otherwise, he is likely to stop attending after a few meetings and either lapse into chronic indifference, or find his way to some concordant body which he believes will prove more attractive. 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.

### TOPICS TO COVER:

MASONIC ETIQUETTE  
 PROTOCOL  
 LODGE AND OFFICER DUTIES  
 LEADERSHIP SKILLS  
 OUR RIGHTS AND PRIVILEGES

### THE MASTER MASON:

With Rights, we assume Responsibilities.

- Living according to our Obligations and adhering to the principles of the Square and Compasses.
- Answer and Obey all Due Signs and Regular Summonses and uphold the Five Points of Fellowship.
- To abide by the Constitutions of our Fraternity and the By-Laws of our Lodge.
- To preserve our Ancient Landmarks and Customs.
- To Ballot with integrity. If used thoughtlessly, it becomes an injustice to the Petitioner and to the Lodge.
- To assist the Worshipful Master to the best of one's ability in the duties he assigns.
- To be generous with gifts in particular to Benevolence and Charity.
- Visit sick and shut-in Brethren, their Widows and Orphans. Make inquiries and offer comfort to those who cannot attend Lodge.
- Help, Instruct, Inspire and Support all New Brothers. Encourage them as you have been encouraged. You will ignite their Masonic Pride, and in helping them, you will ignite your own Masonic Pride.

### **Enjoy Freemasonry. Be a part of it. Ask questions.**

The new Brother brings with him - ENTHUSIASM, UNIQUE SKILLS, and INTEREST. It is the duty of the Lodge and its members to ignite his Masonic Pride. In doing so, the new Brother will achieve even Greater Accomplishments within our Mystic Circle. The Lodge must be aware of those activities that interest the new Brother. And when he is ready, assign him to a function that he enjoys. All Lodges have Administrative needs, Officer needs, and Program and Planning needs. Every new Brother brings new ideas and skills to a Lodge.

PHASE III: FOR THE BENEFIT OF ALL LODGE MEMBERS  
*Within six months of raising a new Brother.*

*You are entitled to receive...*

**STILL FURTHER LIGHT** - Light is knowledge and knowledge is education, and education is the study and comprehension of the History, Philosophy, Philanthropy, Protocol, Etiquette, Law, Lodge Government, Science and Drama of freemasonry. Failure to seek light, in all reality equals stagnation. Failure on our part to educate equals failure to develop effective Lodge Leaders.

**SETTING:**

The Lodge Room. Preferably as a program for a Stated Meeting.

**RECOMMENDED TIME LIMIT:** One Hour, including discussion.

PHASE IV: A PROGRAM FOR EVERY MEETING FOR THE BENEFIT OF ALL LODGE MEMBERS

***THE MASONIC MINUTE***

**SETTING:** Every Lodge Communication.

**MENTOR AND EDUCATION TEAM:**

Provides a ten to fifteen minute talk on a Masonic topic.

**OPTIONS:**

- Local Masonic History
- World Masonic History
- Any Short Talk Bulletin available from the Masonic Service Association
- Masonic Etiquette and Protocol
- Masonic Law

*The duties of a Mentor are for ONE YEAR.*

*Do not leave the newly made Mason alone to fend for himself after the Master Mason Degree.*

## WHAT IS A MENTOR?

### A. Historical Definition

A Mentor in the historical sense, is someone who:

- is a loyal friend, confidant, and advisor
- is a teacher, guide, and role model
- is entrusted with the care and education of another
- has knowledge and advanced or expert status and who recognizes and is willing to nurture a person of talent and ability
- is willing to give away what he or she knows in a non-competitive way
- represents skill, knowledge, virtue, and accomplishment

From Greek mythology, we learn in Homer's *Odyssey*, that Mentor was the teacher of Telemachus, son of Odysseus. But Mentor was more than a teacher. Mentor was half-God and half-man, half-male and half-female, believable yet unreachable. Mentor was the union of both goal and path; wisdom personified.

### B. Contemporary Definition

Today, some 3,500 years later, mentoring relationships are still valued. In many professions, the profession of our Craft included, mentors are thought to enhance if not ensure the professional development and success of talented candidates and new Master Masons. Increasingly; corporate, government, military, and Masonic leaders seek mentors when they wish to develop new levels of expertise and to advance to new levels within their given profession. Yet, if mentoring were only a means for aspiring professionals to gain a career foothold or be given a boost up the career ladder, mentoring would be a one-way street. Common experience tells us that one-sided relationships do not work as well as reciprocal relationships where there is an even exchange of some kind. In fact, mentoring relationships are most likely reciprocal if they achieve their true potential.

## WHAT DOES THE MENTOR DERIVE FROM MENTORING?

For the mentor, the desire that one's work and influence "live on" is an important life goal. The nurturing and influencing of the candidate as a new Mason and the facilitation of his efforts to formulate and live out his Masonic hopes and dreams can fulfill the generative needs of the mentor. In other words, among the strongest and most compelling reasons to become a mentor may be the desire to fulfill your own personal need to contribute to the growth and development and yes, even dream fulfillment of an aspiring Masonic leader. The act of mentoring then becomes your immortality. Your desire to leave something of yourself here when you are called to the Celestial Lodge above. Thus you help to make your Lodge and your Craft better than it was when you joined. This becomes your legacy. The process allows you to repay, in some measure, the intrinsic benefits that you have gained by being a leader in the world's oldest, most charitable, and most influential fraternal organization.

## THE MOST EFFECTIVE MENTORS:

- Welcome newcomers into the profession and take a personal interest in their development and well-being
- Want to share their knowledge, materials, skills, and experiences with those they mentor
- Offer support, challenge, patience, and enthusiasm while they guide others to new levels of competence
- Point the way and represent tangible evidence of what one can become, both within and without our Fraternity
- Are more expert in terms of knowledge and experience but view themselves as equals to those they mentor

## HOW PROMISING MENTORS ARE SELECTED:

### **A. Knowledge of Freemasonry**

- They set high standards for themselves
- They enjoy and are enthusiastic about Masonic studies
- They continue to update their Masonic knowledge

### **B. Demonstrated Skill in the Arts of the Craft**

- Their work demonstrates superior achievement
- They use a variety of techniques and skills to achieve the best for themselves and their Lodge

### **C. Earned Respect of Colleagues**

- They listen and communicate effectively with others
- They exhibit a good feeling about their accomplishments and about the Family of Freemasonry
- They recognize excellence in others and encourage it
- They are committed to supporting and interacting with others, both inside and outside of the Lodge
- They are empathetic to others and are able to understand their views
- They enjoy intellectual engagement and like to help others
- They are sensitive to the needs of others and generally recognize when others require support, direct assistance, or independence
- They exercise good judgment in decisions concerning themselves and the welfare of others

## MENTORING RELATIONSHIPS

### A. Nature of Mentoring Relationships

Establishing a positive mentoring relationship is very much like establishing other valued relationships in a number of ways. Both parties usually have a genuine desire to understand the values and expectations of the other person, and to respect and become sensitive to one another's feeling and needs. At the same time, mentoring relationships differ in an important way from other personal relationships because they are professional in nature. Mentors are responsible for conveying and upholding the standards, norms, and values of the profession. They are responsible for offering support and challenge to the recipient of their mentoring while the recipient strives to fulfill the Craft's expectations. Healthy mentoring relationships are evolutionary in nature. They change because the purpose of the relationship is to enable the candidate to acquire new knowledge and skill while increasing the standards of his personal and professional competence. The perceptions of both members of the relationship also evolve as the candidate's performance evolves to these new levels of competence under the guidance and support of the mentor. The man who said, "No man steps into the same stream twice", might well have been describing the changing nature of mentoring relationships.

### B. Stages in the Development of Mentoring Relationships

One way to view the evolutionary nature of mentoring relationships is to think of them in terms of stages of development.

**Stage 1:** The mentor and candidate become acquainted and informally clarify their common interests, shared values, and professional goals. Taking quality time to become acquainted with one another's interests, values, and goals seems to help mentoring relationships gain a better start.

**Stage 2:** The mentor and candidate communicate initial expectations. In the very few cases where a major disparity is found to exist, the pair is able to part company on a friendly basis before the actual mentoring begins.

**Stage 3:** Gradually, needs are fulfilled. Objectives are met. Growth takes place. New challenges are presented and achieved.

**Stage 4:** The mentor and candidate redefine their relationship as colleagues, peers, and/or friends.

### C. Clarifying Expectations in Mentoring Relationships

Most professionals place a high value on taking the initiative to clarify their own expectations and to understand the expectations of others. This quality contributes to the establishment of strong and positive mentoring relationships.

Examples of expectations that might be communicated during the development Stages 1 and 2 of the mentoring process are:

- The frequency of contact and the availability and accessibility of both the mentor and candidate.
- The amount of support that is needed by the candidate or that can be provided by the mentor.
- The various roles the mentor finds comfortable: listener, supporter, advisor, guide, counselor, role model, friend, nurturer, or resource.
- The range of roles the recipient will find natural: listener, nurture or autonomy, self-expectations as peer or co-equal.

### D. Matching Mentoring Relationships

What should individuals who are contemplating a mentoring relationship look for during the exploratory stages of getting to know one another and sharing expectations?

- Degree of eagerness to have a mentoring relationship.
- Similarities in personal styles: gregarious, animated, spontaneous, vs. low key, retiring, reflective.
- Similarity of expected professional assignments and responsibilities.
- Similarity in preference for nurture vs. autonomy when establishing expectations for support.

It is difficult to predict the combination of professional qualities that attract individuals to one another in mentoring relationships. There is no magic combination. Some are attracted to opposites, while others are attracted to those with similar interests, styles, and backgrounds. Thus, among professionals, any match in a mentoring relationship should be productive.

## COMMUNICATION AND CHALLENGE

Mentors have a special responsibility for effective communication because they are the primary source of information. The effective use of verbal and nonverbal communication is at the top of the list of those factors contributing to the success of mentoring relationships.

The essence of mentorship is then communication. Communication of knowledge, of skill, of values, of attitudes, and of expectations. It is the quality of this communication process that will determine the achievement of goals and objectives.

Mentors need to offer challenges that stimulate intellectual growth. Challenges lead to new levels of expertise when the amount of challenge becomes motivating. Challenges that are not matched with the candidate's individual readiness for growth, can create feelings of not being able to measure up. *In other words*, if the challenge does not match the ability to succeed, you may set the candidate up for failure. This is why it is important for mentors to become sensitive to the growth needs and potentials of those whom they mentor.

## RISKS AND JOYS OF MENTORING

### A. Avoiding the Risks of Mentoring

Are there risks involved in the mentoring process? The answer is "Yes, but very few".

Let's look at four.

- . Mismatch between mentor and candidate
- . Threat to one's professional image
- . Failure as a mentor
- . Competition or rivalry

### B. The Joys of Mentoring

*"It is not what we give but what we share, for the gift without the giver is indeed bare".*

There are many joys and benefits that result from sharing experience, expertise, time, and one's self. Joy comes when others value our expertise so much that they incorporate our ideas into their own thinking and behavior, after all imitation is the best form of flattery. This is when we rediscover those long forgotten feelings of pride and accomplishment in our Craft.



A guide to sharing the  
legacy of membership in  
**Texas Masonry**

*Pass It On*