

WISCONSIN MASONIC HANDBOOK



INTRODUCTION

This Handbook is the result of many hours of labor of many who have preceded us in this greatest fraternity the world has ever seen. We have updated and revised it to the best of our knowledge and ability for you, the freemason of Wisconsin. This book will change as needed with time, but the use of it will never change. It is to be used as a reference book to help you and your Lodge to be successful in your community.

The Grand Lodge Long Range Planning Committee members who helped revise this 2003 edition of the handbook; Keith Krinke, John Luy, Lowell Scott, Virgil Sharp, Craig Campbell, Ray Heilborn, Davey White Jr., John Wilke and J. B. VanHollen would like to dedicate this book to the, present, past and future Masons of Wisconsin.

Thank You,

Grand Lodge Planning Committee

ERROR/COMMENT SHEET

It is recognized that even with the best efforts and the most careful critique, errors may occur. It would be most appreciative if you would jot them down on this form and forward them to the Grand Lodge Office.

This HANDBOOK was developed for your benefit. You are further invited to comment and/or submit ideas on improvement of the HANDBOOK. All comments will be read at each of the long range planning committee's meeting. The committee will respond to all inquiries.

PROBLEM OR COMMENT:

RESPONSE:

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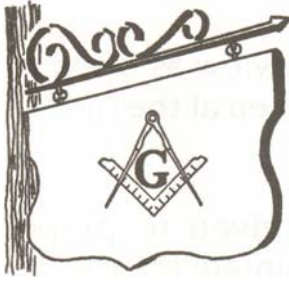
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WISCONSIN MASONIC HANDBOOK

CHAPTER 1

DUTIES OF LODGE OFFICERS



A. INTRODUCTION

All successful lodges have one distinguishing characteristic. The officers of these lodges are informed, enthusiastic and dedicated to performing their duties.

In Freemasonry, there is no substitute for quality.

Pride begets pride; enthusiasm spawns enthusiasm. Just as a school will relate with its varsity team, so also will the members of a lodge relate with its officers. When officers display the virtues of enthusiasm for their station with pride of accomplishment, the membership will be more willing to support them in all their endeavors. When all officers display a sincere love and concern for the Craft, respect for the Brothers, and humility with their authority, Freemasonry will prosper.

If the officers of a lodge worked as a team, then the Worshipful Master should have had experience as coach, manager, trainer, cheerleader, bat boy and sweepers helper. No Worshipful Master can expect of any Steward, Deacon or Warden, better workmanship than he himself did while in that chair. Remember this as you move through the chairs; only if you were a true and faithful workman as a Deacon can you expect your Deacon to be a true and faithful workman. Leadership is inspired by precept and example. "Look sharp, feel sharp, and be sharp."

It is also the specific duty of every officer to attend Schools of Instruction and participate in the work of the School as assigned by the Grand Lecturer. The importance of proficiently and conscientiously conferring the degrees in the lodge cannot be overemphasized. Freemasonry must be made meaningful to a candidate in the Entered Apprentice Degree; therefore, sincerity, dignity, and exactness should be employed to assure that he receives only the best. Levity, frivolity and disturbances should not be tolerated. Avoid whispering, laughing, or chuckling - every candidate comes this way but once and he should see and hear the best work that we have to offer.

Lodge officers should attend and participate in Masonic Memorial Services. Make a special effort to encourage as many members to attend as possible. Each

officer should assist the Worshipful Master and the Degree Work Committee in seeing that the meetings and degree work are conducted with dignity. Every officer should review as often as necessary the Charges given at the time of installation. Attention should be given to proper attire of all officers to maintain the dignity, which is one of the heritages of the Craft.

B. WORSHIPFUL MASTER



Of the many duties and responsibilities assumed by the Worshipful Master at his installation, some are quite obvious but will bear repeating. There are also some duties which, in order to be discharged efficiently, must be thought about and often some action taken before being installed as Worshipful Master. These will be discussed in the paragraphs to follow. No relative importance is intended or implied by the order in which they are noted. This will vary with the individual lodge.

Very carefully and thoroughly review the Charges to be made at the installation by consulting the "Installation Ceremonies" in Chapter 10 of the HANDBOOK. When being installed, assent will be requested to these charges, as one cannot be installed without this assent. Hence, the absolute necessity of a constant review of these charges to assure conformity and to avoid any violation of the obligation assumed at installation.

STUDY and be sure you understand the Masonic Code of Wisconsin and in particular the "Specific Powers of a Master" defined in Chapter 56.06 of the Code which states "(1) A Master has absolute power in the government of his lodge," as well as Chapter 51 thru 93 - Regulations for Lodges. This "power" is an enormous responsibility and requires temperance, fortitude, prudence and justice.

The familiarity with the Code requires the Worshipful Master to ensure that his Wisconsin Code Book is current with all changes. He should also be familiar with all current decisions and edicts of the Grand Master. Be sure to review "The Edicts, Decisions, and other Announcements from the Grand Master or the Grand Lodge" filed in Chapter 20 of the HANDBOOK.

Open and preside over the Lodge

The Worshipful Master or someone delegated by him should be there to greet a brother, member or visitor when he comes to lodge. Plan on arriving at least one half hour before the lodge is scheduled to open and be at the door to greet everyone right up to the last minute; this means that you should have everything organized beforehand so that you are free to spend that half hour talking to the members and visitors. Let each man know how much his presence is appreciated

by greeting him enthusiastically and calling him by name. See that any new member or visitor has a brother assigned to sit with him in lodge and to see that he is introduced around. Remember, that every man, regardless of his station in life, needs to belong.

Opening and closing a lodge should be done in a dignified and ritualistically skillful manner. We are not necessarily suggesting that the Worshipful Master must be the most proficient ritualist in his lodge; but we are suggesting that he become as proficient as it is possible for him to do.

In presiding over the lodge, he should follow the prescribed order of business and be well informed in conducting the business as discussed in Chapter 2 of the HANDBOOK. Only the Grand Master and/or the Grand Lodge can overrule his decisions and orders. He should, therefore, be especially careful to see that his decisions are wise and just. Within the society of a Masonic Lodge, the Worshipful Master has been endowed with considerable power.

Finance Committee

The Masonic Code of Wisconsin Chapter 62.04 provides that each lodge shall have a Finance Committee consisting of the Worshipful Master, Senior and Junior Wardens. The basic responsibilities of this Committee are discussed in Chapter 4 of the HANDBOOK.

Chapter 62.04 of the Code also states: "The Finance Committee shall annually present a budget to the lodge for its consideration prior to the fixing the dues for the ensuing year."

Appointing New Officers

Even though it is the responsibility of the Worshipful Master to choose the appointed officers, this must be done before a Warden has been installed as Worshipful Master. It may be well to discuss such appointments with the Wardens. However, it is the Master's duty to fill vacancies that occur in appointive offices during his term. The surest way to build for the future is to strive toward making the best officer selections possible.

Degree Work

It is the duty of the Worshipful Master to see to it that the works as well as the meetings are conducted with the dignity consistent with the tenets of Freemasonry.

A checklist should be used to insure that a brother has been assigned to and is responsible for every part required for each degree. Suggested work assignments are listed in the Multiple Letter Cipher. The checklist form can be found in the Chapter 25 of the HANDBOOK.

Committee Appointments

The Worshipful Master is to make all committee appointments. Again, as in the case of appointing officers, much of this effort should have been expended before being installed.

Committee chairmen, particularly the Program Committee Chairman, should be selected far enough in advance so that they can begin thinking and unofficially planning for the coming year. Efficient committees can do much to stimulate interest in lodge activity. We all know the undeniable truth, that the more people we put to work in the lodge and encourage to complete assignments, the more interest, activity and attendance we generate.

Be sure to read and be completely familiar with Chapter 4 of the HANDBOOK.

Masonic Memorial and/or Funeral Services

One of your duties as Worshipful Master is to insure that no effort is spared in counseling a deceased brother's family and informing them of his Masonic rights at this time. There is no requirement that the Worshipful Master specifically conducts the Memorial Service - the greater duty lies in seeing that it is properly done.

The proper procedures and ceremonies can be found in Chapter 10 of the HANDBOOK.

A form titled, "To My Survivors" can be found in Chapter 25 of the HANDBOOK. You may wish to reproduce the form, sending one to each member of your lodge. Inform the members to include this document with their important personal papers so those who will tend to their estate, will respect their request and be able to know who to contact on their demise.

Appoint an Interviewing Committee

The Secretary should advise the Worshipful Master of all petitions received by him prior to the stated communication so he can determine if they are in order for presentation in the lodge.

Lodge Counselor

One of the finest tools for candidate instruction and education is that supplied by the counselor material obtainable from the Grand Lodge Office.

Leadership Training

It is the duty of the Worshipful Master to see that he and his corps of officers attend Leadership Training Seminars when scheduled in the District. The purpose of these seminars is to develop or enhance the skills needed to be an effective leader. It is aimed at all officers of the lodge, starting from the Junior Steward through the Worshipful Master. Other brethren are also encouraged to attend.

Officers' Meetings

The Worshipful Master must be responsible to see that he and his officers meet regularly to discuss the emergent problems of the lodge, to divide the work assignments, and, give frank and honest opinions as how they can best help each other. These meetings cannot be haphazard affairs. They must be planned. The Worshipful Master should prepare an agenda of topics to be discussed, the expected length of the meeting, and distribute it to all those he expects to attend. This meeting can provide an excellent opportunity for the junior officers, as well as committee chairman, to study at first hand the inner workings of the Fraternity. The officers of the lodge must plan to maintain continuity from one administration to the next. Succeeding Masters should not destroy that which their predecessors have built. Establish a continuing program of events that have proved successful, innovating only to maintain interest or excitement. Give all new ideas a fair but cautious trial. Gradual changes are more easily indicated than radical ones.

When you call an officer's meeting, open promptly, conduct your business efficiently and close early to have your refreshments, if any.

Committee Reports

Periodic committee reports should be required. Nothing will spur a committee to action as much as the knowledge that a report will be expected on the lodge floor at a specific time.

Building Operation

If your lodge owns its own building, you will have several responsibilities with which your counterpart in a "renting lodge" will not be faced. Initially, you

should review 93.01 of the Masonic Code and Chapter 8 of the HANDBOOK.

Depending upon your lodge's procedure, you should also review the general operating procedures of your lodge with your Trustees or House Committee. Be particularly familiar with the rules governing use of the building by the various groups on dates other than their regularly scheduled meetings. The small investment in a calendar to schedule the use of the building by all of the groups will provide a valuable tool alongside your telephone. For further information, refer to the section of the HANDBOOK on "Lodge Buildings," Chapter 8.

In addition to the duties and responsibilities discussed above are those which are imposed by the Masonic Code of Wisconsin and the By-Laws of each lodge.

C. WARDENS

It is a commonly accepted tradition that the Senior Warden is in charge of the Craft during the hours of labor and the Junior Warden during those of refreshment. In the absence of the Worshipful Master, of course, the Senior Warden becomes the Presiding Officer and in many respects he represents the Master in the government of the lodge. In the absence of both the Worshipful Master and the Senior Warden, the Junior Warden will preside. It is imperative, therefore, that each Warden prepares himself for this possibility as well as to assume the Master's chair in his own right one day.

Other than the duties assigned by the Worshipful Master, the most impelling duty is that of planning which can be greatly assisted through the Leadership Training Program, and having completed the William's Lodge simulation. It is necessary to become thoroughly familiar with the Master's duties and the requirements of lodge administration so that the Wardens can assist the Worshipful Master as well as prepare themselves to succeed to higher duties in the future.

Officer selection (not appointments) should be made well in advance of election and installation. The Senior Warden knows that he probably will be elected Worshipful Master and by far the greatest part of his planning must be done before he is installed as Master.

With respect to officer appointments remember, that when a Steward is appointed to the line, a man is being appointed who stands a good chance of being elected as Worshipful Master in the future. There may be occasions when it is better to appoint a Past Master to an office rather than an unqualified man until more qualified men become available to avoid junior officers "jumping" stations. The training attained in each chair is an invaluable part of the experience needed to become a good Master.

1. A Special Message to the Senior Warden



In a short time the members of your lodge will consider bestowing upon you the most precious gift within their power; election to the station in the East - Worshipful Master. With rare exceptions, no higher honor can come to any man.

If there is a secret to a successful year in the East, it lies in the planning thereof. Your achievements as a Worshipful Master will depend almost entirely upon preparations made before the first rap of your gavel in the East. One of the key reasons this HANDBOOK was developed, was to provide you with significant help as you plan for your coming year to prepare you to fulfill your duties and discharge your obligation with honor, distinction and personal satisfaction.

The numerous duties and responsibilities that will become yours when you are elevated to the Master's station extend far beyond the conferring of degrees and the conduct of business of the stated communications. The future of Masonry in your community and in the State of Wisconsin is greatly influenced by your actions, more importantly, so is every man who enters your lodge.

You are urged to seek the wisdom and counsel of your predecessors. Talk to the Past Masters of your lodge and of other lodges and sift their collective ideas for wisdom, but do not hesitate to discard the chaff.

Make no mistake about it: Intelligent men are not going to spend their evenings hearing the minutes read and the bills allowed, or watching other men exemplify poorly the same ritualistic work they have seen a score of times before.

When men are interested in the work of an organization, they will be on hand to participate in its program. When there is nothing that interests them, they will not be there, no matter how much we encourage them.

Unless Freemasonry presents what it has to offer in a challenging manner, intelligent men will not be on the sidelines to witness and participate.

2. A Special Message to the Junior Warden



The Masonic Code of Wisconsin (57.03B) states: "The Junior Warden of each constituent lodge shall act as liaison between his lodge and any related youth groups. He shall make periodic reports to the Junior Grand Warden and to his Worshipful Master, and keep them informed of his activities."

The following information is a sample of the three Masonic youth groups that the

lodges can support. More information on Masonic youth groups and other youth groups can be found in Chapter 9 of the HANDBOOK.

DeMolay

The vitality of youth and the experience of Masonry are the two inseparable elements that have made the Order of DeMolay successful. In 1922, the Order of DeMolay came to Wisconsin. In 1961, the Grand Lodge voted to sponsor DeMolay. Today, the Grand Lodge is a member organization of the United Masonic Board for DeMolay in Wisconsin, Inc. DeMolay is for young men between the ages of 13 and 21. Furthermore, lodges are encouraged to provide youth groups use of their facilities free of charge.

Job's Daughters

Job's Daughters is an organization for young ladies ages 11 to 20 who are related to Master Masons. This youth group places emphasis on development of character and self-confidence as well as learning leadership qualities. Its teachings are from the Book of Job from the Holy Bible.

Rainbow for Girls

Young ladies between the ages of 12 to 20 who have been recommended by an Eastern Star member or Master Mason may petition. Its ritual teaches a belief in the existence of a Supreme Being, the truths of the Holy Bible, to seek dignity of character, effective leadership, and cooperation with equals and service to humanity.

In those lodges where Masonic youth organizations are presently being sponsored there is almost universally a crying need for additional adult leadership. The Junior Warden should address himself to support to the solicitation, commitment, and development of volunteers to serve this vital element necessary to a successful youth group.

Much remains to be done for and with Masonic youth. Your lodge should consider some of the following areas of involvement with a DeMolay Chapter, Bethel of Job's Daughters or Rainbow Assembly. Tips for a smooth program may be found in Chapter 5 of the Masonic HANDBOOK.

Installations

Invite a DeMolay Chapter to act as an Honor Guard to the Installing Officers and the officers to be installed. Invite the DeMolays to act as escorts or ushers to all who attend the lodge installation. The lodge may in turn volunteer to form an Honor Guard or act as escorts or ushers at a DeMolay Installation.

Dinners

"Masonic Youth Nights" host a dinner in honor of any of the Masonic youth groups - Job's Daughters, Rainbow Girls and DeMolay young men. Invite the presiding officers of each of the youth groups to present a short three to five minute talk on their organization. The lodge in turn may present a program about Freemasonry to the youth; however, conclude the dinner program with some "fun" entertainment.

D. TREASURER AND SECRETARY

The basic duties of these officers are well "charged" to them at Installation. These officers leave upon the lodge the imprints of their efforts. Worshipful Masters usually are elected for one year terms, but the Treasurer and Secretary may be reelected many times. Because they execute almost all of the lodges' financial transactions record keeping and correspondence, and thus represent the Worshipful Master and the membership, they create a fixed impression not only within the lodge but also upon the world outside.

The effect of the Treasurer and Secretary's association with the officers and brethren in the interest of helpfulness and cooperation will do much to make each administration efficient and harmonious. Frequent and regularly scheduled reports to the lodges are necessary to properly conduct the business of the lodge.

The duties of the Treasurer are:

- Receive all monies from the Secretary and give receipt therefore.
- Keep a just and true account of all monies.
- Immediately deposit all monies received into the proper accounts.
- Payout monies by order of the Worshipful Master and consent of the lodge.
- Give a financial report at all stated communications.
- Inform the Worshipful Master of any surplus monies for the consideration of investment.

All duties of the Secretary are outlined in the Secretary's HANDBOOK. His duties include, but are not necessarily limited to the following:

- Observe the will and pleasure of the Worshipful Master in recording the proceedings of the Lodge; transmit a copy thereof to the Grand Lodge

when requested.

- Receive all monies paid into the lodge, keeping a good and detailed accounting system of all monies received and/ or paid out, transferring funds to the Treasurer and receiving his receipt.
- Keep an accurate account of membership records and inform the Grand Secretary of any changes.
- Send out notices of dues and activities to the membership.
- Prepare and forward to the Grand Secretary the year-end financial statement at the proper time.
- Prepare and submit to the Grand Secretary the "Profit and Loss Statement" and "Balance Sheet"
- Receive and answer all correspondence.

E. CHAPLAIN



A demonstrated reverence for the tenets of Freemasonry is the towering characteristic of the Chaplain. Specifically, he is charged with offering devotions at appropriate occasions and when requested by the Worshipful Master. He is also expected to recite the circumambulation scriptures for each degree.

F. DEACONS



In the active duties of conducting the business of a lodge, the Senior Deacon is the messenger for the Worshipful Master while the Junior Deacon is the messenger for the Senior Warden.

Specifically;

- (1.) The Senior Deacon is ultimately responsible for the proper preparation of the candidate who comes to him from the hands of the Junior Deacon, and he must absolutely assure himself that the candidate is "duly and truly prepared." He should so conduct his candidate through the degrees that the candidate will forever after be his friend because of that association.
- (2.) The Junior Deacon assumes the responsibility for the physical and mental preparation of the candidate. He is associated with the candidate at a time

when apprehension and some doubt may be prevalent, and his attitude and actions can do much to relieve any existing doubts or fears and make this a most inspirational and exhilarating experience for the candidate.

- (3.) The Deacons play an especially important role in the Entered Apprentice degree. They are the first contact the new candidate has with our ritual. These first impressions are critical to the overall opinion formed by the candidate of our Fraternity. It is, therefore, the duty of the Deacons to see that these parts are done well, with sincerity, and from memory so that they establish an atmosphere of competence and an aura of respect that continues throughout the degree work.

G. STEWARDS

The Stewards along with the Junior Deacon are responsible for the physical preparation of the candidate. During this most impressionable phase of the conferral, joking with the candidate about his initiation, passing, or raising cannot be tolerated. Each candidate should receive the impression that his experience is to be a serious event, conducted with decorum and dignity. **THERE SHOULD BE NO HORSE PLAY OR LEVITY IN CONNECTION WITH THE RITUAL.** Instead, all should strive to impress upon the candidate's mind the importance of the ceremonies in which he participates. The Stewards are also frequently called upon to assist during the hours of refreshment. They should be willing hands in the kitchen and dining hall.

H. COUNSELOR

The Lodge Counselor is to instruct and support each new candidate for the degrees and to facilitate continuing Masonic education in the lodge. He can call on members who have not been to lodge for a long time and keep track of new candidates and keep them in the habit of attending lodge meetings. The Lodge Counselor's place in the lodge is at the left of the Senior Warden in the West opposite the Senior Deacon.

I. TILER

Special attention should be paid to brethren visiting the lodge, because much of the pleasure of the visit must begin in this room. It is the Tiler's duty to protect the lodge from improper interruption or intrusion by unqualified persons and to keep the anteroom free from disrupting activities. He is further responsible to examine and vouch for late arrivals so he must be familiar with Chapter 84 and 85 of the Masonic Code of Wisconsin.

In addition, it is advisable that the tiler has readily available for reference the following resource material to assist him in receiving visitors:

1. List of Masonic Lodges - This annual book publishes the names of all Regular Grand Lodges of the United States and all Regular Grand Lodges of other Grand Jurisdictions and their constituent lodges. Book may be purchased from:

Pantagraph Printing & Stationary Co.

P.O. Box 1406

Bloomington, IL 61702-1406

2. Foreign Recognition Chart – This chart contains information as to what foreign Grand Lodges are recognized by what United States Grand Lodges, 13" by 19".

May be purchased from:

Masonic Service Association

8120 Fenton Street

Silver Spring, MD 20910

3. Letter from Grand Secretary- This letter replicates an official dues card used by Prince Hall Grand Lodge, F. & AM. of Wisconsin, Inc. It also specifies the color of the card for the current year.

The Tiler represents the Worshipful Master at the outer door of the lodge, receiving messages and names of brethren desiring to enter. Consequently, he should be civil and courteous. It is his duty to see that all who enter the lodge are properly clothed.



J. TRUSTEES

"A Trustee of a lodge is a statutory, not a Masonic officer." However, a Trustee has a great responsibility to his lodge and its members. The statutory duties of a Trustee are found in Chapter 60 of the Masonic Code of Wisconsin.

RELATIONSHIP BETWEEN THE TRUSTEES AND THE MASTER

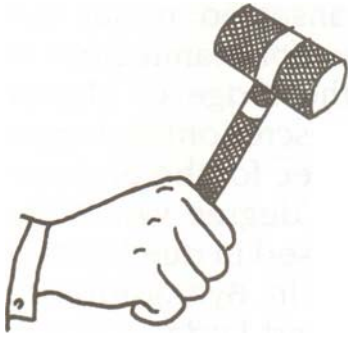
The duties and responsibilities of the Worshipful Master and Trustees are specified in the Masonic Code of Wisconsin and By Laws of the lodge. In addition, the Wisconsin Statutes also specify duties of the Lodge Trustees. See Chapter 17 of the HANDBOOK.

Section 56.01 (1) of the Masonic Code of Wisconsin provides: "A Master has absolute power in the government of his lodge." Section 60.05 of the Masonic

Code of Wisconsin states: It is hereby made the duty of the Trustees of lodges to exercise a general supervision over the property, both real and personal, including trust funds of the lodge, unless otherwise provided by regulation of the lodge "Trustees are required to secure approval of the lodge before purchasing, selling, leasing, or mortgaging any real property."

Primarily, the Trustees' duties and responsibilities are to supervise, manage, and control all of the lodge's property for the lodge.

Trustees do work for the lodge; they are not an independent body operating within the lodge without the lodge's and Master's approval. For example, they cannot sell property without lodge approval and they cannot refuse to execute a legal document that has been approved by the lodge membership.



WISCONSIN MASONIC HANDBOOK

CHAPTER 2

CONDUCTING THE BUSINESS OF A LODGE



A. INTRODUCTION

A well-run communication begins at the door. A Worshipful Master should ensure that each member and visitor is greeted before lodge opens, that the visitor is introduced to the brethren present. Every member of the lodge who attends a meeting, whether he participates or just listens, should feel happy, comfortable and, most of all, wanted in the lodge. Every visitor should be made welcome in the same manner.

Keep in mind, the sole requirement for admission to your lodge is a current official uniform receipt card for dues or other dues card from the Grand Jurisdiction of which the visitor is a member or a demit less than two years old. If the visitor does not have a dues card in his possession, ascertain if another brother Mason can vouch for the visitor. A brother made welcome and comfortable will return again and will carry away the true spirit of brotherly love and affection.

B. STATED COMMUNICATIONS

Stated communications are those held at the regular periods provided for in the By Laws of a lodge. No more than two stated communications may be held in any one-month nor may a lodge have more than one stated communication on the same day. A lodge has the option of not holding stated communications during certain months of the year if so specified in the By Laws. The By Laws of a lodge must specify the day of the week of each month and starting time for stated communications and the months of the year such communications will not be held. Remember, changes in the By Laws require the final approval of the Grand Master. (Refer to Chapter 61, Masonic Code of Wisconsin)

A Worshipful Master may postpone a stated communication because of an emergency, an Act of God, or other good cause in his sole discretion. In addition, a Worshipful Master may set a different date for a stated communication if the date specified in the By Laws for the stated communication falls on a holiday provided he announces the date for the change at the last stated communication

prior to the holiday.

C. SPECIAL COMMUNICATIONS

A special communication may be convened by the Worshipful Master, or by either the Senior or Junior Warden when lawfully acting as Master, upon notice to the members, given orally, in writing, or at a previous stated communication, but only the work for which the "Special" is convened may be conducted at the meeting. Two special communications on the same day may not be convened unless one of them is for the purpose of conducting a Masonic Memorial Service. A special and stated communication may be held on the same day. Only a communication to conduct a Masonic Memorial Service or Lodge of Sorrow may be held on Sunday.

D. OPENING AND CLOSING

A lodge can only open and remain open to transact business or do work when there are present at least three Master Masons who are members of the lodge, one of whom must be the Worshipful Master or a Warden, except in the case of a special communication to conduct a Masonic Memorial Service, when it is permissible for the Worshipful Master of the lodge to permit a Past Master to open and close the lodge and conduct the Masonic Memorial Service. The ranking officer present may permit any Master Mason to open the lodge and conduct its business and do its work if there is present at all times the Worshipful Master or one of the Wardens.

At a stated communication, a lodge must open and close on the Master Mason degree, on which degree all of the business of the lodge shall be transacted; it may call down to a lower degree for examination or work. It may close the lodge of Master Masons (the Master's discretion) and open a lodge of a lower degree for the purpose of examination and/or degree work. The lodge shall then be closed in due form on the last degree worked in. By tradition, in Wisconsin, current Grand Lodge Officers and Past Grand Masters may close in short form.

All business of a lodge must be conducted in the Master Mason degree. A special communication for work may be opened and closed in the degree in which the work is to be performed.

The Official Cipher describes the short form procedure used in changing from one degree to another. However, the cipher may not be used or kept open in the lodge room during opening or closing of a lodge, except during rehearsal practice.

E. ORDER OF BUSINESS

A suggested order of business for a stated communication is as follows:

1. Opening.
2. Pledge of allegiance or presentation of flag.
3. Welcome to members and introduction of guests.
4. Reading, correcting, and approving of the minutes of all intervening stated and special communications. No vote is necessary to approve-only a statement by the Worshipful Master after all corrections are made.
5. Treasurer's report.
6. Reading and approving of the bills. These should have the signature approval of the Finance Committee before being presented. The vote is a show of hands with a simple majority required to approve.
7. Reading the Grand Master's message.
8. Reading, taking action where required, and order filing of the correspondence.
9. Report on sickness and distress.
10. Memorials.
11. Reading and receiving of petitions and assigning them to Interviewing Committees.
12. Reports of Interviewing Committees on petitions.
13. Balloting on petitions.
14. Trustee's report.
15. Committee reports.
16. Consideration of any unfinished business.
17. Consideration of any new business.

18. Conferral of degrees or Masonic Education Program.

19. Retirement of flag. (If presented at Step 2)

20. Closing.

The Worshipful Master should plan his agenda in advance for each stated communication by using the Agenda Worksheet. The appropriate blanks are to be filled in prior to the meeting to assure complete but concise meetings that remain to the point. These forms are located in the Chapter 25 of this HANDBOOK.

F. GUIDELINES FOR A WELL RUN COMMUNICATION

No attempt is being made to cover all of the circumstances under which formalized rules of order should apply, but, some of the more common cases, which should be considered by the presiding officer of a lodge, have been listed below:

1. The Flag of the United States of America should be displayed on a standard in the East at the Worshipful Master's right. It is improper to use the Flag as a drapery for the Altar or for decorative purposes. The Flag should be given preference over any other banner, emblem, or device used for a similar purpose in a lodge room or when displayed on a Masonic building.
2. The Worshipful Master's hat is an emblem of authority. Consequently, it should be worn with dignity. It should always be removed during prayer and at the mention of the name of Deity, as a sign of reverence and respect; also when giving the Obligations, as a token of the sacredness of the pledges being taken by the candidate. It should be removed in the presence of the Grand Master or his representative if the Grand Master or his representative is covered, and it may also be removed for comfort and convenience.
3. The Worshipful Master may present the gavel to a brother for the purpose of proceeding with the work—such as conferring of a degree. No one but the Grand Master, or his official representative, is entitled to the transfer of authority in a lodge. Responsibility of a Worshipful Master of a Masonic Lodge remains with him at all times.
4. When a brother rises to speak, he shall give the proper sign, respectfully address himself to the Worshipful Master, and be recognized before he

begins to speak.

5. A petition for the degrees or affiliation is presented to the lodge at a stated meeting, read, reported, received, noted in the minutes, and may be referred to an Interviewing Committee without any action by the lodge.
6. When a motion is made and seconded, it should be restated or rejected by the Worshipful Master. He may, if he so desires, decline to entertain a motion.
7. Motions and reports may be referred to committees at the discretion of the Worshipful Master.
8. No motion can be permitted which could be in violation of the Masonic Code of Wisconsin or the By-Laws of the constituent lodge. The Worshipful Master is the judge of all questions of order.
9. All debate ceases at the will and pleasure of the Worshipful Master.
10. There shall be no debate after the motion is put by the Worshipful Master.
11. Every member present, entitled to vote, shall be required to do so unless excused by the Worshipful Master when balloting on a petition for the degrees.
12. No appeal lies to a lodge from a decision of the Worshipful Master. An appeal may be taken only by those against whom the decision has been made and this may be taken only to the Grand Master who will review it subject to final action at the Annual Communication of the Grand Lodge.
13. The Worshipful Master may cast the deciding vote in case of a tie. He may also choose not to do so if he so desires.
14. Balloting and voting regulations are frequently an area, which is misunderstood. As the regulations are numerous, a reference list has been provided for your use.
 - Table of Votes, Appendix Part 6, Masonic Code of Wisconsin.
 - Voting in Lodges, Chapter 71, Masonic Code of Wisconsin.
 - "Ballot" and "Ballot Box" in Index, Masonic Code of Wisconsin.
 - See applicable annotations for each section consulted.

WISCONSIN MASONIC HANDBOOK

CHAPTER 3

SUCCESS SYSTEMS



A. INTRODUCTION

Progress is defined as "a moving forward, or onward, an advance toward perfection or a higher development." By this definition, progress is surely something every Worshipful Master wants for his lodge. Progress is assured for the Worshipful Master who will incorporate the plans of action in this chapter. They have proven to be successful in every lodge in which they have been properly implemented, and faithfully and enthusiastically carried out.

These "plans" are promoted, administered and vigorously supported by the Grand Lodge F. & A.M. of Wisconsin and were developed with the individual symbolic lodge in mind. They are to aid and assist lodges to foster growth, and to inspire, support and instruct the officers of the lodge.

Contact your Area Administrator, District Deputy, or the Grand Secretary for further information.

B. THE COUNSELOR SYSTEM

A major key to success for a lodge is a thorough and well-planned membership development. Masons realize that the retention of existing members (particularly new members) is important in increasing membership or eliminating a decline in membership.

When a new brother sees that his lodge is interested in him and cares for him, he will return that commitment to his lodge. The "Counselor Program" is designed to accomplish this.

The "Counselor Program" is now published in an 8 ½ X 11 format in a blue loose-leaf binder entitled, "Wisconsin Program." Administrators are vitally concerned with the implementation of the Program.

It is the duty of the Worshipful Master of every lodge in Wisconsin to:

1. Appoint a Lodge Counselor.
2. Make sure his Lodge Counselor participates in scheduled training sessions.
3. Ensure the implementation and continuation of the "Counselor Program."

The first booklet in the Wisconsin Program Handbook, "Let There Be Light," explains succinctly why candidate counseling is important. Briefly, candidate counseling is:

- The candidate's right.
- Needed to secure the candidate's interest.
- An expression of brotherly love.
- Important to prevent defaults.
- Of assistance in maintaining the new brother's involvement.
- Helpful to develop future officers.

Succeeding booklets in the counselor series are:

- "Seeking Light in Masonry" (for presentation prior to the Entered Apprentice Degree).
- "Light in Masonry" (for presentation after the Entered Apprentice Degree).
- "More Light in Masonry" (for presentation after the Fellow Craft Degree).
- "Further Light in Masonry" (for presentation after the Master Mason Degree).

All of the above counselor materials are part of the blue book, "The Wisconsin Program" which can be obtained from the Grand Lodge Office.

C. LEADERSHIP TRAINING

A blueprint for a sure-fire schedule of activities and a notable year is provided for

lodge officers in a Leadership Training Seminar. It consists of a one-day interactive program.

After completion of this workshop, the lodge officers should be able to recognize their individual skills, be better able to plan and organize lodge activities, be better able to understand the communication process within the lodge and to realize the importance of team building and participation.

Participants will leave the workshop better prepared to meet the challenges and stresses of Freemasonry. Materials and case studies are tailored to the specific audience and can be used as a reference and guide after the seminar.

The participation in this program should be on a continual basis. Whoever expects to serve the lodge as Worshipful Master or as a Warden in the ensuing year, should attend even though he may have participated in a previous session. This will help immeasurably to improve regularity, continuity and proper preparation for the lodge's activities from year to year.

These workshops are held throughout the state during the year. To arrange for a workshop, contact your Area Administrator for the current schedule of times and places.

D. DISTRICT SUPPORT TEAM

The District Support Team is structured to act as a guide to assist Masonic Lodges in the district. The goals of the District Support Team are aimed at improving the functional level in lodges related to financial, ritual, program or membership standards. Combinations of these areas may become the focus in each lodge. The program is designed to give support in the very special areas of need for specific lodges in the program. In this way, a "personalized program" of assistance can be developed for individual lodges with a special team of experts assembled to address their particular challenges.

In its operational mode, the District Support Team will be under the supervision of the District Deputy. The identification of the "targeted" lodges will be determined by the District Deputy based on the recommendation of the Area Administrators who serve with him.

As the individualized team is assembled, a District Support Team Leader will be identified (usually the District Deputy). He will assist in drawing together the proper mix of team members who will be able to react to the unique needs of each lodge being so served. The District Support Team, therefore, is made up of different men who are specially identified for each participating lodge. The

District Support Leader has authority and responsibility to identify and organize the membership of the complete team.

It is the responsibility of the Area Administrator to contact targeted lodges and inform them of the nature of the District Support Team program and offer the services of such a team. The specific lodges identified for "support" then have the responsibility to accept or reject the initial involvement of a District Support Team.

The lodges, by votes of their members at regular business meetings, will determine if they are ready for the involvement of the District Support Team. As lodges agree to participate, the Area Administrators will then alert the District Deputy.

Lodges are scheduled for assistance based on the availability of the proper mix of Masons who will compose each Support Team. If several lodges request assistance, they will be scheduled for direct involvement following an orderly rotation of such lodges based on the recommendations of the Area Administrator and their District Deputy.

Each "team" can consist of as many as six members serving under the direction of the Support Team Leader. Each of the teams will require two members from the local lodge. Additional participants will serve as needed with each maintaining a focus on individual areas. The concept recognizes that team members will be made up of Masons who may not be members of the lodges being served. It stands to reason because lodges would otherwise make use of their own members to solve their own problems. Each of the Support Team Members has a specific set of duties and guidelines.

The "Team Leader" is the actual "director of activities" relating to the team and its contact with the lodge. He works with the District Deputy and Area Administrator in determining the needs of the lodge and assists in identifying and securing two local lodge members who will serve on the team.

Other key members of the "Support Team" are the financial advisor, local lodge leader, program advisor, member advisor, and ritual advisor. These key team members may or may not be included in the "Support Team" for a targeted lodge, depending on the lodge's actual needs.

No lodge can improve using only the resources obtained from outside services. Suggestions, examples, encouragement and advice are only potential pathways for improvement. Members of the individual lodges must be willing to work for improvements and must be willing to increase their own levels of care and

commitment to their lodges if true results are to be established. Lodges served by support teams must also be willing to respond to new ideas and suggestions with positive attitudes.

It also stands to reason that each trial activity or method may, in itself, not prove to be the "answer to the problems" confronting an involved lodge. If easy answers were just that, easy answers, all lodges could quickly be on the road to recovery and success.

We know that time; perseverance and patience will overcome any problem. The District Support Team program is a functional tool that can help to direct lodges to higher levels of activity and success.

E. SCHOLARSHIP PROGRAM

One of the most successful projects is the Wisconsin Masonic Foundation's High School Scholarship Program. These scholarships serve the dual purpose of philanthropy and public relations.

The Wisconsin Masonic Foundation presently will match funds, from \$100 to \$500, submitted by Wisconsin Masonic Lodges toward scholarships for graduating high school seniors who intend to pursue a college education. Under this program, the maximum scholarship awarded is \$1000. This is subject to change from year to year.

To participate, a lodge will annually submit funds to the Wisconsin Masonic Foundation, in care of the Grand Lodge Office, giving the names of the high school and where the scholarship will be given. The annual period of time is based on the Grand Lodge year, which closely coincides with the academic school year.

The Wisconsin Masonic Foundation will return a check(s) in the amount doubling the fund submitted. This policy is subject to change and dependent on market conditions. The check(s) will be sent to the Worshipful Master of the Lodge, made payable to the high school, for the benefit of the student(s) named.

In addition to the regular scholarship program, constituent lodges or individuals may participate in providing larger grants to these students. This program allows lodges to provide a \$1,000 scholarship and also allows lodges or individuals to name this scholarship-in perpetuity. There are two programs.

Program - Number 1

In this program a lodge or an individual contributes \$5,000 to the Wisconsin Masonic Foundation, which may be given at one time or over a period of time and in any amount until the \$5,000 is reached. Donors may name the Scholarship after the lodge or individual donor. The lodge or donor will contribute \$350 each year toward the scholarship and the Wisconsin Masonic Foundation will add the \$650 to complete the amount. Scholarships will be awarded every April following the year in which the donor's fund reaches \$5,000. Contributions should be made payable to: "Wisconsin Masonic Foundation Scholarship Fund."

Program - Number 2

This program is similar to the first scholarship program with two exceptions. One in this program a \$10,000 contribution is required from a lodge or individual donor and may be named at the discretion of the contributor. Two-the second variation is that the \$10,000 funds an annual scholarship of \$1,000 in perpetuity for a worthy graduating high school senior with no additional contributions needed. The other details related to the \$1,000 Scholarship Program Number 1 apply to this Scholarship Program.

Special note: The contribution amount may change for new scholarships and is dependent on market conditions.

1. INSTRUCTIONS TO THE HIGH SCHOOL FACULTY

Selection

The responsibility for selecting the recipient(s) from any given high school rests entirely with the local faculty scholarship committee. The only limitation imposed by the Wisconsin Masonic Foundation is that the selection criteria be followed as closely as possible.

Criteria

1. The recipient(s) must be a graduating student from a Wisconsin High School, display a commendable academic record and the potential to successfully continue achievement in a post secondary college or university. This includes a junior college or technical college when the full credit load is acceptable to a degree granting institution. The attending college may be public or private and the course of study must lead toward a baccalaureate degree.
2. The academic course of study selected should be the choice of the student and not a factor in the selection process.

3. The recipient(s) will have demonstrated leadership ability and service as evidenced by school, community and church or synagogue involvement.
4. The recipient(s) must initiate schooling within eight months of receiving the award.

2. RECOMMENDATIONS FOR LODGES

It is also expected that the Worshipful Master, or some qualified member of the lodge, present the scholarship grant to the student (at the High School graduation ceremonies or some other appropriate function of the school.)

In cities that accommodate more than one lodge and/or more than one high school, arrangements should be made to divide or alternate the monies to service all potential recipients. Should more than one lodge be located in a consolidated school district, each lodge may submit its scholarship to that High School.

In the unlikely event that a school district does not permit individual high schools to receive and disburse scholarship funds, the Wisconsin Masonic Foundation should be notified through the Secretary and proper attention will be focused on the specific problem to help resolve the situation.

It is also recommended that a news release be prepared and the local press informed of the presentation. See Chapter 18 on public relations for proper instruction and to view a sample "News Release."

F. GRAND MASTER'S ACHIEVEMENT AWARD

The Grand Master's Achievement Award was established in 1977 to recognize those lodges, which develop and participate in a well-rounded program of activities. It is divided into six sections using a point system to allow for differences between lodges. Minimum requirements are expected in various categories to maintain balanced yet varied activities for officers, programs and Masonic Education.

The first section requires attendance at the Grand Lodge Annual Communication and Schools of Instruction. It further encourages attendance at Proficiency Schools and District Meetings.

The second section promotes visiting and hosting other lodges and a full range of social activities. It also requires at least one Friends' Night. Visitation requires at

least three members, one of which must be an elected officer.

The Masonic Education program requires some Community Image Improvement activity and mandates the implementing of a Counselor System, Leadership Training, Educational Programs and Degree Work.

The fourth section promotes newsletters, public relations releases and other community image activity.

The fifth section promotes the G.M.A.A., Spruce-Up Award, Masonic Lodge Service Award, and the Traveling Gavel.

The sixth section promotes the preparation of an annual budget, creation of a yearly plan of activities, the Perpetual Membership Plan, and a list of concerns.

The G.M.A.A. is strongly recommended whether your lodge qualifies for the Award or not, because it is also used for the Lodge profile or matrix.

The Grand Master's Achievement Award has been very successful in stimulating lodges to have full slates of well-planned activities and lodges have benefited immeasurably as a result.

Those qualifying for the award are suitably recognized at the Annual Communication and the Worshipful Master is presented with an impressive plaque with an engraved marker for display in his lodge building.

G. SPRUCE-UP AWARD

"SOMETHING SHOULD BE DONE TO IMPROVE THE IMAGE OF FREEMASONRY!"

Have we ever heard or expressed these or similar words?

Each of us must be part of the solution in our local community. The outside appearance of the lodge building presents an image of Freemasonry to the community. The inside appearance of the lodge building presents an image of Freemasonry to our members and guests.

Each lodge, in cooperation with other groups using the lodge building, should have regular spruce-up projects. Such projects are necessary to maintain and improve the image of Freemasonry in each community and throughout Wisconsin. Such projects also contribute to our individual pride in being a Freemason.

Merit Awards are presented at the Annual Communication of the Grand Lodge.

SPRUCE-UP CONTEST RULES

- A. The Spruce-up Contest is open to all symbolic lodges, Scottish and York Rite Bodies.
- B. Separate contests will be judged in each of the Districts.
- C. A first place prize for improvements will be awarded in each District. All other entries will receive recognition.
- D. All building improvements, both external and internal, will be received and evaluated.
- E. All entries must be made on the Spruce-Up Evaluation Form. Extra pages may be added at the discretion of each lodge, to more fully describe your improvements.
- F. If possible, before and after photos should be submitted with entry. No slides, negatives, or motion pictures accepted.
- G. Judging will be evaluated according to the number, the quality as well as the meaningfulness of the improvement(s) made.
- H. All entries must be submitted to the District Deputy in your District, no later than the 15th of April. Winners will be announced and awards presented at the Annual Communication. Names of all winners and participants will be published in the Wisconsin Masonic Journal.
- I. A copy of the form necessary to enter the contest can be found in the Chapter 25.

SPRUCE-UP CONTEST SUGGESTIONS

External:

- A sign on the building or property; lights on the building
- Telephone listing with address
- Signs leading into city
- Sign directing visitors and members to the building
- Landscaping

- Painting
- All forms of external repair
- Exterior or building front remodeling flag pole

Internal:

- Painting lighting
- Energy savers
- Furniture repair/replacement carpeting
- Redecorate lounge/dining area/update safety - (exits, extinguishers)
- Update library
- Display past officers' photos/ display awards received
- Welcome sign
- New/refurbish aprons
- Kitchen addition/improvement bulletin board
- New/refurbish rest rooms/ kitchen addition
- Safety strips on step edges or hand rails
- Furniture repair

H. TRAVELING GAVEL

Visitation between the lodges is highly desirable. This is beyond dispute for reasons, which are obvious to all. To encourage visitation, each District has a "Traveling Gavel" and lodges are encouraged to gain possession of it. Rules governing the "Traveling Gavel" follow:

Rules Governing the Traveling Gavel

- One Traveling Gavel is assigned to each District.
- The Traveling Gavels cannot leave their assigned Districts.
- Six visiting brethren one of who must be the Worshipful Master can capture the Gavel.
- The Gavel can be captured only if all six brethren are members of the same lodge holding current dues cards.
- Grand Lodge Officers attendance will not be considered for the purpose of capturing the "Traveling Gavel". The Gavel can be captured only at a regular stated communication.

- In the event of a tie, the lodge representatives coming the greatest distance shall be deemed to have captured the Gavel.
- It shall be the duty of the Secretary of the lodge holding the Gavel, to notify the Wisconsin Masonic Journal, on the first of the month, of the name, address and the stated communication nights of the Lodge.
- The "Traveling Gavels" are not to be used in the lodge work and are to remain in their display boxes.

I. MASONIC LODGE SERVICE AWARD

The Masonic Lodge Service Award is designed to recognize members who have given dedicated and devoted service to their lodge. This award is especially proper for the member who, for many years, has labored for the good of his lodge without receiving major special recognition or honor.

Printed guidelines, program and ceremony suggestions are available at the Grand Lodge Office. The award is in the form of a gold medallion on a cordon of white along with a certificate. Orders must be at least thirty days prior to their planned awards ceremony. A charge will be made for the medallion, certificate, handling and shipping. The Lodge is responsible for the recipient's name.

WISCONSIN MASONIC HANDBOOK



CHAPTER 4 COMMITTEES



A. INTRODUCTION

The Worshipful Master is the chief administrative officer, and is, therefore, responsible for all the lodge's activities within and without the lodge room. An effective leader realizes that he cannot and should not do everything himself, that all must share the work. For example, in building Solomon's Temple, King Solomon, "classified and arranged the workman so that neither envy, discord nor confusion, was suffered to interrupt that universal peace and tranquility . . . such is the task in planning to be an effective Master. Careful selection and assignment of qualified brethren to each committee should be given serious thought.

Without conflicting with the present Worshipful Master's plans, the Senior Warden should select the people to chair committees during his term as Worshipful Master, long before the election. The people chosen should have an enthusiasm for Freemasonry and for the program they direct.

The Senior Warden should review the responsibilities currently assigned to each officer, committee and member of the lodge. Do they include all the functions and activities in which the lodge should be active? Are there areas of responsibilities that overlap or are not assigned? Do these conform to your bylaws?

Successful, active lodges assure continuity of their activities by careful organization and definition of such activities to prevent their loss or delay with a change in lodge administration.

The brethren chosen to chair committees should have knowledge, special talent or an interest in the area of their assignment. They should have time to devote to the committee. They should agree to work amicably with anyone whom the Worshipful Master may appoint to chair other committees; and they should also have a deep sense of responsibility.

No appointment should be made without asking the brother individually and specifically if he is willing to accept the appointment and to work diligently at the task assigned. This must be done before the committee appointments are announced.

Whatever committees are appointed, plan them well in advance and be sure that the committee chairman understands that each committee is expected to discharge its responsibilities. No one can afford committees in name only - see to it that they work. One of the best stimuli in accomplishing this is to make it known that committee reports will be called for at specific times.

Some general rules for the operation of a successful committee are:

- Have active chairmen who are delegated authority to recruit their committee members.
- Follow a planned agenda.
- Start on time, work your plan, and adjourn early enough.
- Give advance notice of each meeting in writing; then call and remind each member a day or two in advance.
- Keep a written record of important items of each meeting.

Perhaps some lodges will use more committees than may be found in the following paragraphs. Members of committees usually take an active part in the lodge. Committee appointments activate old as well as new members of the lodge. Attempt to involve a large number of members in committees, which will stir their interest and activity.

B. SUGGESTED COMMITTEES AND THEIR DUTIES

The following is a list of some typical lodge committees, their duties and responsibilities:

1. ATTENDANCE COMMITTEE

The chairman of this committee should very likely be the Senior Deacon and should consist of enough members so as to efficiently discharge the following duties:

- A constant striving toward better attendance.
- Use this committee as a telephone calling committee for local members. Each local member should be called at least four times during the year.

- When calling, offer transportation. A brother is more likely to attend a meeting if someone offers to pick him up.
- Maintain statistics relative to the effectiveness of this committee. Teams could be selected from within the committee who might want to compete with each other in securing better attendance.
- This committee should be used to call the membership advising them of a Memorial Service.
- Specifically, be sure the brethren are called to attend lodge on the anniversaries of their raising and on their birthdays. Send birthday greetings on behalf of the lodge. The Lodge Secretary will have the dates.
- Close coordination and information sharing with the Program Committee is needed.

2. PROGRAM COMMITTEE

The Senior Warden might well be the chairman of this committee but when he is not, the committee must coordinate with him. Programming is of such importance that a separate section of this HANDBOOK is devoted exclusively to this subject. (See: Lodge Programming, Chapter 5 of the HANDBOOK.) Duties of the committee include, but are not limited to:

- Planning specific programs in advance of the year and second half of the year. Degree work, because the timing and amount is usually uncertain, can be worked in as specials, if necessary, not interfering with any planned programs.
- Consulting with the Worshipful Master for any preferences or suggestions he might have.
- Consider assigning each program to a separate brother or group of brethren for developing and arranging.
- Making sure that the Attendance and Publicity Committee are kept well informed of your plans so that proper information can be given to the membership.
- Arranging meetings involving a dinner or potluck or buffet as they are

usually well received - remember, one way to a Mason's lodge attendance, like a man's heart is often through his stomach.

- Encouraging lodge visitations on those evenings when an especially good program is being planned.

3. DEGREE COMMITTEE

This committee has no single chairman but probably three co-chairmen - one for each of the symbolic degrees which could be the **Worshipful Master** for the **Master Mason Degree**, the **Senior Warden** for the **Fellowcraft degree**, and the **Junior Warden** for the **Entered Apprentice Degree**.

A Degree Part Checklist can greatly assist in planning who is to do the various parts of each degree. By reviewing this form, one can ascertain who has what part and what parts need to be assigned. It would be a wise act for the Worshipful Master at the beginning of his term to fill in the blanks with names along with alternates. It is a good mark of planning and it reflects accordingly. Copies of this form can be found in Chapter 25. Be sure you have the Multiple Letter Cipher available for use in the ritualistic work.

The responsibilities of each of the Degree Captains for specific degrees are:

- Secure and develop the degree team with satisfactory alternates in key positions. Use brothers who are not officers whenever possible. Put as many men to work as possible.
- Arrange for sufficient rehearsals so that the work may be impressively exemplified.
- Utilize the skills of the proficiency man assigned to your lodge or call on the District Lecturer for assistance as needed.
- All officers are required to participate in the Schools of Instruction and members of the degree team should be urged to attend. All lodge members are welcome.
- Keep moving the work around, giving the newly made Master Mason a chance to work in a degree.
- See that the Charges are committed to memory as part of the work when ever possible.
- The Deacons should be members of this committee and be charged with the responsibility of the proper preparation of the candidate. Others may do the preparing but the Deacons should be responsible for it and see that it is properly done.
- As a member of this committee, the Senior Warden should arrange for

outstanding degree teams in other lodges to visit his lodge and confer degrees occasionally. Be sure that the Attendance Committee is informed of such visitations well in advance so that extra effort can be expended in promoting attendance.

- Once again, all members of the lodge should be encouraged to work on a degree team. This committee should be concerned with the proficiency of the work as well as with providing ample opportunity to each member to work if he is capable and so desires.
- Encourage all posters, officers and degree team members to work toward a ritualist card or proficiency card. Further information relating to Proficiency and Ritualist Cards may be found in the Multiple Letter Cipher, pages 14, 15.

4. POSTING COMMITTEE

The Posting Committee should consist of the Lodge Counselor who is very proficient with the “Wisconsin Program”. If the lodge has a Ritualist/Proficiency man as designated by the Grand Lecturer, they should be on this committee. Their duties would be to teach candidates the prescribed ritualistic work and to conduct examinations as defined by the Masonic Code of Wisconsin.

5. PUBLICITY COMMITTEE

The appointed “News Hawk” should head the Publicity Committee. A wide-awake Publicity Committee will play an extremely important part in maintaining the vitality of the lodge. Some of its duties could be:

- To see that proper notice of all meetings is given to members of the lodge with special emphasis on special meetings. This requires a coordination of effort between the Program Committee and Attendance Committee. If the Worshipful Master uses a Trestle board he should also consult with his committees when creating the Trestle board.
- It could be most beneficial to develop and publish a monthly bulletin discussing recent activities as well as those planned for the future.
- Arrange for newspaper publicity regarding interesting events including pictures wherever possible. Advance publicity will receive more attention than post publicity. Also, arrange to send this information along with photographs to the Editor for possible use in the Wisconsin Masonic Journal. This committee should become familiar with the requirements of the media being utilized to prevent any disappointment or

misunderstanding.

Refer to Chapter 18 of the HANDBOOK for timely tips on news releases and "Public Relations".

6. REFRESHMENT COMMITTEE

The inner man needs proper attention and it is the purpose of this committee to satisfy that need. The Stewards are the logical co-chairmen as stated in the installation.

Some duties could be:

- i. To see that the tables are properly furnished with refreshments as directed by the Worshipful Master.
- ii. To assume responsibility for planning and arranging the food portion of all dinners and banquets.
- iii. Take charge of dinner ticket selling and reporting of reservations. Close coordination is required with the Program Attendance and Publicity Committee.

7. VISITATION COMMITTEE

The chairman of this committee should be the Lodge Chaplain and the members could very well be composed of retired brothers. The responsibilities could include visiting brethren who are confined by sickness or ill health. Remember especially to treat the confined brother "as you would like to be treated if you were in his position"

8. GREETING COMMITTEE

This committee might best consist of the Worshipful Master and Wardens. They should arrive at the lodge well in advance of the appointed time for the meeting and greet each and every brother as he enters the lodge building. This not only creates a friendly atmosphere, but also makes each brother feel that the officers of the lodge are personally interested in his attendance. This is also a good opportunity to welcome a visitor and make him feel comfortable and at home.

9. FURNITURE AND/OR PROPS COMMITTEE

The Counselor of the lodge is the logical chairman of this committee or the chairman of the trustees. The duties should include:

- a. To see that the jewels, regalia, and furniture of the lodge are in proper order for each meeting
- b. To keep the necessary equipment used in the preparation of candidates clean and in good order at all times.
- c. To see that all aprons are kept cleaned and pressed.
- d. To make sure that all equipment is put away in its proper place at the close of each meeting.
- e. Work with the Degree Captains in providing, setting up, and returning to its proper place all of the properties needed for the conferring of degrees.

10. FINANCE COMMITTEE

Each lodge shall have a Finance Committee consisting of the Worshipful Master, Senior and Junior Wardens, as provided by the Wisconsin Masonic Code, Chapter 62.04. The basic responsibilities of this committee are to:

- a. Examine and approve all bills, claims, and accounts brought before the lodge.
- b. Periodically examine the books and vouchers of the Treasurer and Secretary and report to the lodge.
- c. Annually present an income and expense budget to the lodge for adoption. Attention should be given to special and separate accounts such as charity, repairs, etc. as well as reserve and depreciation accounts. Periodic reviews should be made of the budget process with reports made to the lodge. See Chapter 6 of the HANDBOOK.
- d. Take particular care to periodically review all dues accounts to determine the delinquencies and arrange to take the necessary action to prevent perpetuating the problem by **PERSONALLY** calling on local delinquents, and try every means possible to avoid suspension. Perhaps a payment plan can be arranged or maybe a referral to the Charity and

Welfare Committee is needed.

- e. A study should be made, at least annually, of the income accounts in order to detect the possible need for adjusting any fees or dues along with an appropriate recommendation.

11. MEMORIAL SERVICE AND OBITUARY COMMITTEE

This committee usually consists of the Secretary and at least one Past Master whose duty it is to prepare the obituaries within the wishes of the family and to set up a method within the lodge to notify all the brethren of the time and place of a Masonic Memorial Service, using the Attendance Committee when applicable.

12. MEMBERSHIP COMMITTEE

The most valuable resource of every lodge is its membership. A Worshipful Master who knows his membership and puts it to work for the best interest of the lodge is bound to have a successful program. To aid a would be Worshipful Master in planning his yearly program, it would be worth the effort to assemble a profile of the membership's talents and abilities, which the lodge as a whole could benefit from. For example, the committee could compile statistics regarding its membership, average age, length of membership, proximity to the lodge building, to other members, or for uses by other committees, the Worshipful Master or Secretary/Treasurer. The information gathered from the survey could be unlimited, keeping in mind that the information is for internal lodge use only. You must comply with Chapter 89 of the Masonic Code of Wisconsin. A suggested copy of the Membership Form can be found in Chapter 25.

13. EDUCATION COMMITTEE

"The basic function of a Masonic Lodge is to make Master Masons. This does not mean the formality of raising candidates it extends far beyond that period in the life of a Mason. The task of making Master Masons must be directed toward all of us, those who are Master Masons. At no time in Masonic history has there been a greater need for an understanding of what Freemasonry is and what it stands for than there is today."

"The fruits of our efforts to teach and to learn about Freemasonry, the interest that we show the candidates as we welcome them into the new World of Freemasonry, and the knowledge and enthusiasm which we give to our members will be evident in the years to come. We will reap in exact proportion to the amount we sow."

Because this is an area of such importance, a separate section of this HANDBOOK has been devoted exclusively to Masonic Education. See: "Educational References," Chapter 14 in the HANDBOOK, also refer to the "The Counselor Program Handbook" in the red loose leaf folder entitled, "Let There Be Light."

14. INTERVIEWING COMMITTEE

This committee, which the Worshipful Master selects for each petition, is of the utmost importance since the brethren selected are generally the ones who leave a deep and lasting impression on the petitioner and his family.

The Worshipful Master of the lodge shall appoint an interviewing committee of three members and it shall be the duty of each member of the Committee to personally interview the applicant to determine his qualifications for membership and file an individual report or a collective report with the Secretary of the Lodge. Each member of the Committee shall make a recommendation based on the facts and opinions formed from these facts.

The Worshipful Master of the lodge shall determine the method by which the members of the Interviewing Committee shall conduct their interviews. The Master may appoint a Master's Board to consider the reports of the Committee members and to interview the applicant, as the Master may order.

The Worshipful Master of the lodge may order the members of the Interviewing Committee (and Master's Board, if used) to complete the separate petition interview report prepared by the Grand Lodge Committee of Masonic Education. The forms for such reports are available from your lodge secretary or the Grand Lodge Office.

Should an interviewing committee or a majority thereof refuses to report on a petition, the Worshipful Master shall discharge the committee and appoint another one. If one member of an Interviewing Committee makes no report, the Worshipful Master may appoint another member in his place or he may order a ballot. The Master shall not demand that a member of an Interviewing Committee state his reasons for his opinions.

15. CHARITIES AND WELFARE COMMITTEE

One of the greatest attributes of a Freemason is the aid and assistance toward his fellow man through charity. Although many charitable acts are conducted on an individual basis, there are several areas in which the lodge can become involved. The Charity Committee is a standing Committee of the lodge and its duties are covered in the Masonic Code of Wisconsin, Chapter 63, Section 63.07,

Regulations for Lodges.

16. YOUTH COMMITTEE

The Youth Group Funding Committee is governed by the Masonic Code of Wisconsin and defined in Chapter 29, Section 29.191 and Chapter 62, Section 62.02.

One of the most important responsibilities of the Junior Warden of the lodge is as liaison to all Masonic youth organizations. The sponsorship, support, promotion and assistance in the development of the activities of Chapters of De Molay, Bethels of Job's Daughters, and Assemblies of Rainbow for Girls is vital to their existence and well being as well as ours.



WISCONSIN MASONIC HANDBOOK

CHAPTER 5

LODGE PROGRAMMING



A. INTRODUCTION

Despite all of the rules, regulations, instructions, and suggestions that we can lay down with respect to officer's duties, committee work, and effective lodge administration and operation, probably the most effective single facet in making and keeping our lodges dynamic is the extent to which programs are planned and executed. This statement applies not only to the planning of entertainment type programs but includes, as well, the term "programs" itself, the balancing of such activities as good ritualistic work, complete instruction to candidates on Freemasonry's tenets and purposes, continuing education for the membership, developing charitable activities, and all other activities related to a "well rounded lodge program."

The purpose of this section is to discuss the individual program as presented at a lodge meeting, which often will have influence on a continuing program of a specific nature.

Special attention must be given by the Wardens to the absolute necessity of program planning and arrangements well in advance of the time for installation. The chairman of the Program Committee must also be selected well in advance of the new year because he, with the Senior Warden, must begin constructing the program no later than during the fourth quarter of the current year.

Probably most lodge officers would place attendance at the top of the list of problems involving the successful operation of a Masonic lodge. When a lodge is troubled with attendance, it is the most nagging and harassing problem of all. The members who do not come to lodge are not entirely to blame - the sad fact is there may be little to make them want to come, or if they do come there may be little to make them want to come back.

For many years there have been lodge officers who have drifted into a sense of complacency by assuming that the conferring of degrees is the most important - and perhaps the only - business of the lodge.

Of course, the conferring of degrees in a dignified and impressive manner is

important it is the door through which a man enters the Masonic edifice. After the door has been opened, a man hopes that he will find warmth, respect and affection and many other things that make him glad he came through the door. There is so much more to Freemasonry than just the degrees - there has to be!

Every Mason is entitled to more than the initial impressive ritualistic experience. He wants to take his place in a Fraternity that has been of tremendous importance in our world for countless ages. He receives our impressive degrees and proudly awaits further Masonic knowledge, but the bitter facts of life are that here the story ends for some Masons. We want to try to prevent his adopting the philosophy so often expressed about main events - "you see one, you've seen them all"

Good attendance implies that a resulting successful lodge can be achieved by any set of lodge officers with the serious application of imagination and enthusiasm, but it is only the officers who can achieve this, no one else, including the Grand Master. Leadership and its resulting success cannot be legislated, but the members of a lodge have a right to expect their officers to make a **REAL EFFORT** to provide and display it.

WHAT YOU NEED TO KNOW BEFORE YOU CAN PLAN

As you start to plan the calendar for the year, it is helpful to begin by compiling some background of facts concerning:

- National Holidays, Holy Days and Commemorative Days.
- Community, State and National Events.
- Historical Events and Committed Dates in Freemasonry - School of Instruction, Area Administrator meetings, Annual Communication, St. John's Day, Washington's Birthday and Table Lodge.
- Sports Events - Opening day of fishing, bird and deer season, opening day of baseball, football events, hockey, basketball, snowmobile races, (Note: These can be potential program activities also).
- Continuing Programs in your lodge: Ladies' Night, Valentine Dinner, Ladies at the Table, Sweetheart Night, PMP Night and Old Timers' Night, Rededication to Masonry Night, Past Masters' Night, Craft Team Dinner, Tri-lodge Family Picnic, Friends' Night, and similar programs.

- Average Number of Candidates per year - (last three years).
- Visitations Planned - Capturing the Traveling Gavel, etc.

B. SUGGESTIONS FOR PROGRAMS

There are many program ideas and special days that each lodge can convert into Masonic instruction and information concealed beneath a covering of fun and amusement. The lodge must perform this work itself under the guidance and direction of the Worshipful Master. He may assign a program or a special day to one Brother to develop and implement. He may name a committee. It cannot be done by someone miles away from your city or town who is not familiar with the talents and abilities of your brethren. Therefore, we offer program ideas only as suggestions for your consideration. You should pick and choose carefully.

You are urged to include in your calendar at least one lodge program per month. In planning these programs you should bear the following in mind. The unique thing we have to give to our members is Freemasonry! They can buy better meals and see better shows than the lodge usually provides, but they are not likely to find the teachings of Freemasonry inculcated elsewhere.

The foundation laws of the Craft that are called Landmarks restrict the membership to men only. There are numerous related Masonic bodies where the ladies may become active. The Order of the Eastern Star, Job's Daughters, Rainbow for Girls and the Order of the Amaranth are only a few. Your lodge may also have auxiliary groups, clubs and friendship circles for the ladies. All members are encouraged to invite their ladies to family and social activities such as parties, dinners, dances, tours, civic events and charitable efforts of the lodge. Non-Masonic friends and families may also take part in many Masonic supported programs.

C. DETAILED SAMPLE PROGRAMS

The following section explains in further detail specific programs, which have been tried and found successful. In order to expand this list, the Education Committee would be pleased to receive your suggestions on programs so that a supplement to this booklet can be prepared on an annual basis. Please send any such suggestions to the Grand Lodge Committee on Masonic Education at Grand Lodge Office.

1. RECOGNITION AND OCCASION PROGRAMS

a. Anniversary Programs

There are two types of anniversaries to be observed. The first is the actual birthday anniversary of a brother. This might provide for recognition by sending him a card from the lodge or from the Worshipful Master calling the event to the attention of the lodge at the nearest meeting date prior to the actual birthday. Some lodges make an effort to acknowledge all birthdays once a month.

The second type is the recognition of the Masonic anniversary of a brother. In this the Worshipful Master or lodge sends the brother a special card and an invitation to attend lodge on the nearest meeting date to the actual date of his being raised to the Sublime Degree of Master Mason. On the night of the meeting, the Worshipful Master usually makes arrangements to see that the brother is present and takes the opportunity to recognize the brother with a special welcome calling attention to the event.

b. Father and Son Night

This is primarily an occasion for a social meeting either preceded by a dinner or followed by a lunch. The program should be the type to interest youth as well as the adult membership. However, emphasis here should center on the interests of the young men.

If you have a speaker, be certain that he is able to interest and entertain and thereby to hold the attention of the young people present. If possible, he should be a "name" person respected by the youth, and someone able to communicate. A sports personality might be an example here.

The balance of the program should be light and short so there may be a social period with the young people present.

c. Fifty-Year Certificate Presentation

Fifty Year Certificate presentations are usually adopted as part of another program or at a Stated Communication. However, there are several suggestions which can be helpful in preparation for it, particularly if you request a Grand Lodge Officer, who is not acquainted with the recipient, to present the certificate and lapel pin. Presentation ceremonies can be found in Chapter 10 of this HANDBOOK.

A brief Masonic history and interesting information on the private life and line of

work may prove helpful. In case of multiple presentations, it is prudent to talk with the group before the program and to try to select one man to give the response (if age deems this advisable). Many times friends of the recipients may have some interesting remarks and this should be encouraged because it creates interest and adds to the program. Light refreshments could be served following the program, but this, of course, is optional.

d. Installation Night

When a lodge holds an open installation, it has the opportunity to show its families and friends something about Freemasonry. The Installation ceremonies, carefully presented, are impressive and illustrate the democratic philosophy of Freemasonry. This opportunity may also be used to have some well-informed brother give a short talk on some aspect of Freemasonry. This is an ideal time to use the public opening and closing which can be found in Chapter 10 of this HANDBOOK. This is preferable to asking your guests to wait while you open in the Master Mason degree, in private.

e. Mason of the Year

A Mason of the Year Program is one, which could be part of a regular lodge meeting or an informal dinner. However, it is important to include the family of the recipient whenever possible. This program should incorporate some prominent man to speak on a subject pertinent to the individual's life and achievements.

The lodge could present the Masonic Lodge Service Award or a plaque of commendation to the brother being so honored. Further information on the Masonic Lodge Service Award can be found in Chapter 3 of this HANDBOOK.

f. New Members' Night

This program could be presented in two different ways as part of a lodge meeting, or informally in conjunction with a dinner. As part of a lodge program, the new members could be introduced individually and a brief presentation given on their line of work, hobbies, etc.; or they could be asked to do this themselves. In any event, it is an excellent way for the new members and the brethren to become acquainted.

If a dinner is planned, you could invite the new members' families and introduce them to the lodge members following the above-mentioned format. Frequently, someone is selected to give a short talk - perhaps to explain to the new members and their families the goals and benefits of Freemasonry.

g. Past Masters' Night

A Past Masters' Night program, because of its inherent attraction to the membership, should be of special significance and can have many variations depending on the size of the budget and the imagination of the planners. Several suggestions are herein mentioned for consideration.

Attendance at all functions seems to be our greatest cause for concern, and inviting the wives and families to attend such an event may help alleviate this. Many lodges invite the widows of Past Masters and seat these ladies in a place of honor. Whether or not they should be guests of the lodge is entirely up to the individual lodge, but it is an excellent way to perpetuate their interest in Freemasonry.

A printed program is an asset and it should list the officers, trustees, Past Masters, distinguished guests and an outline of the program. It is important to select someone with speaking ability to be your Master of Ceremonies.

The following is a suggested program:

- 1) Invocation.
- 2) Dinner
- 3) Words of Welcome by the Master
- 4) Introduction of officers, Past Masters, Past Masters' widows and distinguished guests
- 5) Roll Call of deceased Past Masters
- 6) Response for Past Masters (the oldest living Past Master is often very effective for this part of the program)
- 7) Main speaker or entertainment
- 8) Close

Other suggestions for inclusion in a Past Masters Night could be the presentation of the Past Masters Certificate to the newest Past Master, presenting the 50-year membership, or honoring some worthy member.

Some Masters adopt a theme for their year and provide commemorative souvenirs in line with their theme, such as bibles, trowels, coins, aprons, etc.

h. Patriotic Night

Some of the patriotic days which lend themselves to special Masonic programs are: Armed Forces Day, Flag Day, Independence Day, Veterans Day, Memorial Day, Labor Day and Presidents Day.

Because there is to a certain degree similarities of these programs, we will present one as a template for them all.

i. Flag Day Program

A Flag Day program can give full play to the imagination, while at the same time reminding our brothers of their sworn duty to our country. The flag of the United States of America is important to Freemasonry; it is a symbol of our nation, its history, glory and fundamental principles. Many Masonic principles are part of the American way of life. Freemasons, being familiar with the use of symbols, will get more out of looking at the Flag than non-Masons. Flags as symbols have been used in many forms from time immemorial, and the history and glory of our Flag as a focal point of a specific program could be a most thrilling and exhilarating experience. This is the kind of program that can be well adapted to a meeting for Masons only, as well as for both Freemasons and the public.

A typical program might be constituted as follows:

- 1) Welcome by the Worshipful Master.
- 2) Invocation by the Chaplain.
- 3) Presentation of the Flag - A Commandary Guard of Honor would be most fitting.
- 4) National Anthem - sung by all.
- 5) Reading of the first ten Amendments of the Constitution of the United States, by the Worshipful Master.
- 6) Address: "The Flag of the United States" by Virgil E. Carrithers, read by the Senior Warden. The address can be found in Chapter 10 of this HANDBOOK.

- 7) Reading: "The Flag Goes By," by Henry H. Bennett, read by the Junior Warden or another brother well qualified to do such a reading. The poem can be found in Chapter 10 of this HANDBOOK.
- 8) Retirement of the Flag.
- 9) Benediction - by the Chaplain.

An excellent booklet titled, "Star Spangled Banner," published by the Supreme Council 33°, Ancient and Accepted Scottish Rite of Freemasonry of the Southern Jurisdiction, is devoted exclusively to articles and information about the American Flag and is available to any Mason. This booklet is a reprint of the June 1988 issue of their "New Age Magazine." You may wish to order a number of copies and pass them to the brothers at the close of the meeting as they are priced at a bargain. Place your order with: The Supreme Council, 33°, 1733 Sixteenth Street, NW, Washington, D.C. 20009-3199, PHONE (202) 232-3579, FAX (202) 387-1843.

j. Youth Recognition Night

Those lodges, which have De Molay Chapters, Jobs Daughters Bethels or Rainbow Assemblies meeting in their building, have an unparalleled opportunity for an interesting and delightful program. Lodges located within a reasonable traveling distance from one can also use this or more of those Masonic sponsored youth groups.

Set aside a special night each year to honor them. Invite all their members to a special communication called for this purpose; if asked, they will be pleased to participate in the program. Assign them a specific time frame to fill and leave the choice of program up to them, but suggest that your brethren would like to know about their group.

Arrange for entertainment that would appeal to all age groups. This could be a celebrity such as a sports figure, a musical performance, a good movie, DVD or videocassette. Many good movies are available at your local library. They may even lend you the projector. Obviously, there are many other possibilities, but keep it relatively short and lively. The entire atmosphere should be kept informal. Make the young people feel at ease.

You should devote a portion of the program to explaining something about

Freemasonry to the visitors. Young people are very inquisitive and interested in the Fraternity, which provides them with leadership and advisors. This portion, although vital, should be kept very brief. Don't try to tell them everything about Freemasonry in one sitting.

Bring the evening to a fitting and pleasant close by retiring to the dining room for refreshments. Young people especially enjoy pizzas or submarine sandwiches with soft drinks as well as cake and ice cream.

2. EDUCATIONAL PROGRAMS

a. Wisconsin Masonic Benevolences Night

Wisconsin Masonic Home, Masonic Village on the Square and Mason Woods are our greatest charities.

All Masons and their families need to know much more about each of these great charities. Your District Deputy will be pleased to arrange for a qualified speaker on this most important subject when ever possible.

This type of program can be adapted to a meeting for Masons and their ladies, preceded by a dinner. A sample program could be:

- 1) Welcome by the Worshipful Master.
- 2) Invocation by the Chaplain.
- 3) Introduction of Masonic guest speaker.
- 4) Program (should be kept to 15-20 minutes)
- 5) Introduction of guests and dignitaries.
- 6) Benediction.

b. Masonic Round Table Discussion

Don't overlook that a dinner, however simple, will automatically bring out more members than the same program without a meal. Following dinner, a "planned panel" type of assembly could be conducted right at the table. The Worshipful Master or some appointed member would act as moderator and some of the officers and Past Masters as panel members.

The questions might be solicited in advance to be answered by the panel with the door wide open with respect to the type of question, as long as it is Masonic - history, ritual, By-Laws, traditions, teachings, landmarks, etc.

To set the ball rolling, several questions could be "planted" in the audience. An exceptionally good source for such questions is the pamphlet, "One Hundred and One Questions About Masonry." This is a Masonic Service Association publication and is available from the Grand Lodge Office for a modest fee.

We recommend also, that a copy of the Wisconsin Masonic Code with the latest supplement and a copy of the latest Grand Lodge Proceedings be available for reference.

c. Re-obligation Night

This can be a most significant program and it is one in which some Grand Masters have had a special interest and a desire that all lodges participate at approximately the same time.

The month of January has been proclaimed, in the past, as the time during which a re-obligation program would be conducted in each lodge. This is a fine opportunity for several lodges to hold a joint meeting with some of the officers of each lodge participating in the program.

RE-OBLIGATION PROGRAM

This is intended to be suggestive only. There is no obligation to follow this program verbatim.

Except where the Ritual is quoted, word perfection is not to be insisted upon, and perhaps the officers, in giving this program, would prefer to merely say the meaning and then put it in their own words. However, where the Ritual is quoted, the quotation should be exact. Proficiency men and the Cipher Key should provide the desired exactness. A sample program can be found in Chapter 10 of this HANDBOOK.

d. Table Lodge

Essentially, a Table Lodge is a Masonic banquet with toasts, and yet it is much more than that. It is a special lodge ceremony in itself, very ancient, with a ritual, formalities, and a special terminology, which is of some interest. Table Lodges may be traced back over two centuries in English Masonry and may have been

practiced in Scotland during the reign of King James I, about 1430.

At the present time in England, these ceremonies are called "The After Proceedings," and are conducted after the business of the evening is disposed of. Traditionally, Table Lodges are held on one of the Saints John Days, December 27 or June 24, but they may be held at other times, as the lodge desires.

According to custom, Table Lodges were always held in the Entered Apprentice Degree. The French Masons had a very formal system of rules for Table Lodges, long and elaborate. These rules have been abbreviated taking care to retain all the significance of former times.

The only true traditional holidays of Ancient Craft Masonry are the Feasts of the Holy Saints Johns, to whom all lodges are now dedicated. The origin of these feasts is veiled in antiquity, but all Masons regularly celebrated them as late as the American Revolution. Masonic history informs us that George Washington regularly attended these feasts during the time he was leading the Continental Army.

It is impossible to determine when and where the first Table Lodge was held. We do know that our Ancient Brethren were great trenchermen. The method of giving toasts, no longer practiced but once very common, seems to have originated among Freemasons at Table Lodges. The very title of the presiding officer, "Toast Master," is quite significant, and some evidence of the Masonic origin of the practice. The combination of exuberance and good fellowship with high-minded discussions of the important Masonic topics is quite characteristic of the old style Table Lodge.

A Table Lodge is often called, "The Ceremony of the Seven Toasts," and is an opportunity for genuine fellowship while enjoying the Festive Board.

The guidelines and ritual for a Table Lodge can be found in this HANDBOOK in Chapter 10.

e. Square and Compasses Week

Square & Compasses Week, usually the last week in February, is an excellent opportunity for the lodge to have an Open House. The object of this special week is to increase public awareness of our Fraternity, to correct misconceptions and to create a favorable image within the community. It is a good opportunity for the lodge to put its best foot forward to inform the community about the positive aspects of the Masonic Fraternity.

During this week, every brother is encouraged to proudly wear the Square and Compasses lapel pin. It's by wearing his lapel pin and only that emblem; each Mason has the opportunity to be a part of the statewide program, even if he cannot be a part of the lodge activities that week.

f. Educational Talk Programs

The following are suggested programs:

1) The "apron speech" makes an excellent topic for a short talk. Check the index in the Three-Minute Mason Program to start you out. Include an apron presentation, which can be found in Chapter 10 of this HANDBOOK or in the Multiple-Letter Cipher. Why not request attending members to bring their original leathern apron?

2) The joys of good food and fellowship have drawn men through out the ages. "The Knife and Fork Degree" by Elbert Bede in his book "3-5-7 Minute Talks on Freemasonry" can help you make for an interesting meeting. The book can be purchased from Macoy Publishing and Masonic Supply Company, P.O. Box 9759/3011 Old Dumbarton Road, Richmond, VA 232280759, telephone no. (804) 262-6551, or J.P. Luther Co., 173 South Pearl Street, P.O. Box 344, Berlin, WI 54923, telephone no.1800-522-2352.

3) Masonic Code Night - Invite a member of the Grand Lodge Committee on Jurisprudence to discuss the history of Masonic law and set aside about 15 to 20 minutes for the brethren to ask questions pertaining to Masonic law. "The Courts and Freemasonry" written by Alphonse Cerza available through Macoy Publishing & Masonic Supply Company. This book has, "case histories that have or could affect Freemasonry." Another variation to this type of program could be a question and answer format selected from two teams. Questions could be selected from the Masonic Code Correspondence Course. Quiz each team and think up a reward for the winners.

4) Masonic Values - Freemasons are to be building a temple of kindness and good will in the midst of a world where neither kindness nor good will have an easy time of it. This makes an excellent topic for a short Masonic educational talk. Any Mason can exercise his own imagination in developing this topic as well as other values such as friendship and sympathy.

5) York Rite/Royal Arch Mason Night the story of the origin of the Mark Master Degree is an interesting one for all Masons. The reasons why Masons each had a mark to distinguish their work is also an interesting story.

6) The Book "Anderson's Constitutions" - A copy of "Anderson's Constitutions" can be passed around the lodge room for individual perusal. Information about this may be obtained from any Masonic encyclopedia.

7) Early Craft Customs - An interesting talk can be written around the theme of early craft customs. Darrah in his book, "History and Evolution of Freemasonry" has a chapter, which contains material for such a talk.

8) Ritual Interpretation Night - Thomas Smith Webb was responsible in large measure for the present system of work and lectures in America. Information for a short talk may be found in any Masonic encyclopedia or book on the history and evolution of Freemasonry.

9) Ritualist William Preston - William Preston, an eminent Masonic scholar, has given us a Masonic philosophy. The key word for Preston is, "knowledge." His philosophy is encompassed in our American lectures. This young Worshipful Master took it upon himself to write lectures of Craft Masonry, which were subsequently accepted and handed down to us. Material for such a talk is available in Masonic Encyclopedias, or in Chapter One of Roscoe Pound's "Masonic Addresses and Writings." A rich source of information can be found in the three-volume set titled, "The Collected Prestonian Lectures", covering a span of time from 1925-1987.

10) Albert Pike's Famous Lecture - Give a brother a copy of Volume V, "The Little Masonic Library", available from Macoy Publishing and Masonic Supply Co., and ask him to read this famous lecture beginning on page 13. This lecture is just as pertinent today as it was in 1858. All will welcome a fifteen-minute talk on this famous lecture.

11) The 47th Problem of Euclid - The 47th Problem of Euclid is discussed in "Coil's Masonic Encyclopedia" and makes an interesting topic for a ten-minute talk. It is also the subject of the October 1930 Short Talk Bulletin, available from the Masonic Service Association.

12) Another excellent source for short Masonic talks is Joseph Fort Newton's book, "The Builders", available through the Grand Lodge Office. The first chapter is entitled, "The Foundations" and makes an excellent resource for a short inspirational and educational message.'

13) "From Whence Came We?" - This is the title of the first Chapter in Carl Claudy's "Masonic Harvest". It makes for an excellent short talk.

14) The Hiramic Legend has been introduced to teach a lesson. The truth about

Hiram Abif is of interest to every Mason. The current state of knowledge may be found in any Masonic Encyclopedia. "King Solomon's Temple in the Masonic Traditions" by Alexander Horne, Chapter XIV, pp 280-345 has an excellent expository.

15) Every Mason is entitled to know more about his heritage. No story is more moving than that of the role Freemasons played in healing the wounds of our Civil War. This story is told in Allen Roberts book, "House Undivided", available from Anchor Communications, 110 Quince Ave., Drawer 70, Highland Springs, VA 23075-0070.

16) Jachin and Boaz - The two pillars makes an excellent topic for a short educational talk. Check "Coil's Masonic Encyclopedia" for information that can be of interest to every Mason.

17) A discussion of the "Landmarks of Freemasonry" is always of interest to the brethren. Material for such a talk may be found in any Masonic Encyclopedia but a good discourse appears in pp. 141- 158 of Volume I, "The Little Masonic Library". The "Landmarks" may also be found in the Appendix, Part 9 of the Masonic Code of Wisconsin.

18) Masonic lodges met for more than one hundred years in taverns. The reasons for this and a description of the taverns, which were the meeting places of the four lodges, which originally united to form the Grand Lodge of England, may be found in Darrah's book, "History and Evolution of Freemasonry".

19) Masonry, What it Means to Me Find a brother who is willing to share an inspiring message on Freemasonry. For example: On September 22, 1951 Brother Frank Bertell delivered a three minute talk which began, "I hold in my hand a little scrap of paper, 2 1/2 x 3 1/2 inches in size. It is of no intrinsic worth, not a bond, not a check or receipt for valuables, yet is my most priceless possession. It is my membership card in a Masonic Lodge . . ." Ask a brother to expound upon all that this card represents and entitles him to. The full text of Brother Bertell's speech appears on page 3, of Wes Cook's book, "Did You Know?" published by the Missouri Lodge of Research and is available from Macoy Publishing and Masonic Supply Co. Or, perhaps a frank discussion of what Freemasonry brings about in a Mason and what it brings about in the world would make for an excellent discussion. The sixth and seventh letters of Johann Fichte found on pp. 154-162 of Roscoe Pound's "Masonic Addresses and Writings" may also serve as additional information.

20) What aroused my interest in Freemasonry - Many brothers sought the Craft

because of their esteem of several brothers and what they stood for. Ask one of your lodge brothers to share his reasons. You should have an inspirational message for all to hear.

21) "The Masonry you Make" - All brothers will profit from the short story, "The Masonry You Make" appearing on p. 95 of Volume V, "The Little Masonic Library".

22) Masonic Brotherhood and the United States - The brothers and ladies alike will rise to the challenge presented by a speaker on the topic of Masonic Brotherhood and the United States. Material on such a talk may be found on page 143 of Volume V, "The Little Masonic Library".

23) Every Mason will appreciate a discussion on "Why Symbolism." Material for such a talk may be found on page 136 of Volume V, "The Little Masonic Library".

24) The role, which Freemasons played in the planning and erection of the Statue of Liberty, makes an interesting Masonic talk. This is discussed on page 180 of Wes Cook's, "Did you Know?"

25) Paul Revere Night - Paul Revere, a much-neglected Freemason, was outstanding in many fields in addition to the ride for which he is most famous. Find a speaker who will research his life and works. Some sources of information: "Masonic Americana", Volume I and II published by the Grand Encampment of Knights Templar, USA, and Edith Steblecki's book, "Paul Revere and Freemasonry". Check back issues of the Knights Templar magazine and you will find some interesting material.

26) Benjamin Franklin Night - A talk on Franklin's Masonic history and his witty writings offers unlimited possibilities.

27) Famous Freemasons - Pick and choose from a wide variety of personalities listed in the "Masonic Americana" Volume I and II still available from the Grand Encampment, Knights Templar, 5097 North Elston Ave., Suite 101, Chicago, IL., 60630-2460, or "10,000 Famous Freemasons" by William Denslow available through Macoy Publishing and Masonic Supply Co., or J. P. Luther Co.

28) The William Morgan Incident - The story of William Morgan is one, which should be aired in every lodge. An account can be found in any Masonic Encyclopedia. Other sources are, "The Little Masonic Library" Volume II page 170 and "A History of the Supreme Council, 33° A.A.S.R.", N.M.J., USA, Chapter 17, pp 102-109.

29) Brother George Washington - A banquet, a speaker to review some unusual incident from Washington's career, slides showing the George Washington National Masonic Memorial, Mount Vernon and Alexandria, Virginia. Slides are available on loan from the Memorial and slide set on this Memorial is available through your District Counselor. Material also can be found for a short talk in any Masonic Encyclopedia. The book entitled, "George Washington" by Allen Roberts available from Anchor Communications, 110 Ounice Ave., Drawer 70, Highland Springs, VA. 23075-0070, can serve as an excellent source of information for your talk on Brother Washington. There is also a portfolio of materials entitled, "George Washington, Master Mason" available from the Masonic Service Association. The portfolio has facts for speakers, a sample speech, 21 pictures of Brother Washington and materials for celebrating any of Washington's four birthdays - three Masonic, one natal (Pamphlet #170).

30) Johann C. Wolfgang Amadeus Mozart - There are many famous artists and musicians who were Masons - Mozart was one of these. He wrote several pieces specifically for Masonic occasions. His Masonic history can be found in any Masonic Encyclopedia. A summary of this history together with an airing of one of his Masonic works would make an excellent presentation in lodge.

31) An "Atheist or an Agnostic" is the title of another of Claudy's short stories found in "Old Tiler Talks."

32) St. John the Baptist Day (June 24th) - This should be a special lodge program. Invite the family. Research "Mackey's Encyclopedia" for a history of St. John the Baptist or invite a minister who is a member of the Fraternity and familiar with Masonic history to speak about this portion of Masonry. The same can be done in December for St. John the Evangelist Day (December 27th).

33) A discussion of the meanings of the words in the Twelfth Chapter of Ecclesiastes can lead to a better level of understanding and meaning as to why these verses are part of the Ritual in the Master Mason Degree. The Masonic Service Association has a "Short Talk Bulletin" entitled, "The Three Scripture Readings", *dated* December 1931 that can prove helpful.

3. RELIGIOUS PROGRAMS

a. Brotherhood Night

This is an opportunity to put into practice our Masonic heritage by demonstrating to the public our belief in the Brotherhood of Man and the Fatherhood of God. Some of the possible approaches to an outstanding program would be to invite the

members of the other fraternal organizations in your community to join the lodge in a Brotherhood Program. The program could be preceded by a dinner and the program could be a speaker from the other fraternal organizations. Another suggestion would be to have a panel of religious leaders of the community present a forum or a dialogue on their approach to Brotherhood. Additional program suggestions are available from your city or county National Brotherhood Week chairman. Approaches to this subject are unlimited and should be adapted to suit the community.

Brotherhood Week is the week of George Washington's birthday and this program could be a focal point for such an observance.

b. Christmas Program

A Christmas Program for a lodge may be either of a spiritual or non-spiritual nature, sometimes a combination of both. It may take the form of a formal program, vesper or candlelight service, a pageant, or a social gathering. Frequently, these programs are open to the public and place special emphasis on a family type party. These should not conflict with church services.

Many lodges plan a Christmas party for the children of the members or specially invited young guests. When the children are invited and there is a formal program, it should be kept short and the occasion should be primarily a social event adapted to the interests of children. Refreshments should be in keeping with the occasion and the tastes of this present.

c. Vesper Service

A program that should be considered and planned each year is a Vesper Service. It could be held to observe the celebration of St. John the Evangelist in December or St. John the Baptist in June.

Having this program at the church of the Worshipful Master provides an opportunity for the men to visit the various churches from year to year. It is hoped in some instance it also might accentuate the fact that men most active in Freemasonry are also carrying their load and more in church work. Most ministers would welcome the opportunity to conduct such a service, late Sunday afternoon, for example, with perhaps some participation on the part of the lodge officers. This is another occasion for inviting the public. Having a buffet supper with a social hour following, affords time for questions of the guests to be answered informally and perhaps could promote a better understanding of men's reasons for becoming Freemasons. Bear in mind, that the Code prohibits wearing Masonic clothing at a service in a church.

Perhaps the service would be as follows:

VESPER SERVICE

- 1) Opening Hymn
- 2) Prayer
- 3) Scripture reading
- 4) Minister's Message
- 5) Closing Hymn
- 6) Benediction

4. SOCIAL PROGRAMS

a. All Masonic Night

A program for an "All Masonic Night" could be held jointly with all or some of the appendant bodies meeting in your lodge building. It would serve as an occasion for the several bodies to become better acquainted. Perhaps several short talks could be given on Masonic subjects, or possibly on the Masonic bodies comprising those in attendance. A dinner could be served, followed by the introduction of officers to the various bodies. However, the committee should try to maintain a reasonable amount of time for introductions, and then follow with the brief talks on pre-selected subjects of interest to everyone involved. Films or slides could also be used.

b. Sports Night

Sports Night in a lodge offers opportunities to appeal to almost every man. There are films of many types: Those prepared by the manufacturers of sports equipment, movies of professional football games, films of hunting and fishing distributed by conservation groups or state agencies and home movies prepared by local individuals.

It is effective, but sometimes expensive, to have an outstanding athlete as a speaker and to invite the local high school athletes as guests. If you are unable to obtain a sports figure, the local high school athletic director could serve as well.

A current practice is to have videos taken of local high school football and basketball games. Because of the local color, these are frequently interesting to a crowd.

Some lodges have had bowling and golf tournaments in the afternoon followed by a dinner and entertainment. Sports Night is an opportunity to invite nonmembers, especially young men, to enjoy the bond, which men have with athletics. Although it needs to be well planned, it is one of the less difficult programs to assemble.

c. Sweetheart Night

Many lodges have found that this provides an excellent opportunity to include the ladies of Masons including the widows of deceased Masons in a social event. Frequently, a short entertaining program, cards or dancing, follows a dinner or buffet supper. A pleasant location, attractive tables and flowers provide added touches to please the ladies.

d. Friends' Night

WHAT IS IT? An education program developed for the purpose of enlightening non-Masons about Freemasonry's unique evolution, its great philanthropies, and its many benefits to the members of their communities. The program should be of suitable duration; that is, it should begin promptly at a convenient hour, progress smoothly without pause or interruption and close at a proper hour. Individual Masters know best the preferences of their particular communities in entertainment, but this is an excellent opportunity to obtain a speaker well versed in Freemasonry who will incorporate in his talk the answers to man's unanswered questions which puzzle the public, such as: What is the "Lodge" and why are Masons so devoted to it? What is the "object" of Freemasonry? How does Masonry get its members and what are the requirements? How do Masons contribute to Charity?

WHAT IT IS NOT! A Friends' Night program is not a membership drive. At no time should any guest be solicited for membership. Petitions must not be in evidence at any time during the evening.

WHO TO INVITE? The Master should encourage their lodge membership to invite the finest individuals and their wives in their community. The guests should not be limited solely to prospective members.

WHEN? Schedule your Friends' Night at your convenience. However, on the day of the event, plan to arrive early and be completely setup before the guests arrive.

WHERE? At your lodge building.

PROTOCOL? The Worshipful Master should assist in greeting and meeting the guests as they arrive. Masonic hospitality must be displayed at its finest.

CHECKLIST? Use the "Checklist" which can be found in the Chapter 25 of the HANDBOOK. This Checklist may be used for other lodge dinners.

A sample program follows:

FRIENDS' NIGHT

- 6:30 p.m. Dinner (optional)
- 7:30 p.m. The Worshipful Master of the lodge extends greetings and makes opening remarks. Use the Public Opening Ceremony, with a prayer and Pledge of Allegiance to the Flag. Introduce the lodge officers; introduce heads of other Masonic bodies and their guests. Smaller lodges may wish each Mason to introduce himself and his guest.
- 7:40 p.m. The Worshipful Master introduces the slide/cassette, video or film.
- 8:20 p.m. Guest speaker gives a short presentation followed by a question and answer period if time allows and speaker wishes.
- 8:50 p.m. The Worshipful Master thanks everyone for coming. Use the Public Closing Ceremony, which includes a prayer.
- 8:55 p.m. The Worshipful Master invites everyone for refreshments (if no dinner beforehand). If your lodge or appendant body has an upcoming event where the public is invited, invite them. Have pamphlets available for your guests describing Freemasonry (available from the Grand Lodge Office at no cost).

e. Lodge Picnic/Golf Tourney

There are many variables to a picnic but some of the main ingredients are fun, social fellowship with families and relaxation. Some planning is needed but don't make it a chore. Many lodges have banded together to enjoy a day of golf and dinner afterwards. Local golf shops will often donate prizes or an additional \$1

per person will permit the purchase of prizes to be awarded that evening. Honor a local brother by naming it after him e.g. "The Sam Collins Golf Tournament - all Masons are invited" - makes good copy for your local community newspaper.

f. Ladies at the Table Dinner

1) Introduction

The average Mason spends time away from his wife and family for Masonic functions and dinners. On many occasions the Mason's Lady is left at home with the children. Some of the more modern Masonic Lodges realize the Masonic Ladies play a very important role in the Masonic way of life. Those lodges are slowly beginning to provide functions for their Masonic families, more especially the Mason's Lady. One such event is the "Ladies at the Table." Please understand, **THIS IS NOT A MASONIC FUNCTION, OR RITUAL OF ANY TYPE, NOR IS IT INTENDED TO BE**, but it does come under the jurisdiction of the Grand Lodge of Wisconsin.

2) History of "Ladies at the Table Dinner"

"Ladies at the Table" is a new name given to this type of dinner, which came from "ADOPTIVE MASONRY" in Paris, France during 1760.

According to Mackey's Encyclopedia, page 30, paragraph 2 and Cavel's History, page 34, so states, "The Rite of Adoption has established a technical vocabulary, to be used only at the table. Thus the lodge room is called 'Eden,' the doors 'Barriers,' the minutes a 'Ladder,' a wine glass is styled a 'Lamp,' and its contents 'Oil'; water being 'White Oil' and wine 'Red Oil' To fill your glass is to 'Trim your lamp,' to drink is to 'Extinguish your lamp,' with many other eccentric expressions."

Here in the United States it is not our intention that this dinner function be Masonic, but is for the lodges' ladies and friends. Therefore, only the eccentric expressions are used and there shall be no Masonic jewels or aprons displayed before the dinner, during, or after, except after showing due cause and obtaining explicit permission, from the Grand Master.

3) Objectives of the "Ladies at the Table Dinner:"

- a) To provide interest, understanding and care for the lodge widows.
- b) To establish a line of communications between the lodge and the lodge widows, as they have not been forgotten.

- c) To honor the Masons' ladies, daughters, mothers, sisters and the other fine women about the world, nation, state and community.
- d) To give prospective Masons and their ladies a chance to meet members of the lodge and their ladies, to ask questions and thereby gain a better understanding of Freemasonry.
- e) To give members of the community and their ladies the opportunity to understand what the Masonic Fraternity does in a community.
- f) To provide the opportunity to have visitors in the lodge so they might pass on to others what they have seen and heard.

g. Other Interesting ideas for programs

Anniversary of Lodge
 Annual Meeting and Election
 Appointed Officer Night
 Appreciation Night
 Astrology Talk
 Astronomy Demonstration Banquet
 Barber Shop Sing
 British Masonry
 Camper's Night
 Candidate Course/or Report
 Candle Night
 Checker/Chess Tournament
 Clergy Night
 Collectors Night
 Committee Appreciation Night
 Community Service Night
 Community Service Project
 Concert Night
 Dance
 Degree Conferral; Degree Rehearsal
 DeMolay Advisor Night
 DeMolay Degree Exemplified
 Desert Smorgasbord Dinner
 Father Son/Daughter Dinner
 Family Dinner Theater
 Dramatic Production
 Eastern Star Night

Explorer Night
Family Night
Favorite Pet Night
Fellowship Night
First Lady Night
Fish Fry
Fisherman's Night
Flag Night
Furniture (lodge) Symbolism
Gadget Night
Game Night
Gardening Talk
German Night
Golf Night
Graduate's Night
Grand Master's Reception
Green Thumb Night
Health Institution Night
Hobby Night
Holiday (History of)
Holiday Parties
Home Movies by Member
Humorous Speaker
Ice Cream Social
Interior Decorating Demonstration
Jewelry Display
Job's Daughters Night
Leadership Manual Highlights
Local Industry Night
Loud Shirt (Tie) Night
Masonic Book Review
Masonic Memorabilia Night
Memorial Day Breakfast
Mother's Day Recognition
Nature Night
Neighbor Night
Operative Masonry
Our Town Night
Out of State Visitation
Ox Roast
Pancake Breakfast
Physical Fitness
Pilgrimage Month

Play (Drama)
Playing Card Tournament
Presentation of New Members Professions Night
Quarter Century Night
Question Box
Quiz Program
Rainbow Night
Recreation Speaker
Reunion
Ritual Interpretation Night
Roll Call
Safety Forces Night
School of Instruction
Scottish Rite Night
Service Club Night
Short Talk Bulletins
Social Activities Sponsors Night
Sports Night
Study Club
Talent Night
Thanksgiving
Theatre Night
Toastmaster's Night
Tour
Traditional Lodge Event
Transportation Night
Travel Bureau
Travel Talk
Twenty- first Century Variety Show
We're Proud of You Night
Widow's Night

Two books that would be very helpful to plan programs from the Lodge Toolbox are available through the Grand Lodge Office are “150+ Ways to Involve Your Lodge with the Family and in the Community” and “101+ Ways to Improve Interest and Attendance in Your Masonic Lodges”.



WISCONSIN MASONIC HANDBOOK

CHAPTER 6

THE LODGE BUDGET



A. INTRODUCTION

Section 62.03 of the Masonic Code of Wisconsin requires the Finance Committee of the lodge to prepare an Annual Budget. Each individual lodge should have in its By-Laws the requirement that the Finance Committee submit an Annual Budget to the lodge for the lodge members' approval before the beginning of each fiscal year.

The importance of responsible financial planning is emphasized not only by its requirement in the Masonic Code of Wisconsin, but also by its appearing in the Grand Master's fiscal responsibility of his lodge officers.

The lodge budget is one of the most important tools for a successful lodge. For the elected officers, especially the Worshipful Master, to go into office not knowing the financial condition of the lodge is like trying to drive an automobile without knowing how.

Too few lodges project their finances beyond the briefest of time frames. Consequently, too few lodges, and fewer lodge officers, objectively budget for increased activity, and more critically, increased operational costs, such as utility rates, physical repairs, etc. And, far too few allow for declining income due to declining memberships.

A well-documented, pre-planned budget and fiscal direction will illuminate areas for savings as well as needs for added funding. Also, strengthened with the knowledge of their lodge's future fiscal structure, the Wardens can make more positive and definitive plans for their year in the East.

A budget projected five years out, or even one year, cannot be totally accurate, nor should it be accepted as set in concrete. However, when the budget is put together with practical thought and attention, it will go far in establishing guidelines toward avoiding the financial quicksand that can so swiftly pull a

lodge down.

B. HOW PREPARED

Chapter Nine of Carl Claudy's "The Master's Book" contains good advice on the subject of lodge finances. You are urged to read this book in its entirety (this book is available from the Grand Lodge Office).

Working forms are found in Chapter 25.

Step 1: Use one form to fill in this past year's actual Income and Expense, item by item.

Step 2: Carefully review and discuss this past year's information, item by item. Look especially for: (1) possible savings. (2) Probable increased expenses. (3) Increasing or decreasing needs, activities, etc. Be particularly aware of increasing utility/service costs and declining membership.

Step 3: With information gained from Step 2, use a second form to enter estimates for each item of Income and Expense to establish the coming year's budget. Again, review the figures, item by item, and discuss before finalizing.

Step 4: With information gained from Step 3, use a third form to enter estimates for each item of income and expense to establish a tentative budget for the fifth year out.

A review of the previous years' budgets will help determine the percentage increase to use. In most instances, a 3% per year increase per item of expense will serve as a general rule of thumb. (It is preferable to use past records to establish a percent.)

At the completion of the five-year projection, it would be a wise suggestion for the Finance Committee to decide upon a date to present this information to the lodge members. It is recommended that a definite Communication be planned to allow time for full discussion. At this time, it would be wise to have plans to present as to how to get "to there from here."



WISCONSIN MASONIC HANDBOOK

CHAPTER 7

MASONIC PROTOCOL



A. INTRODUCTION

Protocol is the elaborate official and/or proper etiquette of ceremonies and precedence. The following are all affected by protocol:

1. Proper procedure in running the business portion of a meeting. (See Chapter 2 "Conducting the Business of a Lodge")
2. Introductions made in proper manner and order.
3. Priority of responsibilities
4. Scheduling of events
5. Communications
6. Proper examination
7. Hospitality afforded all visitors

B. RECEPTION OF VISITORS

The prompt examination of the dues card and such other evidence as may be required by the Master and courteous reception of visiting Brethren is necessary to assure a cordial fraternal welcome to duly qualified visitors. Masonic courtesy and custom have made it obligatory to receive all regular Masons who want to visit, provided their presence will not disturb the peace and harmony of the Lodge.

Visitors should be greeted and their dues cards examined with courtesy, dignity and promptness. It is the Master's responsibility to provide for the proper reception of visitors on every occasion.

When a visiting brother's credentials have been verified, he should be introduced

to the Master or Senior Warden, if the Lodge has not yet been opened. Otherwise, a member of the committee should escort him into the Lodge, after proper alarm by the Tiler and the Junior Deacon's response. Within, the visitor is conducted west of the altar and introduced to the Master. His name, Lodge, and titles should be clearly announced by his guide.

It is more courteous to greet the visitor briefly and welcome him more formally when all the visiting brethren are introduced. Where a welcoming committee is used, a Master may request all visitors to remain in the anteroom to be escorted into the Lodge as a group.

Special courtesies extended to visiting Masters and Past Masters are always appreciated. Such visitors may be introduced separately at the altar, being escorted by Past Masters of the Lodge. If the Lodge has extra Past Masters' aprons, it is a most thoughtful Masonic courtesy to offer one to such visitors if they are not carrying an apron of their own.

1. EXAMINATION

It is the duty of the Master to see that all visitors are qualified to sit in his Lodge. Section 85.01 of the Masonic code of Wisconsin provides that "The sole requirement for admission to a Lodge shall be presentation by the visitor seeking admission of a current official uniform receipt card for dues, and such further evidence as may be satisfactory to the Master." Therefore, the Master is the final judge of who may enter his Lodge, but Chapter 84 number 6 of the Masonic Code of Wisconsin, the "Charges of a Free Mason" Item VI and Mackey's "Landmark Fifteenth" also found in the Code should guide him.

If the visitor is from a foreign jurisdiction it is necessary to determine if the Grand Lodge of Wisconsin recognizes that jurisdiction. This information can be found in the book "List of Lodges" published by Pantagraph Printing available through the Grand Lodge. (1-800-242-2307)

Remember, extend the hand of brotherly love and affection. Under no circumstances should a visitor be placed in an embarrassing situation or made to feel unwelcome to sit in Lodge.

Treat him, as you would want to be treated if you were the visitor.

2. DIGNITARIES

Visiting dignitaries should be afforded every courtesy of your Lodge. They may include, but are not restricted to the following:

- . Grand Lodge Officers
- . Grand Heads of other Masonically affiliated bodies.
- . District Lecturers
- . Area Administrators
- . Officers of other Symbolic Lodges
- . Officers of York or Scottish Rite bodies
- . Officers of the Shrine
- . Members of Committees of the Grand Lodge
- . Your speaker for the evening.

All such should be introduced properly with special care to ensure their complete and correct title is given.

For more specific information regarding Grand Lodge Officers, see the following.

3. GRAND LODGE OFFICERS

If a Grand Lodge Officer visits your Lodge, review the procedure for the reception of the Grand Master or of Grand Officers in the Multiple Letter Cipher before his arrival.

According to Section 6:01 of the Constitution of the Grand Lodge found in the Masonic Code of Wisconsin the following are the titles and rank of the Officers of the Grand Lodge of Wisconsin:

1. Most Worshipful Grand Master
2. Right Worshipful Deputy Grand Master
3. Right Worshipful Senior Grand Warden
4. Right Worshipful Junior Grand Warden
5. Right Worshipful Grand Treasurer
6. Right Worshipful Grand Secretary

7. Worshipful Grand Chaplain
8. Worshipful Grand Lecturer
9. Worshipful Senior Grand Deacon
10. Worshipful Junior Grand Deacon
11. Worshipful Grand Stewards
12. Worshipful Grand Marshal
13. Worshipful Grand Sword Bearer
14. Worshipful Grand Pursuivant
15. Worshipful Grand Tiler
16. Worshipful District Deputies

When speaking to or about an officer, or Grand Officer, in his presence, it is proper to use the full title including the Honorary, i.e. Most Worshipful Grand Master.

When introducing an officer, it is proper to use the entire and full title, including the body and jurisdiction, if a Grand Officer, e.g., Brother James Olson, Most Worshipful Grand Master of Masons in Wisconsin.

If a Grand Lodge Officer other than a District Deputy is on your program for any function, invite your District Deputy and Area Administrator to attend.

C. CORRESPONDENCE WITH OTHER JURISDICTIONS

Under almost all conditions, business correspondence with other jurisdictions should be channeled through the office of the Grand Secretary of Wisconsin. Therefore, it is a wise rule of thumb to contact the Grand Secretary for advice and assistance.

WISCONSIN MASONIC HANDBOOK

CHAPTER 8

LODGE BUILDINGS



A. INTRODUCTION

A lodge building or temple is any building, which houses one or more Masonic Lodges. The rooms essential for the purposes of a lodge are a lodge room proper, an ante or Tiler's room, and one or more preparation rooms. The lodge rooms must have provisions for adequate protection from eavesdroppers or interruption. A lodge must obtain the approval of the Grand Master before it can erect, purchase, lease, remodel, mortgage, or sell a Masonic building, or any part or parcel thereof. Nor can it obligate itself to any of these actions in advance of such approval. Plans must be submitted which conform to state and local building codes. It is also necessary to develop and present a plan for Financing along with a statement of the financial condition of the lodge. If two or more lodges are planning a jointly owned or leased lodge building, all such lodges are required to obtain approval of the Grand Master. If several bodies own a building, the lodge must obtain dispensation to meet there.

B. COMMITTEE ON TEMPLE PLANS AND FINANCING

Advice and assistance are available from the committee on Temple Plans and Financing that is one of the standing committees of the Grand Lodge. It is their duty to prepare and maintain a book of plans, specifications and appropriate costs of Masonic buildings. They will counsel lodges on costs, plans, and requirements for building and financing. They review and make recommendations for approval or disapproval of plans submitted to the Grand Master.

C. PERMITTED USES

In addition to stated and special communications of the Masonic lodge, the lodge rooms itself may be used for the following:

1. Social gatherings and entertainment of lodges, lodge members and their families.

2. Meetings, social gatherings and entertainment of other bodies for whom the lodge has received dispensation. It is necessary that the character of these events not be in conflict with Masonic Law or the teachings of Masonry. Persons who are not members of the lodge with the following restrictions may use the lodge building for purposes other than Masonic:

- a. The uses must not be illegal.
- b. The uses must not be such as would cause discredit to Freemasonry.
- c. The uses must be exclusively educational, religious or benevolent in those portions of the building that are tax-exempt.

D. PROHIBITED USES

A lodge is forbidden to use any part of its temple for political meetings. Gambling is also prohibited. The serving or selling of alcoholic beverages is prohibited except that wine and/or beer may be served in addition to non-alcoholic beverages at Table Lodges, Festival Communications, holiday or other special occasions, but it is necessary, to obtain individual dispensations from the Grand Master before scheduling.

No organization using the lodge rooms other than the Masonic lodges may affix anything to the walls and floor of a permanent nature.

Further and more specific information regarding the use of lodge rooms and buildings can be found in Chapter 64 of the Masonic Code of Wisconsin and the annotations to that Chapter.

E. PROPERTY TAX STATUS

Masonic lodge buildings that are used exclusively for Masonic or related activities are exempt from property taxes under provisions of Section 70.11 (4) of the Wisconsin Statutes. It is also possible for Masonic buildings to be used by non-Masonic groups or organizations if the following conditions are met:

1. They must qualify under some provision of Section 70.11 of the Wisconsin Statutes.
2. The property must not be used for profit.

3. The tenants must not discriminate on the basis of race.
4. All of the rental income or other monies received from the tenant must be used for maintenance.

A Masonic lodge should carefully determine the tax status of any proposed tenant if they expect to protect their exemption.

It is possible to rent or lease a portion of the Masonic building to a profit making organization or one not qualifying for exemption. It would then be necessary to pay property taxes on that portion of the premises being used by a non-exempt body or for pecuniary profit. In order to preserve the tax-exempt status on the remainder of the premises, that section would have to be carefully determined and preserved for use only by the exempt bodies involved. Provisions for taxation, in part, are provided by Section 70.11 (8) of the Wisconsin Statutes.

The following is Section 70.11 (4) (8) of the Wisconsin Statutes reproduced in its entirety. The law is very complex in this area and so it is recommended that qualified legal advice be consulted.

70.11 PROPERTY EXEMPTED FROM TAXATION

The property described in this section is exempted from general property taxes.

(4) EDUCATIONAL, RELIGIOUS AND BENEVOLENT INSTITUTIONS, WOMEN'S CLUBS, HISTORICAL SOCIETIES, FRATERNITIES and LIBRARIES.

Property owned and used exclusively by educational institutions offering regular courses six months in the year; or by churches or religious, educational or benevolent associations, including benevolent nursing homes and retirement homes for the aged, and also including property owned and used for housing for pastors and their ordained assistants, members of religious orders and communities, and ordained teachers, whether or not contiguous to and a part of other property owned and used by such associations or churches; or by women's clubs; or by domestic, incorporated, free public library associations; or by fraternal societies operating under the lodge system (except university, college and high school fraternities and sororities), but not exceeding 10 acres of land necessary for location and convenience of buildings while such property is not used for profit. Property owned by churches or religious associations necessary for location and convenience of buildings, used for educational purposes and not for profit, shall not be subject to the 10-acre limitation but shall be subject to a 30-acre limitation. Leasing a portion of such property to an organization which if it owned the property itself would be exempt from taxation under this section and

which does not discriminate on the basis of race shall not render the property tax- able, if all the leasehold income is used for maintenance.

(8) TAXES IN PART

Where property for which exemption is sought pursuant to this section is used in part for exempt purposes and in part for pecuniary profit, then the same shall be assessed for taxation at such percentage of the full market value of said real and personal property as shall fairly measure and represent the extent of such used for pecuniary profit. In determining the amount of such assessment, the term "pecuniary profit" as used in this section is hereby defined as the use of any portion of said premises for facilities for purposes not directly included within the objects of such organization for which use compensation is received, and the space is used, the period of such use, and all other factors tending to measure the extent thereof, shall be considered in fixing the amount of such assessment. The term "pecuniary profit" as used in this section shall not be deemed to include such incidental income as that derived by such organization from occasional affairs conducted principally by and for the members of such organization but which non members may attend, nor any income derived from the resale of any merchandise given or donated to any charitable or benevolent society or association which such income is used for the purposes of such society or association. The use of "pecuniary profits" derived from the use of all or a portion of any premises shall not create an exemption in favor of such halls or buildings for public purposes shall not render them taxable, provided that all income derived there from be used for the upkeep and maintenance thereof.

F. INSURANCE COVERAGE FURNISHED BY GRAND LODGE AND REQUIRED FOR CONSTITUENT LODGES

The Grand Lodge provides certain insurance coverage for constituent lodges under several master policies. It must be stressed, however, that this coverage does not extend to any other bodies, affiliated or not.

1. INSTITUTIONAL PROPERTY

a. Building and Contents:

A master policy covers the buildings and contents of the Grand Lodge and the paraphernalia of constituent lodges. The policy has a broad insuring agreement and coverage is provided on a replacement cost basis. This means no deduction for depreciation if the damaged property is replaced. Options for expanding coverage include broad exterior glass breakage, outdoor signs and boiler

insurance.

b. Crime:

The Fidelity/Dishonesty coverage in effect through the Grand Lodge policy applies in the amount of \$10,000 that is applicable to officers and members.

Because some of our lodges handle fairly large amounts of money and also have important investment portfolios, several have asked about the possibility of securing Fidelity Bond coverage, which should be in larger amounts. It is the responsibility of the lodge to have adequate coverage to the extent of their risk including all cash and all investments owned by one lodge.

The program is arranged in such a manner as to permit a lodge to have a high limit of Fidelity coverage on the positions if desired.

If your lodge desires to have higher coverage on any position of trust, it can be arranged. The Grand Lodge Office will be glad to furnish you with premium quotations for any higher amounts you may be interested in.

c. Paraphernalia

For your information, the following items are of importance respecting the Grand Lodge coverage on lodge paraphernalia:

- 1) The insurance follows the property wherever it is located anywhere in the USA and Canada. This would include the temple building, also such property as may be in transit or located elsewhere temporarily, or such usual equipment belong to a lodge that might be located in the homes of the officers such as Worshipful Master, Secretary, Treasurer and so forth.
- 2) The insurance is arranged on a basis so that any loss would be paid on the basis of "replacement cost new" without deduction for depreciation.
- 3) Many of our lodges still retain possession of old and antiquated equipment that actually has no further use or value, and even if destroyed by fire or other casualty would not represent any worthwhile loss to the lodge. It is suggested that the lodges divest themselves of any such equipment, or at least eliminate the listing and valuing of such equipment in anticipation of not making any claim on such items that might be involved in a loss.

This suggestion is offered without a thought of restricting the collection of claims, but for the lodges to take a practical viewpoint of the properties that they own and maintain and embrace only those values that would represent a loss to the lodge

should they be damaged or destroyed.

2. COMPREHENSIVE PUBLIC LIABILITY

This insurance is provided to all of our lodges under a special contract that is far broader than standard forms. It covers personal injury and property damage liability arising from: the ownership and operation of a lodge building; meetings and other authorized functions both on and away from the premises; product liability for food stuffs and beverages served at banquets, picnics, etc.

Coverage for liability from authorized use of members of cars, or hired autos are included. This coverage is in excess over any specific auto insurance applying to member's cars or hired autos.

Limits for liability are \$1,000,000 in any one occurrence and \$1,000,000 in total claims for the policy year. Also included is a limit of \$1,000 for voluntary medical payments, which apply to members of the public, injured on lodge premises and to lodge members injured while participating in usual fraternal, committee, or organizational activities both on and off the lodge premises.

3. WORKER'S COMPENSATION

Complete blanket Worker's Compensation insurance is being provided for the benefit of all our lodges. In order to comply with our Worker's Compensation laws, it is important that such coverage be maintained and that the request for annual report of payrolls be made to include all expenditures involving wages, salaries, or any other similar payment for services. This classification will be audited annually.

Temple Associations with employed personnel may very well be subject to the Wisconsin Worker's Compensation laws. Failure to comply with the Worker's Compensation Act can cause fines and uninsured losses. If you have any questions in this area, please contact our broker.

4. MISCELLANEOUS

The coverage for each policy begins on May 1st of each year. Lodges will be billed for their proportion of the property and liability insurance. Each lodge will receive a memorandum of insurance giving an out line of the coverage applicable.

5. CLAIMS

Report property and liability claims directly to our Broker. Worker's Compensation claims require special forms and must be reported as soon as possible. Forms are available from either the Grand Lodge Office or our Broker.



WISCONSIN MASONIC HANDBOOK

CHAPTER 9

LODGE SPONSORSHIP OF YOUTH ORGANIZATIONS



A. INTRODUCTION

The Masonic Code of Wisconsin authorized a Lodge to sponsor individual or jointly with another Masonic body one or more Chapters of the Order of DeMolay, Assemblies of the International Order of the Rainbow for Girls, and/or Bethels of the International Order of Job's Daughters. This section of the code also permits sponsorship of Boy Scouts and Cub Scout packs.

The Junior Warden of each constituent Lodge is required by Section 57.03B of the Masonic Code of Wisconsin to act as liaison between his lodge and any related youth groups. He is further required to make periodic reports to the Junior Grand Warden and to his Worshipful Master and keep them informed of his activities.

The following material is intended to describe the major characteristics, history, membership requirements and programs conducted by these three groups. More in depth information can be secured from representatives of these groups themselves.

Addresses and telephone numbers for these youth groups can be obtained from the Office of the Grand Secretary.

B. DEMOLAY



The following information is presented in capsule form as it relates to the Order of DeMolay, the Supreme Council of DeMolay, and specific rules and regulations, which govern the Order, its members and the sponsoring body of Masons. It is not intended to be complete; rather, it is presented to act as an introduction to DeMolay, its general nature, membership, sponsorship and basic regulations. The guideline should answer basic questions only. Further and complete information can be gained through contact with the Executive Officer as

described in this guideline.

1. HISTORY OF THE ORDER OF DEMOLAY

Frank S. Land, an active Freemason, met with nine boys in March of 1919 in order to discuss the founding concepts of a special boys' club. The selection of the name of the order was based on the example provided by Jacques DeMolay, Grand Master of the Knights Templar in the 14th century, who chose to die as a martyr to loyalty and toleration, rather than betray trusts reposed in him.

A second meeting drew thirty-one boys. The foundation of DeMolay was then established. Soon after, a number of Scottish Rite members of Adoniram Lodge of Perfection, Kansas City, Missouri, chose to act as sponsors for the "Mother Chapter" of DeMolay. Within one year, the membership in the Order grew to 2,000 boys.

DeMolay came to Wisconsin in 1921. Edwin G. Nash, Grand High Priest of Grand Chapter, Royal Arch Masons, ordered a study of the DeMolay movement. A positive report led to the action by the Grand Chapter to permit sponsorship of DeMolay units by constituent chapters throughout Wisconsin.

Frank S. Land traveled to Wisconsin in 1922 with the original nine DeMolay members to actively take part in initiating about 1,000 boys into the Order of DeMolay. This new DeMolay group established the original twenty-two chapters in the state.

2. MEMBERSHIP

A prospective member of good character must have passed his thirteenth birthday and not yet have reached his twenty-first birthday. Membership is not limited to sons or relatives of Masons.

Each prospective DeMolay must be recommended by two members of the Chapter to which the petition is made, or by a Senior DeMolay holding a Senior DeMolay Certificate or by a Master Mason.

3. PURPOSES OF DEMOLAY

The foundation of the Order of DeMolay is to build better citizens through the use of character development in young men.

DeMolay stresses seven basic virtues including comradeship, reverence, love of parents, patriotism, courtesy, cleanness and fidelity. Its beautiful ritual develops,

displays and demonstrates values of proper attitudes for young men as they take part in the activities of a DeMolay Chapter.

Programs are established to help young men understand their self-identity and true worth. Activities cover a broad range of topics including ritual work, community service, sports, social events, and many special offerings.

4. PARENT INFORMATION

Some people believe that young men must be relatives of Freemasons before being accepted in DeMolay. This is not so. They must be recommended by a Master Mason and be of a character acceptable to the philosophy of the Order.

Each boy must:

- a. Meet the specific age requirements.
- b. Profess a belief and reverence for God.
- c. Be loyal to his country.
- d. Practice high standards of personal morality.
- e. Pledge himself to uphold the teachings of the Order.
- f. Accept the philosophy of the Universal Brotherhood of Man and the nobility of the character typified by the life of Jacques DeMolay.

5. EXECUTIVE OFFICER

A member of the Supreme Council assigned to a jurisdiction is known as the Executive Officer. He acts as the representative of the Supreme Council in the State of Wisconsin

6. APPLICATION TO ESTABLISH A CHAPTER

The following guidelines have been derived in part from the Statutes of the International Supreme Council of the Order of DeMolay. All initial contacts, questions, requests, or other inquiries should be directed to the Executive Officer.

- Only an organization composed exclusively of Master Masons may sponsor or make application to establish a Chapter of DeMolay.
- The sponsoring body must adopt a pledge of sponsorship.

- The application is filed with the Executive Officer who supplies all forms of application and sponsorship.
- The minimum number of members for establishing a new chapter is fifteen.
- A "New Chapter Kit" will be provided by the Executive Officer.
- Joint sponsorship may be taken by two or more Masonic groups such as two symbolic lodges, a Royal Arch chapter and a symbolic lodge, a York Rite, Scottish Rite, Shrine, Grotto, or other organization made up exclusively of Freemasons.

7. REINSTATING A CHAPTER

The general procedures for reinstating a discontinued DeMolay chapter are the same as those established for forming a new chapter, except a reinstatement application is filed. Contact with Executive Officer is recommended.

8. STEPS SUGGESTED FOR ORGANIZING A CHAPTER

Talk with the Executive Officer or his personal representative about establishing a DeMolay Chapter.

1. Find other interested Masons; put on an informal program.
2. Secure a sponsoring body and have them pass a resolution to sponsor.
3. Select an Advisory Council and fill out the certification.
4. Select a chapter name.
5. Fill out the "Petition for Letters Temporary."
6. Forward the, "Resolution to Sponsor," "Advisory Council Certification," and "Petition for Letters Temporary," to the DeMolay Executive Officer for the jurisdiction, along with a check for the "Letters Temporary" fee; if the Executive Officer approves, he forwards the papers to the International Supreme Council for processing.
7. Receive "Letters Temporary" from jurisdictional Executive Officer.
8. Look over material and publications received and order any additional

supplies needed.

9. Establish initiation fee.
10. Organize a membership drive for initial class of members.
11. Sign up and approve petitioners.
12. Initiate initial class.
13. Report new initiates to "I.S.C." on appropriate form.
14. Select and install first set of chapter officers.
15. Adopt a set of chapter by-laws.
16. Proceed to operate the chapter in accordance with "I.S.C." regulations and jurisdictional policies.

9. SPONSORSHIP RESPONSIBILITIES

The members and officers of a sponsoring body or group must accept several responsibilities including the following:

- a. Provide a proper meeting place.
- b. Maintain active Advisory Council
- c. Supervise the Chapter through the Advisory Council
- d. Guide the development of the Chapter and its members.
- e. Assist the Chapters and its members when and where needed.

10. ADVISORY COUNCIL GUIDELINES

Each DeMolay chapter shall be directed by the Advisory Council made up of at least six or more members, two of which must be Master Masons. The balance of the Advisory Council can be made up of either Freemasons or male non-Masons.

The Advisory Council governs and helps to direct the activities of the Chapter. A

number of specific guidelines are to be followed by the Council members as they carry out the duties and responsibilities described or assigned by the Supreme Council, the Grand Master or the Executive Officer.

C. JOB'S DAUGHTERS



1. HISTORY OF JOB'S DAUGHTERS

The Order of Job's Daughters was founded in 1920. The initial concept for this youth group came from the spirit of purpose possessed by Mrs. Ethel T. Weed-Mick. She and her husband, Dr. William H. Mick, worked with a number of interested helpers for several years before completing the materials upon which the International Order of Job's Daughters was established. It was recorded that the early planning meeting was organized with a number of Master Masons and Eastern Star members present. The Order has been established throughout the State of Wisconsin, the United States and many foreign countries.

2. GENERAL CONCEPTS OF THE ORDER

The basis of the Order of Job's Daughters is found in the Holy Bible, particularly in the Book of Job. The biblical descriptions of straight forwardness, honesty and pity for orphans and widows, clearly were selected as those characteristics, which should be exemplified by the members of the Order. Special reference is made to the 42nd Chapter, 15th Verse in the Book of Job; "and in all the land were no women found so fair as the Daughters of Job; and their Father gave them inheritance among their brethren." The same set of characteristics are also inculcated in the teachings of the Masonic Lodge which an indication of the influence of the members of the founding group on the Order of Job's Daughters.

3. MEMBERSHIP IN THE ORDER

Young ladies between the ages of 11 and 20 years old, who are related to Master Masons, may become members of the Order. Job's Daughters is the only Masonic youth organization requiring a Masonic relationship before membership is granted. The relationship helps to tie the Order to the Masonic Fraternity. The relationship can be go beyond Freemasons of the immediate family; it can extend to other relatives who have Masonic ties. It includes all of the following:

Daughter, adopted daughter, step-daughter, granddaughter, great-granddaughter, step-granddaughter, sister, half-sister, step-sister, sister-in-law, niece, or first or second cousin of a Master Mason in good standing in the Masonic jurisdiction

under which he holds membership, or who was in good standing at the time of his death, or so related to wife or widow.

The cost of membership, set by the individual Bethel Guardian Council, is not prohibitive.

4. INSTITUTION OF A BETHEL

Under the guidance and support of Freemasons, and when a minimum of 15 eligible girls request membership in the Order of Job's Daughters, movement toward the establishment of a Bethel can commence.

An "Application for Dispensation," allowing the organization of a Bethel, must be requested from the Supreme or Grand Secretary of Job's Daughters. After approval by the Supreme or Grand Guardian, a Bethel may be instituted. Historically, many Job's Daughters' Bethels take part in helping to organize, initiate and install members and officers of a new Bethel. Contact with the Grand Lodge Office should be made in order to obtain current contact information related to the present addresses of the members of the Supreme and Grand Guardian Councils directly concerned with the establishment or reinstatement of Bethels.

5. BETHEL MEETING ATTENDANCE

Every adult witnessing the ritualistic ceremony or attending a meeting of a Bethel of the International Order of Job's Daughters must be a Master Mason in good standing in the Masonic jurisdiction under which he holds membership, or the parent, step-parent, or guardian of a member candidate of a Bethel, or a woman at least twenty years of age vouched for as being the wife, daughter, granddaughter, mother, sister, half-sister or widow of a Master Mason, or a woman under the age of twenty years who is a member of an organization basing its membership requirements on such Masonic relationship, or who, if married, is eligible to membership in such an organization.

Attendance of an adult at Bethel meetings is a privilege, which is given by and may be withdrawn by the Executive members of the Bethel Guardian Council.

Visitors must assume a pledge of secrecy. The Chaplain at the Altar with the Bible open gives the pledge. A committee appointed by the Honored Queen shall give late visitors this pledge in the anteroom on an open Bible. An Executive member of the Bethel Guardian Council must work with the Pledge Committee.

Every member of the Bethel Guardian Council must also assume the pledge before such members are entrusted with the duties of their office.

An adult is not entitled to debate questions arising in a Bethel meeting unless he or he is an Executive member of the Bethel Guardian Council or a majority member of the Bethel.

6. HUMANITARIAN AND PHILANTHROPIC PROJECTS

A wide range of activities is the hallmark of most Bethels. Major activities can and have included financial contributions to Shrine Hospitals, Masonic and Eastern Star Homes, Knights Templar Eye Foundation, guide dogs for the blind, community support of civic projects and numerous other benevolent contributions.

7. SOCIAL ACTIVITIES OF BETHEL

A wide range of positive activities can be found on the calendars of Job's Daughters Bethels. Service to Masonic Lodges and their related projects can always be identified. Bethel officers frequently plan drill teams, drama clubs, joint activities with Rainbow girls and DeMolay boys and special gatherings including sports and other programs.

8. BETHEL GUARDIAN COUNCIL

Each individual Bethel operates under the guidance of its own executive Bethel Guardian Council. This Council is made up of five individuals who must be Master Masons or women over twenty years of age who are the wives, daughters, granddaughters, mothers, sisters, half-sisters or widows of Master Masons, or who are majority members of the Order of Job's Daughters.

Each position is identified individually. They include the following: Bethel Guardian, Associate Bethel Guardian (a Master Mason), Guardian Secretary, Guardian Treasurer and Guardian Director of Music. Each has specific and interrelated duties and obligations to perform.

The Grand Guardian of the State appoints members of the Executive Bethel Guardian Council. Other selected Master Masons and or selected, eligible women are appointed as associate members of the Bethel Guardian Council in order to aid and assist the members of the Bethel Guardian Council and the Membership of the Bethel in general.

9. GRAND GUARDIAN COUNCIL

Grand Guardian Council is composed of members of Executive Bethel Guardian Councils, Past Bethel Guardians, Past Associate Bethel Guardians, Past Grand Guardians and/or Past Associate Grand Guardians of the State.

10. SUPREME GUARDIAN COUNCIL

The Supreme Guardian Council is composed of Grand Guardians and Associate Grand Guardians, Past Grand Guardians and Past Associate Grand Guardians of all States, Provinces and Countries. The Supreme Guardian Council holds jurisdiction over all.

11. LANDMARKS

Job's Daughters were organized and consent obtained from J. B. Fradenburg, the Most Worshipful Grand Master of the Grand Lodge of Nebraska, and also the Worthy Grand Matron of Nebraska, Order of the Eastern Star, Mrs. Anna J. Davis, and the Grand Patron, Mr. James E. Bendnar, to work under the following landmarks:

- * FIRST – To be known as Job’s Daughters.
- * SECOND – Membership to be composed of developing girls who believe in God and bear a Masonic relationship.
- * THIRD-The meeting place to be called a Bethel.
- * FOURTH-The teachings based on the “Book of Job” with special reference to the 42nd Chapter: 15th Verse.
- * FIFTH-Is to be taught in three epochs-not degrees.
- * SIXTH-Motto: "Virtue is a quality which highly adorns woman."
- * SEVENTH-The emblems to be, The Horn of Plenty, Incense Burner and the Dove.
- * EIGHTH-Requiring all members, guardians and visitors to assume a pledge based on honor.
- * NINTH-To be a DEMOCRATIC organization with the right of appeal to a Supreme Authority, with all members and guardians amenable to the laws.

* TENTH-A Supreme Guardian Council with Constitution and laws in conformity with landmarks governing the Supreme Guardian, Subordinate Guardians and Bethel members.

D. RAINBOW FOR GIRLS



1. HISTORY OF RAINBOW

The Reverend Mark W. Sexson of McAlester, Oklahoma founded the Order in 1922. The Order of Rainbow is a parallel organization to the DeMolay for boys. The ritual is inspiring and revealing. It teaches such virtues as love of home, country, school and church. The name was selected as it acts to represent the first visible sign that God gave to mankind. Each color has a specific meaning, all combining to produce pure white light represented by the Holy Bible.

2. MEMBERSHIP IN THE ORDER

The Rainbow Order attracts young ladies between the ages of 12 and 20 years old. Any girl recommended by an Eastern Star member or Master Mason may request a petition for membership. A young lady desiring membership may also ask another Rainbow girl for a petition. It is NOT necessary that a candidate have Masonic relatives in any organization in order to join.

3. PURPOSES OF RAINBOW

The Order, through its ritual, stresses and teaches a belief in the existence of a Supreme Being, the truths of the Holy Bible, the development of dignity of character, effective leadership, cooperation with others and service to all mankind.

Programs are arranged in order to conduct business, present the ritual, offer social and family activities, fund raising, and support and service to the community in general.

4. ASSEMBLY ORGANIZATION

Their Mother Advisor and an Advisory Board guide each Rainbow Assembly. The Sponsoring Body selects the Advisory Board. Regular meetings are held at which time ritual work, business, social and other activities and programs are discussed.

The Worthy Advisor leads the Assembly and four other elected officers: Worthy Associate Advisor, Charity, Hope and Faith. Other appointed officers form the "Bow". Each officer of this group symbolically represents a color of the rainbow and a basic teaching of the Order.

Each individual Assembly carries out its own program of activities. All Assemblies take part in community service, social and family programs, go to church meetings and other wholesome activities.

A Grand Assembly is held each year in the state. Many activities are involved. Every two years, a Supreme Assembly attracts girls from across America and throughout the world to join the fellowship and work of the Order.

5. RITUAL TEACHINGS

The beautiful ritual involves the basic teachings of the Order. Each color of the Rainbow illustrates a fundamental principle: red for love, orange for religion, yellow for nature, green for immortality, blue for fidelity, indigo for patriotism and violet for service.

Further fundamentals of the Order include love of home, country, school and church. All are combined to present a meaningful and impressive program, which is the foundation for the Order.

E. OTHER YOUTH GROUPS

A local lodge can sponsor Boy Scout and Cub Scout packs. Sponsorship does not attach financial liability to sponsor a troop or pack by the lodge. By volunteering your building, the lodge merely provides a free spot for youths to meet.

F. HOW CAN LODGES HELP YOUTH ORGANIZATIONS

Help can come in many forms. If your lodge does not sponsor a youth group or use the lodge building for meetings of outside groups, perhaps, financial help would be a consideration. This could easily be accomplished by having a yearly fund raiser - bake sale by the ladies group, pancake breakfast, raffle, lodge dinner, saving of newspaper, aluminum cans to cash in at a salvage business – for the benefit of the DeMolay Chapters, Job Daughters' Bethels, or Rainbow Assemblies. Your financial help will support their activities and it is truly appreciated by these youngsters.

Members can volunteer their time to nearby youth groups if the lodge does not have a Chapter, Bethel or Assembly. Time is as important as financial support.

WISCONSIN MASONIC HANDBOOK

CHAPTER X



CEREMONIES

INTRODUCTION

Note: (* * *) indicates number of raps of the gavel to order standing, sitting, etc.

There are a number of ceremonies in which the Masons of Wisconsin engage which are not included in the multiple letter cipher for a number of reasons. It is possible they were caused by a change in the code or by an edict, or that no official ceremony had been adopted, or they may have been a public ceremony which was previously in the Wisconsin Monitor, or are new or revitalized ceremonies being recommended for current use.

A number of such ceremonies are included in this section and may be added to from time to time either by the individual or from the Grand Lodge Office. These ceremonies replace all previously printed ceremonies of the same type.

PUBLIC AND OTHER NON-CIPHERED CEREMONIES

(For use only on special occasions when the public is invited to a Masonic function, such as: Friends Nights, Recognition Events, Installations, etc.)

Special Note: *No signs are to be given when addressed by the W.M., and to minimize the chance of someone forgetting this important point; no one will address the W.M. directly. When they are called upon to perform their duty, they will simply rise and do so.*

If the flag is to be presented, it is done in the manner set forth in the multi-letter cipher. At the conclusion of the Pledge of Allegiance, the three brethren who have acted as the color guard will simply retire to the sidelines or through the outer door, as they prefer.



Public Opening and Closing of a Lodge (*Official*)

Public Opening Ceremony

W.M.: “Brethren and Guests, welcome to the Opening of _____ Lodge of Free and Accepted Masons. Masons have long held that knowledge is attained by degrees and that wisdom results from contemplation. Let us take a moment, then, and reflect on what Masonry teaches and expects: temperate behavior, circumspect speech, just reasoning, soothing words, comforting assistance, honorable actions, equitable justice, fidelity, honesty, and honor. No institution was ever raised on better principles or a more solid foundation; nor were ever more excellent tenets and useful maxims laid down than are inculcated in the Masonic degrees. For these and many other reasons, one can generally always tell a Mason by his character. Let us then apply ourselves with zeal to the practice of the excellent principles inculcated in Masonry and cultivate the great moral virtues, which are laid down on our Masonic tressleboard, the Holy Writings, and strive to improve in everything that is good, amiable, and useful.

As is taught in the first degree of Masonry, upon embarking on any important undertaking, we invoke the blessing of Deity. Brother Chaplain.” (* * *)

Chaplain: *(may go to kneel at altar)* “Supreme Architect of the Universe, in Thy name we have assembled and in Thy name we desire to proceed in all our doings. Grant that the sublime principles of Freemasonry may so subdue every discordant passion within us; so harmonize and enrich our hearts with Thine own love and goodness that the Lodge at this time may humbly reflect that beauty and order which reign forever before Thy throne. Amen.”

(Alternate Prayer): “Almighty God, grant us grace to so conduct the affairs of this Lodge that all we do, and all we think, and all we say may be inspired by Thy wisdom, that we may do Thy will and to Thee shall be all honor and glory. Amen.”

Response: “So mote it be.”

(*)

W.M.: “Brother J.W., you will display the three burning tapers.”

(J.W. proceeds directly to the candles. As he lights them, he says -)

J.W.: “Every Lodge has three lights, situated in the east (*lights candle*), west (*lights candle*), and south (*lights candle*), none in the north.” (*J.W. returns to his station.*)

W.M.: “Brother S.W., you will display the Holy Writings, Square and Compasses.”

(S.W. proceeds directly to the altar and as he slowly opens the Holy Writings says -)

S.W.: “The Holy Writings are dedicated to God, they being the immeasurable gift of God to man. (*As he carefully places the square on the Holy Writings -*) The square is dedicated to the Master, it being the proper emblem of his office, and should continually remind him of the duty he owes to the Lodge over which he is elected to preside. (*As he carefully places the compasses over the square -*) The compasses is dedicated to the Craft, for by a due attention to its use, we are taught to circumscribe our desires and keep our passions within due bounds with all mankind.” (*S.W. returns to his station.*)

J.W.: (*Optional*) “Behold how good and how pleasant it is for brethren to dwell together in unity. It is like the precious ointment upon the head that ran down upon the beard, even Aaron’s beard that went down to the skirts of his garment. As the dew of Hermon, and as the dew that descended upon the mountains of Zion; for there the Lord commanded the blessing, even life for evermore.”

(If the flag were to be formally presented, it would be done at this time, otherwise the W.M. would say -)

W.M.: “Brethren and Guests, please join me in the Pledge of Allegiance to our flag.”

(* * *)

(*)

Public Closing Ceremony

WM: “Brethren and guests, we are now to close this assembly of friendship and virtue, and return to the concerns of the world. Amidst its responsibilities and employments, forget NOT the duties you have heard so frequently taught and forcibly recommended in this lodge. Be diligent, prudent, temperate and discreet. Every human being has a claim upon your kind offices. Do good unto all. Recommend it more especially to the household of the faithful. Finally, brethren, be ye all of one mind; live in peace, and may the God of love and peace delight to dwell with and bless you.”

WM: “So we end our labors, brethren and guests, in the same manner in which we began them. Brother Chaplain, please lead us in prayer.” (* * *).

Chaplain: *(may go to kneel at altar)* “Supreme Grand Master, ruler of heaven and earth; now that we are about to separate and each go to our own concerns, wilt Thou be pleased so to influence our hearts and minds that we may each one of us practice out of the Lodge those great moral duties which are taught in it, and with reverence study and obey the laws which Thou hast given us in Thy Holy Word. Amen.”

Response: “So mote it be.”

WM: “Brother SW, you will secure the Holy Bible, Square, and Compasses.”

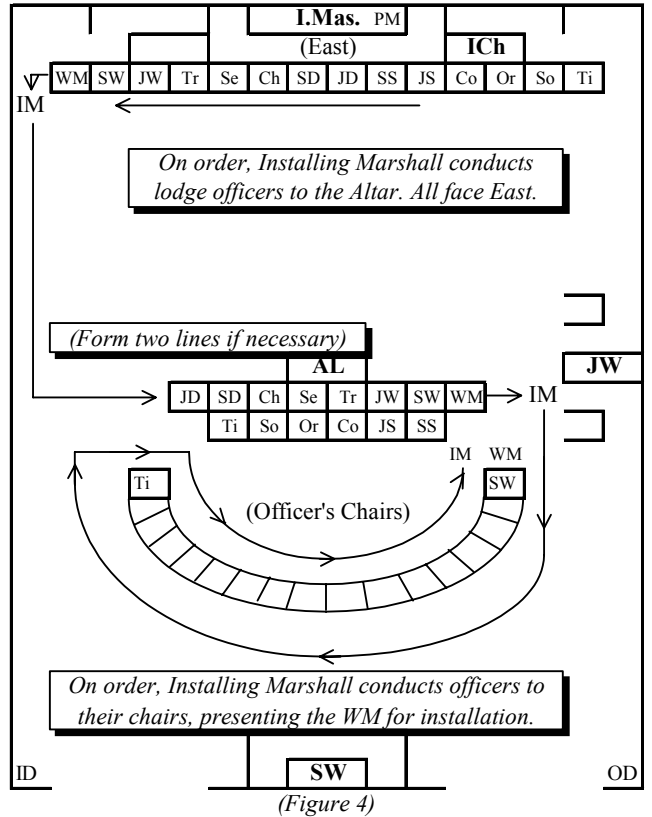
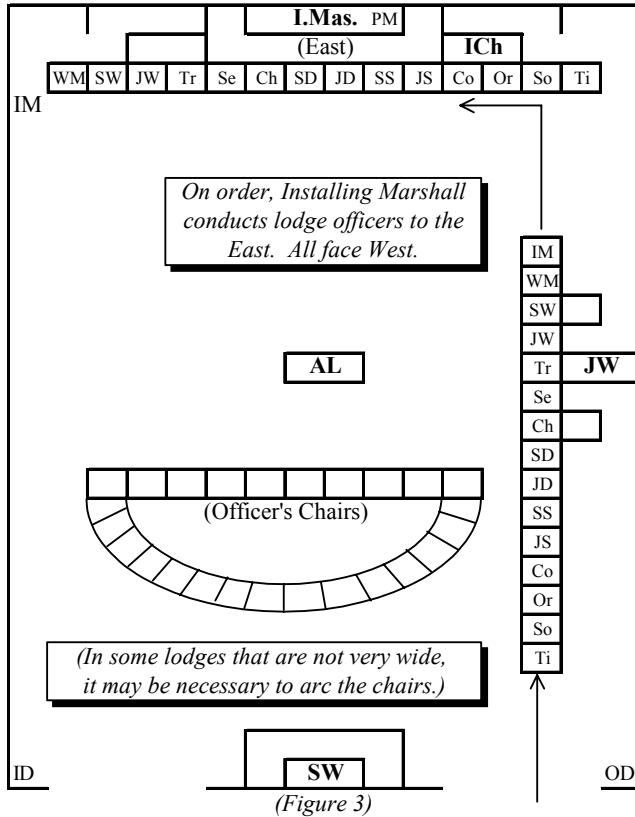
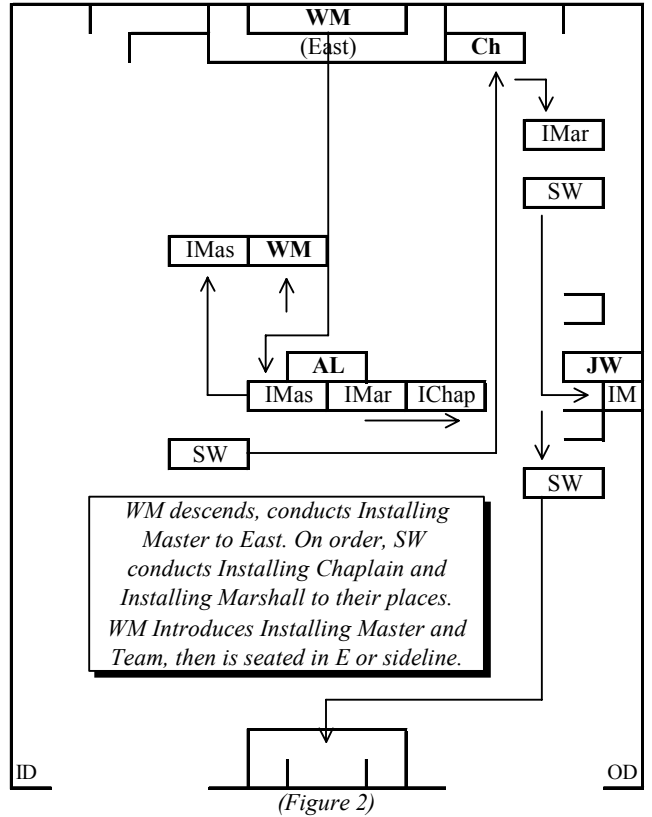
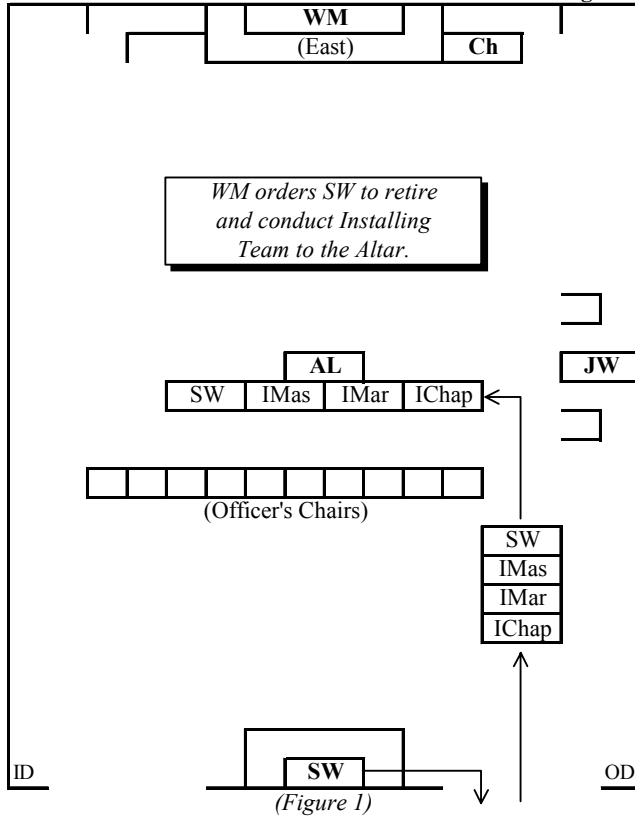
WM: “Brother JW, you will extinguish the three Burning Tapers.”

WM: “Brethren and Guests, we are dismissed.” (*)

Installation of Officers Ceremony

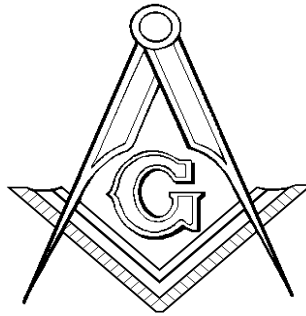


Floorwork Diagrams - Installation of Officers



Installation of Officers

This Installation Ceremony is often used in conjunction with the Public Opening and Closing Ceremonies.



(The officers, wearing the aprons of the offices to which they are to be installed, are assembled outside the Lodge room and arranged in descending order of rank. Also assembling at this time are the Installing Team members.)

Outgoing W.M.: “Brother S.W., you will retire and conduct the Installing Team to the Altar.”

*(S.W. leaves and returns leading the I.Mas., I.Mar., and I.Chap. – Figure 1.)
(Outgoing W.M. descends, greets and conducts I.Mas. to East – Figure 2 – and says -)*

Outgoing W.M.: “Brother S.W., you will conduct the Installing Chaplain and Installing Marshal to their places.” *(S.W. complies – Figure 2 I.Chap. replaces opening Chaplain, if used.)*

Outgoing W.M.: “It is with a great deal of pleasure that I introduce you to the men who will conduct the installation of our officers. Serving as:
the Installing Chaplain is [Title] Brother _____,
the Installing Marshal is [Title] Brother _____,
and the Installing Master is [Title] Brother _____.
Please join me in welcoming them with a warm round of applause.”

Outgoing W.M.: “Installing Master, it is a pleasure to have you preside over our installation, and I now take pleasure in presenting you the gavel.”

I.Mas.: *(May give impromptu thanks, but comments are to be reserved for later, just before he returns the gavel back to the Worshipful Master.)* “Installing Marshal, please conduct the newly elected and appointed officers of _____ Lodge to the east, facing west.”
(I.Mar. complies – Figure 3.)

I.Mas.: “Brethren, you now behold before you the officers who have been duly elected and appointed to serve this Lodge for the ensuing Masonic year and now declare themselves ready for installation. If any of you have any reason to urge why they should not be installed, you will now make them known or else forever hereafter hold your peace. Hearing no objections, I will proceed to install them.”

I.Mas.: “Installing Marshal, you will conduct these brethren to the altar, facing east.”
(I.Mar. complies – Figure 4.)

I.Mas.: “Masonry teaches that no man should ever engage in any great or important undertaking without first invoking the blessing of Deity; therefore, the Chaplain *(or I)* will now lead us in prayer.” (* * *)

Prayer

I. Chap: *(may go to kneel at altar)* “Almighty God, Thou art our God and the God of our fathers before us: in thee we live, move, and have our being. Make us conscious of Thy presence. Shed the light of Thy wisdom into our hearts, that the spiritual world may become more real to us. We thank Thee for all the opportunities of life. Bless the brethren who now stand before Thee and are about to be charged with the responsibility of conducting the affairs of this Lodge; give them grace to see Thy way, and to dispense thy light. Bless all our brethren and all people. To Thy holy name shall be glory evermore. Amen.”

Response: “So mote it be.”

(*)

I.Mas.: “Each officer will place his right hand over his heart, and all speaking in unison, say I, pronounce your name, and repeat after me:

**“Promise upon my honor as a Mason /
that I will to the best of my ability /
conform to and abide by the ancient landmarks, /
regulations and usages of Freemasonry, /
the constitution and edicts of the Grand Lodge /
and the By-laws of my Lodge, /
and will faithfully perform the duties of the office /
for which I have been selected.”**

I.Mas.: “Installing Marshal, conduct the officers to their chairs and present the Worshipful Master at the altar for installation.” *(I.Mar. Complies, leading officers in a circle around the chairs, seats officers, conducts W.M.-elect to altar. – Figure 4.)*

I.Mar.: “Installing Master, I present my worthy brother _____ to be installed Worshipful Master of his Lodge. I find him to be of good morals and of great skill, true and trusty: and as he is a lover of the fraternity wheresoever dispersed over the face of the earth, I am sure he will discharge his duty with fidelity.”

I.Mas.: “My brother, previous to your investiture, it is necessary that you should signify your assent to those ancient regulations which point out the duty of the Master of a Lodge. You will kneel at the altar.”

(The I.Mas. then reads, or causes to be read, a summary of the ancient charges to the W.M.-elect. He may approach the altar, leaving his hat in the east for these charges, if desired.)

I.Mas.: “Do you agree to be a good man and true and to strictly obey the moral law: to cheerfully conform to the laws of the nation and to submit to constituted authorities, promoting the general good of society, and propagating the knowledge of our mystic art according to its statutes?” *<I do>*

“Do you agree to be courteous to your brethren and faithful to your lodge, to respect genuine brethren, and to reject impostors and all dissenters from the original plan of Freemasonry? Further, do you admit that no person can be regularly made a Mason in, or admitted a member of any regular Lodge without previous notice of

due inquiry into his character; and do you also agree that no visitors shall be received into your Lodge without producing proper credentials and satisfying you as to his privilege to do so?” <*I do*>

“Do you agree to submit to the actions and resolutions of your brethren in Lodge convened, in every case consistent with the Constitution and By-Laws of the Fraternity; and to pay homage to the Grand Master, and to strictly conform to every edict of the Grand Master?” <*I do*>

“Do you promise a regular attendance on the committees and communications of the Grand Lodge; and that the landmarks are to be observed; and that no new lodge can be formed without permission of the Grand Lodge; and that no recognition ought to be given to an irregular lodge or Mason?” <*I do*>

“Brother _____, in consequence of your cheerful conformity to the charges and regulations of the Craft, you are now duly installed Worshipful Master of this Lodge, in full confidence of your care, skill, and capacity to govern the same. You will now arise and be invested with the jewel of your office.”

I.Mas.: “Installing Marshal, you will conduct Brother _____ to the East.”

I.Mas.: “Tools and implements of architecture and of Stone Masonry are used in this fraternity to teach a specific conduct of life, and upon this occasion I will enumerate them.

The Holy Writings: that great light in all of life, Masonry urges you to study diligently. We believe they will guide you to all truth; they will direct your paths to the temple of happiness, and point out to you the whole duty of man.

In Masonry, we use **the Square** to teach us to regulate our actions and to harmonize our conduct by the principles of morality and virtue.

Masonry uses **the Compasses** to teach us to draw boundaries on our behavior and our thoughts, to always remain within ourselves, and to limit our desires in every station, that rising to eminence by merit, we may live respected and die regretted.

We use **the Rule** to direct all Masons to divide their time; giving equal time to the service of those around us who are less fortunate than ourselves, as well as to the service of God, and that we should punctually observe our duty, press forward in the path of virtue, and, neither inclining to the right, nor to the left, in all our actions have eternity in view.

Masonry uses **the Line** to teach the criterion on moral rectitude, to avoid dissimulation in conversation and action, and to direct our steps to the path, which leads to immortality.

The Book of Constitutions you are to search at all times. Cause it to be read in your Lodge, that all may be aware of the excellent precepts it enjoins.

You now receive **the Charter**; the authority by which this Lodge is held. You are carefully to preserve it, and in no case should it ever be out of your immediate control. At the expiration of your term of office you will deliver it to your successor.

Lastly, you will receive in charge **the By-Laws** of your Lodge, which you are to see carefully and punctually executed.”

(* * *)

I.Mas.: <to WM> “I now present you the gavel; a symbol of your authority. One rap calls up anyone whom you may address, two raps call up the officers of the lodge, three raps call up your entire lodge, and one rap seats the lodge. Master, behold your brethren; brethren and friends, behold your Master; salute him with a hearty round of applause. Worshipful Master, seat your lodge.”

(*)

(The W.M. is seated in the east on the right hand of the I.Mas.)

I.Mas.: “Installing Marshal, present the Wardens for installation.”

SW JW

I.Mar.: “Installing Master, I present Bro. _____, and Bro. _____ who have been elected Senior and Junior Wardens for the ensuing Masonic year.”

I.Mas.: “Bros. _____ and _____, you have been elected Senior and Junior Warden of your lodge and are now invested with the jewels of your offices.”

SW

I.Mas.: “Brother Senior Warden, your jewel is the Level. In Masonry, the Level demonstrates that we are to seek the common ground. We use the level to illustrate the compromises necessary to work together and to agree; and, though distinctions among men are necessary, yet no high station should make us forget that we are brethren. Your regular attendance at our stated communications is essential. In the absence of the Master you are to govern the lodge; in his presence, you are to assist him in the government of it. I firmly rely on

your knowledge of Masonry, and attachment to the lodge, for the faithful discharge of the duties of this important trust. Look well to the West.”

JW

I.Mas.: “Brother Junior Warden, your jewel is the Plumb, and it is a most valuable tool. The Plumb admonishes us to walk uprightly in our several stations before God and man, to hold the scale of justice in equal balance, to observe the just medium between intemperance and pleasure, and to make our passions and prejudices coincide with the line of our duty. To you is committed the superintendence of the Craft during the hours of refreshment. You shall act as liaison between the lodge and any related youth groups and shall make periodic reports to the Junior Grand Warden and to your Worshipful Master. Your regular and punctual attendance is particularly requested and I have no doubt you will faithfully perform the duties, which pertain to your station. Look well to the South.”

TR SE

I.Mas.: “Installing Marshal, conduct the Wardens to their respective stations and present the Treasurer and Secretary for installation.”

I.Mar.: “Installing Master, I present Bro. _____, who has been elected Treasurer, and Bro. _____”

_____ who has been elected
Secretary for the ensuing Masonic year.”

I.Mas.: “Bros. _____ and _____, you
have been elected Treasurer and Secretary of this Lodge,
and are now invested with the jewels of your respective
offices.”

(If Sec-Tre)

I.Mas.: “Brother Secretary-Treasurer, it is your duty to
observe the will and pleasure of the Worshipful Master
in recording the proceedings of the lodge; transmit a
copy thereof to the Grand Lodge when requested; to
receive all monies paid into the lodge, keep a just and
true account thereof, and pay them out by order of the
Worshipful Master and consent of the lodge. I trust your
regard for the Fraternity will prompt you to the faithful
discharge of the duties of your offices. Your good
inclination to Freemasonry and this lodge will induce
you to discharge those duties with fidelity, and by so
doing, you will merit the esteem of your brethren.”

Tr

I.Mas.: “Brother Treasurer, it is your duty to receive
money paid into the lodge from the hands of the
Secretary, keep a just and true account thereof, and pay
them out by order of the Worshipful Master and consent
of the Lodge. I trust your regard for the Fraternity will

prompt you to the faithful discharge of the duties of your office.”

Se

I.Mas.: “Brother Secretary, it is your duty to observe the will and pleasure of the Worshipful Master in recording the proceedings of the lodge; transmit a copy thereof to the Grand Lodge when requested; to receive all monies paid into the lodge and pay them over to the Treasurer, taking his receipt thereof. Your good inclination to Freemasonry and this lodge will induce you to discharge the duties of your office with fidelity, and by so doing you will merit the esteem of your brethren.”

Chap

I.Mas.: “Installing Marshal, conduct the (*Sec-Tr*) Treasurer and Secretary to (*his*) their station(s) and present the Chaplain for installation.”

I.Mar.: “Installing Master, I present Bro. _____
_____ who has been appointed Chaplain for the ensuing Masonic year.”

I.Mas.: “Brother _____, you have been appointed Chaplain of your lodge, and are now invested with the jewel of your office.”

Chap

I.Mas.: “Brother Chaplain, it is your duty to perform those solemn services which remind us of our creator whose spirit is refining our souls, strengthening our virtues, and purifying our minds, that we might fulfill our lives in service to him, as we serve others in Freemasonry and all people throughout the world. Yours is a most-important office. Since this fraternity shapes and creates the bonds of brotherhood; those lasting friendships which are more family-like than casual, it is your responsibility to console those family members upon the passing of a departed brother, and to lead the Lodge as we pay our respects in honoring him with a Masonic Memorial Service. You also bear the responsibility of keeping all the brethren focused on the Sacred Law which is our Masonic Trestle board; steering and counseling them when their actions, prejudices, and desires infringe upon others; reminding them of their higher duty to the peaceful and harmonious service of God and man.”

Ds

I.Mas.: “Installing Marshal, conduct the Chaplain to his place and present the Deacons for installation.”

I.Mar.: “Installing Master, I present Brother _____ who has been appointed Senior Deacon and Brother _____”

who has been appointed Junior Deacon for the ensuing Masonic year.”

Ds

I.Mas.: “Bros. _____ and _____, you have been appointed Deacons of your lodge, and are now invested with the jewels and implements of your respective offices.”

I.Mas.: “Deacons, it is your province to attend on the Master and Wardens, and to act as their proxies in the active duties of the lodge, such as in the reception of candidates into the degrees of Freemasonry, the introduction and accommodation of visitors, and in the immediate practice of our ritual. Few stations within the lodge have as strong an impact upon its success as the Deacons. New candidates will frame their impressions about your lodge based on the quality of your execution. Your faithful attendance at each meeting is necessary to prepare you for the responsibilities of directing the lodge in the future, as well as to refine and perfect the ritual that is so much a part of your stations and so vital to the future of Freemasonry.”

Ss

I.Mas.: “Installing Marshal, conduct the Deacons to their places and present the Stewards for installation.”

I.Mar.: “Installing Master, I present Bro. _____
_____ and _____ who have
been appointed Stewards for the ensuing Masonic year.”

I.Mas.: “Brothers _____ and _____, you
have been appointed Stewards of your lodge, and are
now invested with the jewels and implements of your
respective offices.”

Ss

I.Mas.: “Stewards, your duties are to see that the tables
are properly furnished at refreshment, and that every
brother is suitably provided for; and generally to assist
the Deacons and other Officers in performing their
duties. Your regular and early attendance will afford the
best proof of your devotion and attachment to the lodge.
Your eagerness and steady progress advancing to the
Deacons chairs will confirm to the brethren that you are
qualified and committed to becoming the next officers.”

Co

I.Mas.: “Installing Marshal, conduct the Stewards to
their places and present the Counselor for installation.”

I.Mar.: “Installing Master, I present Bro. _____
_____ who has been appointed Counselor for the
ensuing Masonic year.”

I.Mas.: “Brother _____ you have been appointed to serve as Counselor of the lodge and are now invested with the jewel of your office.”

Co

I.Mas.: “Brother Counselor, your responsibilities include working with the candidates of the lodge who have been elected for or received degrees. Your goals are to increase the knowledge and understanding of the younger craftsmen in Masonry by teaching the Posting Examinations, Wisconsin Program, and other materials. You are further charged to take a leadership role in the general Masonic educational activities of the lodge. Your diligence and dedication to your expected tasks will be measured through the growth of the lodge and the increased Masonic understanding of its members.”

Organist and Soloist

I.Mas.: “Installing Marshal, conduct the Counselor to his place and present the Organist and Soloist for installation.”

I.Mar.: “Installing GM, I present Bro. _____ and Bro. _____ who have been appointed Organist and Soloist for the ensuing Masonic year.”

I.Mas.: “Bros. _____ and _____, you have been appointed Organist and Soloist of your lodge and are now invested with the jewel of your office.”

Organist and Soloist

I.Mas.: “As Organist and Soloist, your duties are to furnish the lodge with suitable music for the embellishment of the ritual work as well as any other occasion as may be required. As harmony is the strength and support of all institutions, more especially of ours, the exemplification of harmony in music will enhance all of our work, and contribute to the well being of the lodge.”

Ti

I.Mas.: “Installing Marshal, conduct the Organist to his place and present the Tiler for installation.”

I.Mar.: “Installing Master, I present Bro. _____ who has been appointed Tiler for the ensuing Masonic year.”

I.Mas.: “Brother _____, you have been appointed Tiler of your lodge, and are now invested with the jewel and implement of your office.”

Ti

I.Mas.: “The sword is placed in the hand of the Tiler to enable him to guard against the approach of cowans and eavesdroppers, and allow none to pass or re-pass except such as are duly qualified. Your duty is purely traditional and largely symbolic; dating back to a time when Masons met in secrecy out of necessity to avoid death or persecution. Masonic principles teach men to be square with each other, and thus we despise deceit, cowanry, and eavesdropping. Since the business conducted in a Masonic meeting today carries no such grave consequences, you are charged with the responsibility of simply preventing those who are unqualified from entering or observing. Your early and punctual attendance will afford the best proof of your zeal for the institution and its heralded traditions.”

Trustees

I.Mas.: Installing Marshal, conduct the Tiler to his place, and present the Trustees for installation.

Installing Marshal: “Installing Master, I present Bros.

_____, _____,’ _____
, _____, and _____
_____ to be installed as Trustee(s).’

Trustees

I.Mas.: “Brother(s) _____, _____,
_____, _____, you have been elected by

the members of your lodge to serve in the important capacity as Trustee. The specific duties which govern and control your responsibilities and activities are clearly spelled out in the Masonic Code of Wisconsin. Each of you is charged to be familiar with and to comply with these regulations.”

“You are to work under the direction of your Master in a cooperative and productive manner, and in line with the By-Laws of your lodge and the statutes of the State of Wisconsin. You are charged to supervise the property, investments, legal activities and certain funds of your lodge unless otherwise specified in your lodge By-Laws, and always with the approval of the lodge.”

“Accurate and regular reports, reflecting your meetings, decisions and recommendations are to be given in open lodge and recorded in the lodge’s minutes. The status and financial growth of your lodge, in many ways, is directly influenced by your dedicated efforts and cooperative relationship with your lodge.”

“You may be seated.”

WM

I.Mas.: “Worshipful Master, please stand. *<Done.>* The Grand Lodge, having committed to your care the superintendence and government of the brethren who constitute your lodge, you cannot be insensitive to the obligations which devolve upon you as their head, nor of

your responsibility for the faithful discharge of the important duties pertaining to your station.

The honor, reputation and usefulness of your lodge will materially depend on the skill and care with which you manage its concerns. The happiness of its members will be generally increased in proportion to the zeal and ability with which you promote the genuine principles of our institution. *<Pause slightly.>* You may be seated.”

Ws

I.Mas.: “Brother Senior and Junior Wardens, please stand. *<Done.>* You are too well acquainted with the principles of Masonry to warrant any apprehension that you will be found wanting in the discharge of your respective duties. You are carefully to assist the Master in the discharge of his trust, diffusing light and imparting knowledge to all whom he shall place under your care. In the absence of the Master, you will succeed to higher duties. Your commitment must, therefore, be such that the craft may never suffer for want of proper instruction. *<Pause Slightly. >* You may be seated.”

Lodge

I.Mas.: “Brethren of _____ Lodge number _____; such is the nature of our constitution that, as some must necessarily govern and teach, so too must others learn to comply. Humility in both is essential.

The officers who have been selected to govern your lodge are sufficiently familiar with the customs of society and the laws of Freemasonry to avoid exceeding the powers with which they are entrusted; and you are of too generous a disposition to envy their position. I, therefore, trust that you will have but one aim; to please each other and unite in the grand design of being happy and communicating happiness: that you will strengthen and grow your lodge from within by attracting your sons and their sons to becoming members and its next leaders. They will gain inspiration from your direction and you will both relish the bond of brotherhood forever. May the tenets of Freemasonry be transmitted through your family and your lodge, pure, and unimpaired, from generation to generation.”

I.Mas.: “Installing Marshal, make the proclamation.”

(I.Mar.places his right hand on the Holy Writings and says)...

I. Mar.: “In the name of the Most Worshipful Grand Lodge of the State of Wisconsin, I proclaim the officers of _____ Lodge number _____ duly installed.”

(I.Mar. remains at altar, and raises right hand, and turning in each direction says)...

“I proclaim it in the South, I proclaim it in the West, and I proclaim it in the East.”

I.Mas.: “Brethren and guests, salute your officers with applause.”

<At this point, the Installing Master would provide his comments>

(The Hat presentation may be done at this point, or could be presented later by the family)

“Worshipful Master, it is with pleasure I return the gavel of authority to you. May you wield it with wisdom and brotherly love.”

<The W.M.'s agenda completes the program, and may include an Installation Address by himself or a guest speaker, presentations to the W.M., musical selections, and any other elements as desired by the W.M.>

(This Installation Ceremony is often followed by the Public Closing Ceremony).

Masonic Apron Presentation by Bro. Samuel S. Watson



My Brother, having signed our by-laws, you now become a member of _____ Lodge No. _____ Free and Accepted Masons, and it is my pleasure to properly clothe you as one of the Craft; to present you with a lambskin or white leathern apron. It is an emblem of morality and the badge of a Mason, more ancient than the Golden Fleece or Roman Eagle, more honorable than the Star and Garter when worthily worn.

Down thru the ages, men have been known and distinguished by the wearing of some symbol or emblem, and this white apron has ever been the most sought, the most respected, and the most treasured. We are told that the men who built King Solomon's temple were clothed with such white aprons, and the manner in which they wore them testified to the character of their labors.

King Solomon, himself arrayed in all his glory, prized this emblem, plain and unadorned, among his valuable possessions. In foreign countries, across the seas, kings and princes have worn the emblem of our great Fraternity; kings and princes wear it today, and their humblest subjects, when similarly clothed, can clasp the hand of their monarch and call him brother.

Here, in our own land, Masonry has also played its splendid part. The father of our country, George

Washington, was a Mason. Those gallant men who gathered around him to risk their lives for an ideal, to build a nation on the principal that all men are created equal: Alexander Hamilton, Paul Revere, Benjamin Franklin, John Hancock, Baron Von Steuben who came from Germany and Lafayette who came from France, and many others; all have knelt at our sacred Altar as you have done tonight, have taken the same vows, and in the sanctity of the Lodge room had learned the lessons in friendship, morality and brotherly love. Yes, my brother it is a glorious company you join tonight and the wearing of this apron will ever distinguish you as a member of it.
(clothe the Brother with the apron.)

It is a beautiful thing, white, pure and spotless. There lies the responsibility that goes with the wearing of it; the responsibility to keep it ever clean and unsullied. Occasionally, some unhappy man has forgotten the many great things taught in our great Fraternity, and has dragged his apron in the dust, and Freemasonry still survives. Day after day, attentive ears learn the lessons taught by instructive tongues, and the splendid records of the many stand forth all the brighter by comparison with the faults of the few.

This apron is now yours; yours to wear throughout a useful and honorable life; to wear until you come to the end of the trail, where the old worn road dips down into the valley, of the shadow, and your spirit shall return to the all loving father who gave it. Then, and only then,

will you relinquish it, and it shall be laid upon the casket, containing your mortal body, to be buried with the evergreen, the emblem of our faith in the immortality of the soul. Until that day, and may it be many years ahead, my Brother, wear that Masonic apron with equal pleasure to yourself and honor to the fraternity.

Masonic Apron Presentation Author Unknown



My Brother in Masons' lodge with hoodwinked eyes and cable-tow about you, you swore that you would always keep all mysteries that Masons make and prize; the things they do, and words they speak, in mystic manner taught you.

For on this Book, that oath you took, and may you break it never, just stand by this*, and this**, and this***, forever and forever.

You swore to answer and obey all signs and summons sent you duly, from a Brother's hand or a Lodge away. You swore to keep the ancient laws and rules that bound Freemasons in those times renowned and would observe them truly.

For on this Book, that oath you took, and may you break it never, just stand by this*, and this**, and this***, forever and forever.

You swore in charity to deal with those in sorrow laden; your brother on the darkened square, his widow with disheveled hair, His sorrowing orphan who is bound to stray upon that long and weary way, When tears gush forth unbidden.

For on this Book, that oath you took, and may you break it never, just stand by this*, and this**, and this***, forever and forever.

You swore in chastity to deal, with woman true and tender; A Mason's wife, mother, child, his widowed daughter undefiled; You are their sworn defender.

For on this Book, that oath you took, and may you break it never, just stand by this*, and this**, and this***, forever and forever.

"Once again we present you with this lambskin or white leathern apron. This time it has your name on it, and it is yours to keep. In future lodge meetings, you will perhaps wear many different aprons, most of them provided by the lodge, except when you visit some foreign jurisdictions that expect visitors to provide their own aprons. This apron, however, is special. You will wear it on two auspicious occasions, once this evening to celebrate your being raised to the Sublime Degree of Master Mason, the other in the casket that shall contain your lifeless remains.

Remember, this lambskin or white leathern apron is an emblem of innocence and the badge of a Mason, more ancient than the Golden Fleece or Roman Eagle, more honorable than the Star and Garter, or any other order that can be conferred upon you, by Prince, King, Potentate, or any other person, except he be a Mason. Remember, also, to wear it with equal pleasure to

yourself and honor to the fraternity. Such being your intention, let us carry it to the Senior Warden in the West, with the order of the Worshipful Master that he teach you to wear it as a Master Mason."

Historical Note: This Apron Address was originally given in Doric Lodge #356, Madison, Wisconsin, by Worshipful Brother Carl L. Payne, the first Worshipful Master of Doric Lodge. Brother Carl was also a Past Grand Treasurer and Past Grand Secretary of the Grand Lodge F & A. M. of Wisconsin.

NOTE:

- * *due-guard and sign of an Entered Apprentice*
- * * *due-guard and sign of a Fellowcraft*
- *** *due-guard and sign of a Master Mason*

When reciting the line, "for on this Book ..." the presenter gestures toward the altar.

Apron Address by Chester Van Vleet



My Brother:

The ritualistic portion of the Master Mason Degree is now about over, there but remains the formality of closing the Lodge, and I have been granted a few moments to speak to you as one Master Mason to another in the life of every man occasionally comes a moment which in the years that lie ahead remains bright and clear in retrospect. This is such a moment in your life for its records your elevation to the Sublime Degree of Master Mason, and I, as a representative of these Brethren and of the Craft throughout the World, now have the pleasure of presenting you with your lambskin, or white leathern apron.

It carries with it a silent but eloquent message understood only by Masons, for it symbolizes all the lessons in Masonry, its aims, its objectives, its recognitions and the acceptance of those higher moral values which make life worth living. Rightfully, therefore, it is a **BADGE OF A MASON**, honored and respected throughout the ages by the powerful and influential as well as by the humble and meek. Intrinsically its value is only nominal, but to him who regards his Masonry seriously it is a treasure beyond price. For in this materialistic world of ours, it is one of the few things, which cannot be purchased with money, cannot be obtained through stealth, strategy or cunning -

it must be earned. And we believe you have earned it by coming to this Lodge possessed of good moral character and by willingly subscribing to the principles and philosophy of our ancient Fraternity - the oldest, numerically the largest, and universally the most respected Order of Men dedicated to the service and betterment of mankind.

Like so many of us before you, you will probably place it for safekeeping in your bureau drawer or on your closet shelf, there to remain for years undisturbed and untouched, yet in your subconscious mind it will always be symbolically a shining beacon lighting your pathway ahead and enabling you to avoid the pitfalls and snares to which the flesh is err.

I now place it in your care, fully confident that no act of yours will cast a shadow upon its beauty or purity of purpose, and I also trust it will serve as a gentle reminder for you to come back to your Lodge as often as you can upon its meeting night, for then only will you receive the rich dividends that Masonry offers. Dividends not measured in materialistic values, but rather in the spiritual lift of its philosophy and in the warmth of friendship you will establish by mingling with your Brethren.

If you choose to follow this suggestion, I am certain that at the close of the evening on your way home, you will find that your cares will have faded away, your mind will

be a little clearer and your tread a little lighter for you will be at peace with yourself and with your fellowman.

Congratulations to you, my Brother Master Mason, and may I also express the sincere wish of the officers and members of the Lodge for a long life of useful accomplishments in good health and in contentment.

I will return your apron when you come back to the sidelines. You will face the East and await the pleasure of the Worshipful Master. Thank you for your kind attention.

Bible Presentation by Joseph Fort Newton



My Brother:

Here is a Book, whose scene is the sky and Mother Earth and all that lies between. A Book that has in it the arch of the heavens, the curve of the earth; the ebb and flow of the sea; sunrise and sunset; the peaks of mountains and the glint of sunlight on flowing waters; the shadow of forests on the hills; the song of birds and the color of flowers. But its two great characters are God and the Soul, and the story of their eternal life together is its one everlasting romance.

It is the most human of books, telling the old forgotten secrets of the heart; its bitter pessimism and its death defying hope; its pain; its passion; its sob of grief and its shout of joy; telling all without malice in its own grand style which can do no wrong, while echoing the sweet toned pathos of the pity and mercy of God. No other book is so honest with us; so mercilessly merciful; so austere, yet so tender; piercing the heart, yet healing the deep wounds of sin and sorrow.

Take this great and simple Book, white with age, yet new with the dew of each new morning; tested with the sorrowful and victorious experience of centuries; rich in memories and wet with the tears of multitudes who walked this way before us. Lay it to heart; love it; read

it; learn what life is; what it means to be a man; aye,
learn that God has made us for himself, and unquiet are
our hearts until they rest in Him.

A Bible Presentation by Roy L. Nicholson, P.M.



My Brother, you are now a Master Mason.

You have served your apprenticeship as a bearer of burdens and as a hewer of stone in quarries, and have come at last to the exalted position of an overseer of the work, entitled to travel into foreign countries, work and receive Master's wages. We have given you your tools to work with and have taught you their Masonic uses. We have shown you how to properly divide your time by the twenty-four inch gauge, in order that you might have eight hours in which to work, eight in which to rest, eight more in which to serve your fellow man and worship your Creator. We gave you a common gavel with which to rid your mind and conscience of the vices and superfluities of life, so that, when the appointed time arrives, you will find your proper place in the Spiritual Temple, that house not made with hands, eternal in the heavens. We have taught you to walk upright by the plumb, to square your actions by the square of virtue and to meet and walk upon the level. And finally, we gave you a trowel with which to spread the cement of brotherly love and affection, which binds us together into the greatest Fraternity the world, has ever known - a Brotherhood, which extends into every far-flung corner of the earth.

But, my Brother, there is one thing we have not given you; something which every workman must have in order to do a good job, a thorough job. We have not yet given you a set of plans to work by, or, in our own Masonic language, your Trestle Board. So it is my pleasure and privilege at this time to give you that Trestle Board. And here it is.

(The speaker picks up the Bible and holds it)

Here is your book of plans - the most complete set of plans ever given to man. Here you will find a plan to guide you, to comfort you, to sustain you in every contingency. In joy or sorrow, in riches or in poverty, in fair weather or in foul, the answer to every question, to every need, can be found between the covers of this Great book.

How you will choose to use these plans, my Brother, is not for me to say; that is something you must work out for yourself. You may find the answer in the words of the prophets; in the Ten Commandments as laid down by Moses, and the other records of the Mosaic Law found in the Book of Exodus - in the inspiration of the Psalms as written by David and those other men who came after him - or in the wisdom of the Proverbs of King Solomon. Or you may find it by example; the example of that perfect and most successful life lived over nineteen hundred years ago by a humble carpenter. But let me tell you this, my Brother, and I say it with all sincerity; whenever you turn to this Great Book to find your plan, it will never fail you.

So we give you this set of plans, this Trestle Board, with our best wishes and our blessing. It is yours, to serve and guide you, in your social, your business, and your family life. And now, properly equipped with your tools and your Trestle Board, go forth and do your work as a man and a Mason.

Re-Obligation Ceremony



W.M.: The lodge has been convened for the purpose of observing Re-Obligation Night in accordance with the proclamation of the Grand Master made to all Wisconsin lodges. In re-obligating ourselves, mere repetition of the words and phrases, in order to comply with the order or wish of the Grand Master, is useless unless we are conscious of the deep meaning involved, and the personal involvement of each.

For one Mason to interpret to another the meaning of Masonry, its tenets, principles, possibilities, and opportunities is an impossibility.

Because of background, training, education, native talents, and personal interests, Masonry holds a different appeal and avenue for participation for each individual.

We must always remember that Masonry teaches by symbol and allegory. A very small portion of our lectures and rituals are to be taken literally. This is particularly true of the penalties of the obligations. Also, in a very real sense, the whole of each degree must be considered when endeavoring to fathom the meaning or sense of the obligation.

Consequently, we must each interpret the allegories and symbols embodied in our lessons as they apply to us as

individuals and we are assembled this evening to join with all of our brothers in this ceremony which is to remind us of the duties we as Masons owe to each other and to the world outside.

"Brother Junior Warden: *(J.W rises and salutes.)* You will proceed to the Altar and place yourself in due form to receive the obligation of a Fellowcraft. "

(When the J.W has obeyed the order, the Master will call up the lodge and say:)

"Brethren, assume the due guard of a Fellowcraft and under the due guard join with the Senior Warden in re-obligating ourselves as Fellowcrafts."

(The S.W administers the obligation of a Fellowcraft with the brethren and J.W repeating it phrase by phrase. The lodge is then seated and the junior and Senior Wardens return to their stations and are seated.)

W.M.: "Brethren, please follow me and heed the charge to a Fellowcraft."

(The Master then reads or recites the F.C. charge.)

It is well, therefore, that we should keep alive in our minds and hearts the obligations of Freemasonry.

"Brother Senior Warden: *(S.W rises and salutes.)* You will proceed to the Altar and place yourself in due form to receive the obligation of a Master Mason. *(When the S.W has obeyed the order, the Master will call up the Lodge and say:)*

"Brethren, let us form in concentric circles about the Altar (*assistance from Senior Deacon*), and joining hands may we be doubly conscious of the fraternal ties that bind us and of those duties we owe to all brothers of a common almighty parent as we re-obligate ourselves as Master Masons."

(The Worshipful Master goes through the circle and standing in front of the Altar administers the obligation of a Master Mason with the Senior Warden and brethren responding phrase by phrase. The Lodge is then seated and the Senior Warden and Master return to their stations and are seated.)

W.M.: "Brethren, please follow with me and heed the charge to a Master Mason. (*The Master then reads or recites the M.M. charge*):

"Brethren, it is well that in concluding these ceremonies we should call upon Almighty God to aid us in fulfilling the obligations which we once more have assumed. Brother Chaplain, please lead us in prayer.

(The Master will call up the lodge and the Chaplain will give a suitable prayer, after which the Master will seat the lodge and say):

W.M.: "Brethren, this concludes our ceremony of re-obligation and so that we may retain the significance of our participation we will immediately close this lodge of Master Masons."

(Lodge is then closed in due form)

Emblems of the Craft



Many have admired the following poem, written by R.W. Brother Rob Morris, and recited by him in the course of an address to the Grand Lodge of Wisconsin on his first visit to this State. It is very effective if presented from memory as an adjunct to the apron address. The apron recipient is escorted in slow stages from the northeast corner of the Lodge in a very slow abbreviated circumambulation culminating at the Altar where he took his obligations. The signs are given as indicated at the close of each verse.

Who wears the Square upon his breast?

Does in the eye of God attest,
And in the face of man,
That all his actions will compare
With the divine, the unerring square,
That squares great Virtue's plan;
And he erects his edifice,
By THIS design - and THIS - and THIS.

(Step, due guard and sign of an Entered Apprentice)

Who wears the Level, says that pride?

Does not within his soul abide,
Nor foolish vanity;
That man has but a common doom,
And from the cradle to the tomb,

An equal destiny;
And he erects his edifice,

By THIS design - and THIS - and THIS.

(Step, due guard and sign of a Fellowcraft)

Who wears the Plumb, behold how true?

His words and walk. And could we view
The chambers of his soul,
Each hidden thought, so pure and good,
By the stern line of rectitude
Point up to Heaven's goal;
And he erects his edifice,
By THIS design - and THIS - and THIS.

(Step, due guard and sign of a Master Mason)

Who wears the G, that mark divine?

Whose very sight should banish sin,
Has faith in God alone;
His Father, Maker, Friend, he knows;
He vows and pays to God his vows
Before the eternal throne;
And he erects his edifice,

By THIS design - and THIS - and THIS.

(Grand Hailing sign of distress)

This life and beauty come to view, in each design our fathers
drew, So glorious and sublime;
Each breathe an odor from the bloom

Beyond the flight of time;
And bids us build on THIS - and THIS, The walls of God's own
edifice.

(Point to the Bible, then to the working tools)

Presentation of Fifty-Year Award



Ceremonies for the presentation of the Grand Lodge Fifty Year Certificate may be conducted in a tiled meeting or at a meeting open to the public at a place other than the Lodge. The following ceremony may be used with such changes as may be deemed appropriate by the Worshipful Master, the Grand Master or his representative.

Grand Master, Worshipful Master or Representative:

Brethren, it is our privilege today to pay a tribute of respect and esteem to an honored member of _____ Lodge No. _____. Freemasonry has always taught a proper reverence and veneration for those whose years have brought them to positions of eminence in our Craft. Happy indeed is the occasion when years of age stand united with years of service, and when an honor may be conferred upon a Brother who is both worthy and esteemed.

Masons have learned that we progress through life in three principal stages - Youth, Manhood and Age. In Youth, we may occupy our minds in the attainment of useful knowledge; in Manhood, we apply that knowledge to the discharge of our duties to God, our neighbors, and ourselves; so that in Age, we may enjoy happy memories of a life well spent.

Our present gathering affords an opportunity to reflect upon the past; from experiences of the past. The present receives that useful counsel and guidance which enable

us to erect a more glorious future. To those of mature years we look for wisdom, and upon wisdom Freemasonry builds each laudable enterprise.

With great pride and pleasure, therefore _____
Lodge No. _____ welcomes our honored Brother on an occasion which, we trust, will be a crowning moment of his Masonic life. Let us give our attention to the Secretary as he reads the full Masonic record of Brother _____.

(Secretary reads full Masonic record of all members who are to receive 50 year certificate and pin. The Master continues)

Brother Senior Deacon, you will conduct Brother(s) to the altar.

My Brother(s), with pleasure we behold you before the altar of Freemasonry - that altar which you were taught to approach fifty years ago. There you assumed obligations designed to make a lasting impression upon your mind and to serve as an uplifting and ennobling influence upon your life and character. Again you have approached the Altar of Freemasonry, this time to receive a recognition that comes only to those fortunate Brethren who have labored upon the Temple faithfully for half a century.

Early in your Masonic career you were taught never to enter upon any great or important undertaking without first invoking the blessing of Deity. It therefore

behooves us, with the utmost reverence and humility, to offer our supplications to the God and Father of us all, that our labors may in all things meet with His approval.

(Worshipful Master calls up the Lodge)

Prayer

Chaplain: Vouchsafe Thine aid, Almighty Father of the Universe, to this our present convention. In Thee, O Lord, did we put our trust in days long past; Thou art still our refuge and our fortress. For a thousand years in Thy sight are as but yesterday when it is past, and as a watch in the night. Grant especially unto this (these) Thy servant(s) the blessings of life, health, strength and the daily provisions of Thy good and all-wise providence. Give to him (them) and all of us, we beseech Thee, Wisdom from on high to direct our steps, Strength commensurate with our tasks to support us, and the Beauty of holiness to render all our performances acceptable in Thy sight. Let goodness and mercy follow us all the days of our life that we may dwell in the house of the Lord forever. Amen.

Response: So mote it be.

(Worshipful Master seats the Lodge)

Worshipful Master: Brother Senior Deacon, you will conduct our Brother(s) to the East.

(Senior Deacon conducts all who are to receive awards to a point midway between the altar and the East. The Master then continues:)

Within the radiant pages of the Great Light, which rests upon Freemasonry's altar, we read again and again of the blessings bestowed upon that man who is privileged to walk humbly with his God through a long and honorable life.

In the Proverbs of Solomon it is written,

The fear of the Lord is the beginning of wisdom,
And the knowledge of the holy is understanding.
For by me thy days shall be multiplied,
And the years of thy life shall be increased.

Fifty years ago you remembered your Creator in the days of your youth. Today we commemorate the completion of your half-century of Masonic fellowship. In a span of fifty years each Mason gives of his substance; many give also of their time; others add loyalty and steadfast devotion. But to all of us, our gentle Craft gives far more than we could give to it in a lifetime of service. Thus when we pay tribute to you on your golden anniversary, we pay tribute also to the Fraternity which opened its portals to you, and which made it possible for you to build your life on the sublime principles it inculcates.

(Worshipful Master calls up the Lodge)

And now, my Brother(s), by virtue of the authority in me vested, it is my privilege, for and on behalf of the Most Worshipful Grand Lodge of Free and Accepted Masons of Wisconsin, to present to you the Grand Lodge 50 year Certificate and pin as a visible token of its fraternal love and grateful appreciation.

(Invests the Brother(s) with the emblem(s))

May you wear this emblem in health, happiness and prosperity, and may your days be long upon the land which the Lord our God hath given us. On a memorable occasion fifty years ago when the badge of a Mason was placed in your hands, you were admonished to wear that spotless apron with pleasure to yourself and honor to the Fraternity. Thus, I trust, will you wear the 50-year pin. May the joy of this moment abide with you always, and may you ever stand as once you stood in the northeast corner - a just and upright Mason, worthy to be known as a son of God.

(Worshipful Master directs the Senior Deacon to conduct the honored Brother to a seat in the East, at Master's left or in the case of multiple honorees, to a seat on the sidelines. Worshipful Master then seats the Lodge.)

The Flag of the United States by Virgil E. Carrithers



From time immemorial flags of various colors and designs, shapes and sizes have been used as national symbols, and on June 14, 1777, the stars and stripes motif of our flag was adopted when the Continental Congress resolved "That the flag of the United States be thirteen stripes, alternate red and white; that the union be thirteen stars, white in a blue field, representing a new constellation.

The Congress did not specify the arrangement of the stars, consequently some flags had the stars in a circle, some in rows, and some scattered on the blue field without any apparent design.

After the admission into the union of Vermont in 1791 and Kentucky in 1792, the flag became one of fifteen stars and fifteen stripes. Realizing that the addition of a new stripe for each new state would soon make the flag unwieldy, Naval Captain Samuel C. Reid suggested to Congress that the stripes again be thirteen to represent the thirteen original states and that a star be added to the blue field for each new state coming into the union. An April 4, 1818 law that resulted, requires that a star for each new state be added on the 4th of July next after its admission and that the stripes again be thirteen as suggested.

There is no legal or other official authority for assigning the stars to certain states - they collectively represent all of the states; however, there is a popular wish that each star should represent a certain state, according to the date it ratified the Constitution or entered the union. It appears that this plan would cast no stigma on or dishonor on any state, but would be of historical significance by designating the sequence in which they entered the union.

The rules and customs pertaining to the display and use of our flag were established certainly for respect for it and providing appropriate ways to show that respect. Their enactment into Public Law 623 on June 22, 1942 and the five amendments thereto, surely were to standardize those rules and customs and to perpetuate that respect, and

it behooves every citizen, individually and collectively privately and publicly, to conform to those precepts. Those who do should be proud to do so - those who do not should be ashamed.

The law and the amendments thereto, were transcribed into FLAG LAWS AND REGULATIONS in the new booklet OUR FLAG. Fringe is not an integral part of our flag but is sometimes used to enhance its appearance.

The name OLD GLORY was given to the flag on March 17, 1824, by Salem, Massachusetts sea captain William Driver when one was presented to him.

A 1976 "Year of the Flag" resolution, passed by both houses of Congress, states in part, "the colors of the flag signify qualities of the human spirit for which all Americans should strive: red for hardiness and courage, white for purity and innocence, and blue for vigilance and justice.

All of the SUPREME SACRIFICES that have ever been made in its service have made the flag of the United States forever worthy of all the honor that can ever be accorded to it and also worthy of a Constitutional Amendment to prevent its desecration.

Don't ever forget these two premises!

Permission was granted to reprint this article by the Managing Editor of the Scottish Rite journal of Freemasonry USA. It appeared in the July 1991 issue.

The article noted that Brother Virgil E. Carrithers, 32, was an Army Veteran, World War I Captain, USAR (Ret.) residing in Louisville, Kentucky.

The Flag Goes By
by Henry H. Bennett



"Hats off!!

Along the street there comes
A blare of bugles, a ruffle of drums,
A flash of color beneath the sky:

Hats off!!

The flag is passing by!

"Blue and crimson and white it shines,
Over the steel-tipped ordered lines.

Hats off!!

The colors before us fly;

But more than the flag is passing by:

"Sea-sights and land-fights, grim and great,
Fought to make and save the State:

Weary marches and sinking ships;
Cheers of victory on dying lips:

"Days of plenty and years of peace;
March of a strong land's swift increase;
Equal justice, right and law,
Stately honor and reverend awe;

"Sign of a nation, great and strong
Toward her people from foreign wrong:
ride and glory and honor, - all
Live in the colors to stand or fall.

"Hats off!!
Along the street there comes
A blare of bugles, a ruffle of drums;
And loyal hearts are beating high:

Hats off!!
The flag is passing by!"

Freemasonry The Gentle Craft



It should not surprise anyone present to hear me say: "One of the most important things to me about life is that I am a Mason."

Masonry is a complex subject - a complex relationship - one, which causes men to think about life, generally, and desire to know more about Masonry in particular.

One enters of his own desire - he enters the Craft as an Apprentice - having expressed a desire to learn and to be accepted willing to prove his worthiness - to advance in understanding and appreciation of what this relationship can and will eventually mean to him.

What is Masonry all about?

It helps me learn how to improve myself, building what many ancient scriptures have called, "The temple within me." Masonry provides the working tools to accomplish this. It offers lessons on how to use these symbolic tools most effectively in fellowship with others of a like mind.

Masonry uses symbols to help men understand and recall the meaning of its teachings about character building, morality and ethics.

Mr. Webster says about symbols, that they are:

"A visible sign of something invisible,"

"An outward sign of inward meaning.

Life's lessons are complex - they are difficult to express in

meaningful words. All of us can understand what a symbol stands for, once it is explained. The symbol then instantly reminds us of the whole complex business, when we see it again, but without the need for those words.

For example, Masons wear pins on their lapels - such as the square and the compasses. Sometimes it contains the letter "G" within the design of the pin. These symbols have a full and interesting meaning to a Mason. The design of the symbol recalls the lessons taught in the Masonic Lodge. It serves as a reminder, prodding each Mason to emulate daily the lessons he has learned in the Masonic Lodge.

These symbolic teachings are organized into an allegory - a story in dramatic form, which we call Masonic "degrees." Lessons are better taught and easier learned by the use of stories to which one can relate. Stories in Masonry, its allegories, are drawn from the oldest and greatest literature in the world. They are told by acting them out - portraying the characters in live and unforgettable drama.

To become a Mason - to be a Mason - is a learning experience that literally changes life - for the better.

Now, doing all this alone could be most trying. Doing this in concert with other worthy men becomes a matter of fellowship and joy. Masons inspire one another to do even better. That is the essence of the Masonic "brotherhood" concept.

Despite the large number of Masons in our country, it's fair to say that Masonry, like so many other things that are important, is not for everyone.

No Mason may improperly solicit you to join this great Fraternity. The idea of membership must be born of your own desire to be associated on a common ground with others. That desire must be expressed of your own free will. You must ask a Mason for an application - a petition for membership. There is no other way of entering.

The combined charitable gifts made to charitable causes by all Masonic groups in America account for well over two million dollars every day. I know of no other organization that can equal that display of concern for others.

For the man who is looking for a deeper meaning to life, who wants to be a part of a fraternity committed to his moral and ethical growth and who wants to bring a new facet of living to his family - Masonry is the fraternity for that man.

MASONIC MEMORIAL SERVICES



Every Mason has the right to a Masonic Memorial Service when requested by his survivors. Upon receiving notice of the passing of a brother, the Master should arrange for an immediate personal visitation with the widow or family. Bear in mind that the widow or family of the deceased brother may be totally unfamiliar with such proceedings, therefore the following guidelines should be carefully observed:

Guidelines

1. When a Mason dies, the Master of the lodge and one or more of the members should call upon the widow and family, express sympathy and extend Masonic courtesies, which include:

- Offering to provide a Masonic memorial service.
- Offering to provide a Masonic apron, if the deceased brother's apron is not available.
- Offering to provide personal services such as pallbearers (active or honorary), drivers or notification of friends and relatives.

2. The Masonic Memorial Service is conducted at the request of the deceased brother's family. The Service is to be in the memory of the deceased brother. When asked to perform the Masonic Memorial Service, it is an honor and privilege to serve the family and friends of the deceased brother.

3. The Masonic Memorial Service should not be confused with a funeral service, which should be conducted by the clergy chosen by the family. The Masonic Memorial Service should not be longer than 30 minutes and should be conducted in advance of the religious service. It is imperative to consult with the clergy involved to avoid duplication or embarrassment. Remember that the purpose of the service is to supplement the brother's personal religion, and not upstage it.

4. The deceased brother's clergy should be invited to the Masonic Memorial Service. Brethren from the lodge and from neighboring Lodges shall be invited to the service. The Master shall take steps to assure appropriate attendance. Many Lodges organize a telephone committee to invite members to attend the service.

5. The Masonic Memorial Service must be executed with proficiency, sensitivity, dignity and in a worshipful attitude and atmosphere. The format of the service should be well-prepared, large type and double-spaced for easy reading. It need not be memorized. The Brother leading the service, who may be the Master or a Master Mason designated by him, should be practiced and familiar with the material so he is able to present it in a manner which will convey the feeling and meaning of the words and, at the same time, maintain rapport with those who are listening in a fluent and smooth manner.

6. A Masonic Memorial Service is public. For many persons, the only exposure they have to Freemasonry is a Memorial Service. A positive impression must be left with those in attendance.

7. In the rare situation where no funeral service is to be conducted by the clergy, the Lodge may do so when requested by the family.

8. The clergy should perform the committal. If no clergy is available for that purpose, the Lodge may do so, when requested by the family.

9. In every case, the wishes of the family shall be respected.

10. Any of the following Memorial Services are appropriate to be used. It is also acceptable and may even be desirable to combine, edit, or otherwise amend these recommended services to make them fitting and right for the individual brother or situation. Personal touches are welcome and to be desired.

Masonic Memorial Service #1



Friends and Brethren:

In accordance with an honored custom of our ancient fraternity, we have assembled in the character of Masons to pay tribute to the memory of our Brother, whom death has elevated to the Lodge eternal. We trust that the declaration of our faith here expressed, may give comfort and courage to those who have sustained a loss in the death of their loved one.

God has inspired in man a sense of that which time cannot diminish: man is made in the spiritual image of God. This eternal and creative spirit of God, which undergirds our universe, has found its fair expression in the hearts of men who with holy fire have cried: "Thou hast made us for Thyself and our hearts are restless until they find rest in Thee." Let us take comfort from the words of the Psalmist:

(Any of the following Psalms may be used when deemed appropriate)

Psalm 27

1. The Lord is my light and my salvation; who shall I fear?
The Lord is the stronghold of my life; of whom shall I be afraid?

4. One thing have I asked of the Lord, that will I seek after; that I may dwell in the house of the Lord all the days of my life, to behold the beauty of the Lord, and to inquire in His temple.

5. For He will hide me in His shelter in the day of trouble; He will conceal me under the cover of His tent, He will set me high upon a rock.

6. And now my head shall be lifted up above my enemies round about me; and I will offer in His tent sacrifices with shouts of joy; I will sing and make melody to the Lord.

7. Hear, O Lord, when I cry aloud, be gracious to me and answer me;

8. Thou hast said, "Seek ye my face," my heart says to thee, "Thy face, Lord, do I seek."

13. I believe that I shall see the goodness of the Lord in the land of the living.

14. Wait for the Lord; be strong, and let your heart take courage; yea, wait for the Lord.

Psalm 46

1. God is our refuge and strength, a very present help in trouble.

2. Therefore we will not fear though the earth should change, though the mountains shake in the heart of the sea.

3. Though its waters roar and foam, though the mountains tremble with its tumult.

4. There is a river whose streams make glad the city of God, the holy habitation of the most high

5. God is in the midst of her, she shall not be moved; God will help her right early.

6. The nations rage, the kingdoms totter; he utters his voice, the earth melts.

7. The Lord of hosts is with us; the God of Jacob is our refuge

8. Come, behold the works of the Lord, how he has wrought desolation in the earth.

9. He makes wars to cease to the ends of the earth; he breaks the bow, and shatters the spear, he burns the chariots with fire.

10. "Be still, and know that I am God. I am exalted among the nations, I am exalted in the earth.

11. The Lord of hosts is with us; the God of Jacob is our refuge.

Psalm 23 *(Can invite those present to recite this with the speaker)*

1. The Lord is my shepherd, I shall not want;

2. He makes me lie down in green pastures. He leads me beside still waters;

3. He restores my soul. He leads me in the paths of righteousness for His namesake.
4. Even though I walk through the valley of the shadow of death, I fear no evil; for thou art with me; thy rod and thy staff, they comfort me.
5. Thou preparest a table before me in the presence of my enemies; thou anointest my head with oil, my cup overflows.
6. Surely goodness and mercy shall follow me all the days of my life; and I shall dwell in the house of the Lord forever.

Finally hear the words of the holy St. John.

And I John saw the holy city, new Jerusalem coming down from God out of heaven, prepared as a bride adorned for her husband.

And I heard a great voice out of heaven saying, behold, the tabernacle of God is with men, and He will dwell with them, and they shall be His people, and God himself shall be with them, and be their God.

And God shall wipe away all tears from their eyes; and there shall be no more death, neither sorrow, nor crying, neither shall there be any more pain; for the former things have passed away.

And he that sat upon the throne said, behold, I make all things new. He that overcometh shall inherit all things and I will be his God and He shall be my son.

"Is death the last sleep?" Freemasonry believes it is the final awakening!

Freemasonry believes that a rational God, who could create the wonder, which is man, would not do so only to destroy him. God's reasonableness is balanced by His love for His creature. And man's faith has been so inspired by this conviction, that he has dared persecution, and even death, rather than deny this sustaining trust. Freemasonry, therefore, refuses to believe that extinction is the ultimate fate of such worth. It insists that to believe in God is to believe in His ability to bring to completion that which He has begun. Hence, the assurance of immortality brings to every Mason the hope once expressed by the Psalmist who said, "The Lord will fulfill His purpose for me."

In the time of sorrow, when men need comfort and consolation, let us turn reverently to God, who, in the midst of the trials and tribulations that are a part of life can alone endue us with that quietness of spirit, that peace of mind and heart, which the world can neither give nor take away.

Let us pray:

O thou Supreme Ruler of the Universe, we thank Thee for the life of our Brother. We thank Thee that he was one of our Fraternity and fellowship and that we were privileged to labor with him in the mystic tie of brotherhood. We are grateful to Thee for the precious memories of him, which we shall always

carry in our hearts. We thank Thee for all that he has meant to those who were near and dear to him through the ties of family and friends.

Most of all, we are grateful to Thee for teaching us that although the body is mortal, the soul is immortal; though the outward form we knew and loved be removed from our sight, we have the assurance that Thou has taken to Thyself his soul, which is the enduring essence of life. This conviction Thou has implanted in us through thy holy word, which is the light of Masonry. We earnestly beseech Thee let thy peace abide with us now and lead us ever in the paths of righteousness. In, Thy name we make this prayer. Amen.

Response: "So mote it be."

From time immemorial it has been the custom of Masons to assemble with the family of a departed Brother to honor his memory and to voice sympathy to those whom he loved and who loved him. The last offices we pay the dead are useless except as they contribute lessons for the living. The lessons we bring is the message of the triumph of life over death ... the victory of hope over despair. Masonry has come down from the far past. It used the tools of the builder as emblems and symbols to teach Masons how to build the temple of the soul and thus fit us for that house not made with hands, eternal in heavens.

The term "builder" is not lightly felt nor lightly used by Masons. The Mason is taught, first to build his own temple ... the temple of his own existence. He is taught, also, to build with others,

pledging his time and energy to a common life and welfare and, in all the building to seek the will of God.

The Mason is a worker in the quarries of life where he cuts and shapes stones for the foundation of the great buildings: the buildings of freedom, understanding, peace and brotherhood. Masons believe sincerely that when life on earth comes to a close, the soul is translated from the imperfections of this mortal sphere to that all-perfect and glorious home where God, the Grand Architect of the Universe, presides. With these truths and Eternal and everlasting God, we look to Thee in faith and confidence knowing that Thy love has power to bring comfort and consolation, even in this time of bereavement, to those near and dear to our Brother. Fill their hearts more and more with the blessed assurance of immortality and of thy abiding love. Bless each one of us in the comforting and the strengthening of our souls, the thoughts and experiences of this hour. May we go from this place with deeper sympathy, warmer love, stronger faith, and more earnest purpose.

Now may the peace of God which passes all knowledge and understanding abide with thy spirit and with us all now and forevermore. Amen.

Memorial Service # 2



Brethren - This lodge has been especially convened to pay our last tribute of love and esteem to our late brother_____.

I now declare _____ Lodge # _____ duly opened.

Funeral Home

Brethren and Friends:

As Freemasons we are taught that when clouds gather darkly, when sorrow and affliction come nearest our hearts, to look with humble supplication to the Grand Architect of the Universe for that comfort and support which He alone can give. Let us unite our hearts in prayer.

Almighty God our creator and preserver, unto Thee we would lift up our hearts. We thank Thee for Thy great light shining in our world with everlasting brightness. We thank Thee for all who have walked therein, and especially for those near and dear, in whose lives we have seen excellence and beauty. May we know that in the constant reflection of Thy love they are with Thee; that when these earthly days shall come to an end, it is not that our service to Thee and one another will cease, but that it may begin anew. Lift us into life and love, purity and blessedness, and give us at last our portion with those who have trusted in thee, and sought, in things temporal and spiritual, to do Thy will. Amen.

Brethren and Friends, another brother has come at last, as come we all must, to where the old worn road dips down into the valley of the shadow.

There are some outside our Craft who seem to think Freemasonry is a religion. It is not. It has neither dogma nor creed. And yet, it is religious. It is religious because its entire structure is erected on the foundation of a belief in, and a reliance on, the one true God, the almighty and loving father of us all. The lessons we teach are as old as the words in the Holy Scriptures that lie open on our altar whenever we meet. In fact, our lessons can all be found between the covers of that beautiful old book. Particularly, the lessons of friendship, morality and brotherly love, and it is in brotherly love that we are gathered together on this occasion.

Once more the roll of the workmen has been called and Brother answers not.

He was born in _____ on _____.

He was initiated an Entered Apprentice in _____
Lodge No. _____ on _____.

Passed to the degree of Fellowcraft on _____ and raised to the sublime degree of Master Mason on _____

He passed on to the Grand Lodge above at the age of ____ years, _____ months, _____ days and has now knocked on the door of the lodge eternal and it has been opened unto him.

Brother _____ was a member of _____

Remarks: _____

He is survived by: _____

There is one subject upon which Freemasonry sounds a sure and certain note: the immortality of the soul. This common faith in immortality has created and sustained a great historic, heroic fellowship, in which are united, the brave and true of every age, who set among dangers and difficulties, struggled, endured, and triumphed. When through long ages, men of every station in life, the strong and the tender; the wise and the simple; the doer and the dreamer; arrive at the same conclusion, the verdict is overwhelming - if a man dies, his soul shall live.

On occasions like this, the Holy Scriptures, the great light in every degree of Masonry, brings us its most hopeful message. It imbues us with a sense of the dignity of the human personality, its sacredness, its august destiny. It teaches us that our mortal lives, brief, broken and frail as they may be, have a meaning for God; that death is not the end; that beyond its shadows awaits a more beautiful and nobler life. Harken then to the inspired words of consolation, of hope, of victory: "I know that my redeemer liveth and that He shall stand at the latter day upon the earth; and though this body be destroyed, yet shall I see God, whom I shall see for myself, and mine eyes shall behold and not as a stranger.

Let us seek the comfort of the 23rd / 121st Psalm - *(Choose one)*

23rd Psalm

The Lord is my shepherd, I shall not want. He maketh me to lie down in green pastures. He leadeth me beside the still waters. He restoreth my soul. He leadeth me in the paths of righteousness for His name's sake. Yea, though I walk through

the valley of the shadow of death, I will fear no evil for thou art with me, thy rod and thy staff they comfort me. Thou preparest a table before me in the presence of mine enemies. Thou anointest my head with oil, my cup runneth over. Surely goodness and mercy shall follow me all the days of my life and I will dwell in the house of the Lord forever.

121st Psalm

I will lift up mine eyes unto the hills from whence cometh my help, my help cometh from the Lord which made heaven and earth. He will not suffer thy foot to be moved, He that keepeth thee will not slumber. Behold, He that keepeth Israel shall neither slumber nor sleep. The Lord is thy keeper the Lord is thy shade upon thy right hand. The sun shall not smite thee by day nor the moon by night. The Lord shall preserve thee from all evil. He shall preserve thy soul. The Lord shall preserve thy going out and thy coming in from this time forth, and even for evermore.

How beautiful and comforting the stately music of the Psalm, singing its stirring message of love, faith and triumph. As upon the petal of the lily God imprints his symbol of purity and truth; as upon the drifting cloud He stamps His bow of promise, so upon the soul of man, whose life is as a vapor, whose day is as a span, He imprints His image, the glow of His eternal beauty.

Our passing from the mortal to the eternal presents the deepest paradox of life. Out of the shadow of death, which seems to destroy hope, comes faith in immortality. At the moment when nature seems to destroy, when man seems forsaken of God, there rises in his soul courage, confidence, spiritual aspiration which all the tragedies of time have been impotent to

extinguish, affirming the living truth that "Life is ever Lord of death and love can never lose its own."

"Let these flowers be to us a symbol of remembrance of the virtues of those departed brothers who have preceded us to that hallowed land, a token of that fraternal alliance which binds us together while here on earth and which we are sure will re-unite us in heaven."

W.M.: (Taking the apron and displaying it to the assembled mourners:)

The lambskin, or white apron, is an emblem of innocence, and the badge of a Mason. It is more ancient than the Golden Fleece or Roman Eagle, more honorable than the Star and Garter when worthily worn.

This emblem I now deposit on the casket' of our departed brother. Here we are reminded of the universal dominion of death. The arm of friendship cannot interpose to prevent his coming; the wealth of the world cannot purchase our release, nor will the innocence of youth or the charms of beauty propitiate his purpose.

(The Master, holding evergreen in his hand continues:)

W.M.: This evergreen is an emblem of our faith in the immortality of the soul. By this we are reminded of our high and glorious destiny, beyond the "world of shadows," and that there dwells within our tabernacle of clay an imperishable, immortal spirit, over which the grave has no dominion, and death no power.

W.M.: We consign the body of our beloved brother to its kindred dust.

In case of cremation, one of the following terms may be used: urn, table, altar.

(Places sprig of evergreen upon the casket.)

We commend his spirit to God who gave it.

(Raises right hand.)

And cherish his memory here.

(Places right hand over the heart.)

We will again assemble among the habitations of the "silent city," to behold the "narrow house" appointed for all living. Around us; there in that peace which the world cannot give, sleep the unnumbered dead. The gentle breeze fans their verdant covering - they heed it not.

The sunshine and the storm pass over them - they are not disturbed. Stones and lettered monuments symbolize the affection of surviving relatives and friends, yet no sound proceeds from them save that silent but thrilling admonition, "Seek ye the narrow path and the straight gate that lead unto eternal life." We are again admonished of the uncertainty of life, the immutable certainty of death, and the vanity of all human pursuits.

Of what value then are all the externals of human vanity; the power of wealth; the dreams of ambition; the pride of intellect or the charms of beauty when the sands have run out of the hour-glass of life.

The monarch at whose bidding nations pay obedience, and the poor beggar at His gate are equals in the hour of death. The

one must part with his sceptre and crown, the other has no further use for his wallet and rags; and each is indebted to Mother Earth for a common sepulchre. In the grave all ranks are leveled, all distinctions are done away.

To the immediate family who are most heart-stricken at the loss we have all sustained, we deeply, sincerely and most affectionately sympathize with you in your bereavement and would remind you that he who "tempers the wind to the shorn lamb" looks down with infinite compassion upon the bereaved in the hour of their desolation, and will fold the arms of His love and protection around those who put their trust in Him.

The darkness of the blackest night is mitigated by the star of an assured hope. "Tis night alone that shows how star surpasseth star." "The greatest gulf is not beyond the reach of everlasting arms. And earth has no sorrow that heaven cannot heal."

Then let us each in our respective spheres so improve this admonition that when at last the record of our lives is finished, we may also receive the thrilling invitation, "Come, ye blessed, inherit the kingdom prepared for you from the foundation of the world."

Closing Prayer

Let us pray.

Almighty and most merciful God, in whom we live and move and have our being, and before whom all must appear to render an account of the deeds done in the body, sustain and comfort every mourning heart and help us to do Thy will and walk Thy way, that we may be worthy of being called Thy children.

And, O Gracious Father, vouchsafe us, we pray thee, Thy divine assistance, to redeem our misspent time; and in the discharge of the duties Thou hast assigned us in the erection of our moral edifice, may we have wisdom from on high to direct us, strength commensurate with our tasks to support us, and the beauty of holiness to render all our performance acceptable in thy sight. And at last, when our labors on earth are ended, may we awaken in that spiritual home, that house not made with hands, eternal in the heavens. Amen.

Memorial Service # 3 (1945 Revised Service)



When the Master has taken his place at the speaker's lectern or other place provided for him he shall proceed at once with the following Masonic Memorial Service:

W.M.: Brethren: We are called upon to mourn the loss of one of our companions. The mortal remains of a beloved Brother lie before us, overtaken by that fate which must sooner or later overtake us all.

As Freemasons we are taught that when clouds gather darkly, when sorrow and affliction come nearest to our hearts, to look with humble supplication to the grand architect of the universe for the comfort and support which He alone can give. Let us reverently unite in prayer:

Prayer

Our Father, which art in heaven, we seek Thy blessing on this occasion; strengthen us for the performance of the duties this event devolves upon us; may our thoughts be drawn toward Thee, the giver of all good and the sure refuge of Thy children in their stressful hours. Grant that, when our parting hour shall come, the record of our lives shall be clear. May our faith dispel the gloom of death, and may the hope of a glorious immortality cheer surviving friends, and assure them of a joyful reunion where "the tears are wiped from all eyes." Amen.

Response: "So mote it be."

W.M.: Brethren! The solemn notes that betoken the dissolution of this earthly tabernacle have again alarmed our outer door, and another spirit has been summoned to the land where our fathers have gone before us.

Again we are assembled to behold the “narrow house” appointed for all living.

Here we are admonished of the uncertainty of life, the immutable certainty of death, and the vanity of all human pursuits. Decrepitude and decay are written on every living thing. The cradle and the coffin stand side by side; and it is grievously true that, as soon as we begin this earthly life, that moment we begin to die.

The last offices we pay to the dead are useless except as they contribute lessons for the living.

The mortal remains enclosed in the “narrow house” before us is alike insensible to our sorrows and our ceremonies. He has gone to accomplish the destiny of all our race, and his body to the profound slumber of the grave, there to be resolved with its original elements.

What then, are all the externals of human dignity - the power of wealth, the dreams of ambition, the pride of intellect, or the charms of beauty - when nature has paid her just debt?

The monarch at whose bidding nations pay obedience, and the poor beggar at His gate, are equals in the hour of death. The one must part with his sceptre and crown; the other has no further use for his wallet and rags; and each is indebted to

Mother Earth for a common sepulchre. In the grave all ranks are leveled, all distinctions are done away.

Our present meeting and proceedings will have been vain and useless if they fail to excite our serious reflections and strengthen our resolutions for amendment.

Let us each embrace the present moment, and while time and opportunity offer, prepare for that hour which must surely come, when the pleasures of this world will cease, and when the reflections consequent upon a well-spent life will alone afford us comfort and consolation.

Let us here resolve to maintain, with greater assiduity, the dignified character of our profession. May our faith be evinced in a correct moral walk and deportment; may our hope be bright as the glorious mysteries that will be revealed hereafter; and our charity boundless as the wants of humanity.

And, having faithfully discharged the great duties, which we owe to God, our neighbor, and ourselves - when at last it shall please the Grand Master of the Universe to send His Tiler, death, to summon us into His eternal presence - may the record of our whole lives pass such inspection that it may be given unto each of us to great of the hidden manna, if and to receive the "white stone with a new name written," that will insure perpetual and unspeakable happiness in the paradise of God.

(The apron is handed to the Master, and a hymn may be sung.) (The Master, holding up the apron continues:)

W.M.: The lambskin, or white apron, is an emblem of innocence, and the badge of a Mason. It is more ancient than

the Golden Fleece or Roman Eagle, more honorable than the Star and Garter when worthily worn.

This emblem I now deposit on the casket' of our departed brother. Here we are reminded of the universal dominion of death. The arm of friendship cannot interpose to prevent his coming; the wealth of the world cannot purchase our release, nor will the innocence of youth or the charms of beauty propitiate His purpose.

(The Master, holding evergreen in his hand continues:)

W.M.: This evergreen is an emblem of our faith in the immortality of the soul. By this we are reminded of our high and glorious destiny, beyond the “world of shadows,” and that there dwells within our tabernacle of clay an imperishable, immortal spirit, over which the grave has no dominion, and death no power.

W.M.: We consign the body of our beloved brother to its kindred dust.

(Places sprig of evergreen upon the casket.)

We commend his spirit to God who gave it.

(Raises right hand.)

And cherish his memory here.

(Places right hand over the heart.)

In case of cremation, one of the following terms may be used: urn, table, altar.

(The brethren will move in single file past the casket, each depositing a sprig of evergreen on the casket. During which ceremony, an appropriate hymn may be played or sung.)

(The brethren, being again seated, the Master continues:)

W.M.: From time immemorial it has been the custom among the fraternity of Free and Accepted Masons, at the request of a brother, to accompany his remains to the place of interment, and there to deposit them with the usual formalities.

In conformity to this ancient usage, and at the request of our departed brother, we have assembled at this time, in the character of Masons, to offer the last tribute of our affection, and thereby demonstrate, in the strongest manner possible, the sincerity of our esteem for him, and our steady attachment to the principles of the fraternity.

Having, with the usual Masonic ceremonies, committed the body of our brother to its final rest and peace, we leave him in the hands of a being who doeth all things well.

To his immediate relatives and friends, who are most heart stricken at the loss we have all sustained, we can most truly say that we deeply, sincerely and most affectionately sympathize with you in your afflictive bereavement, and would remind you that he who "tempers the wind to the shorn lamb" looks down with infinite compassion upon the widow and the fatherless in the hour of their desolation, and will fold the arms of His love and protection around those who put their trust in Him.

Then let us each, in our respective spheres, so improve this warning, that when at last the record of our lives is finished, we may receive the thrilling invitation, "Come, ye blessed, inherit the kingdom prepared for you from the foundation of the world."

(The following or some other suitable prayer may be used.)

Prayer

Almighty and most merciful God, in whom we live, and move, and have our being, and before whom all men must appear to render an account for the deeds done in the body, we do most earnestly beseech thee, to impress upon our minds the solemnity of this day.

May we ever remember that "in the midst of life we are in death," and so live and act our several parts as we would have desired to have done, when the hour of our departure is at hand.

And, O Gracious Father, vouchsafe us, we pray thee, thy divine assistance, to redeem our misspent time; and in the discharge of our duties thou hast assigned us in the erection of our moral edifice, may we have wisdom from on high to direct us, strength commensurate with our tasks to support us, and the beauty of holiness to render all our performance acceptable in thy sight.

And at last, when our labors on earth are ended, may we obtain an entrance into that spiritual home, that house not made with hands, eternal in the heavens. Amen.

Response: So mote it be.

Only when no funeral service is to be conducted by clergy an announcement may now be made by the Master that the lodge will repair to the cemetery for the committal of the body to its eternal rest.

At the Grave

Having arrived at the place of interment, the Worshipful Master should take position at the head of the grave and the brethren at the foot and both sides but always to the rear of the surviving members of the family.

The following may be used if desired.

W.M.: Soft and safe to thee, my brother, be this, thine earthly bed; bright and glorious be thy rising from it. May the earliest buds of spring unfold their beauties over this, thy resting place; and here may summer's last rose linger longest. Though the cold blast of autumn may lay them in the dust, and for a time destroy the loveliness of their experience, yet their destruction is not final; for, in the gentle springtime, they will bloom again.

So, my brother, in the bright morn of the world's resurrection may this, thy frail body, now laid low by the chilling blast of death, come forth in immortal glory, in realms beyond the sky. Until then, my brother, farewell. Farewell!

Depositing the Apron

(The Apron is handed to the Master who then proceeds:)

The Lambskin, or white leathern apron, is an emblem of innocence, and the badge of a Mason. It is more ancient than the Golden Fleece, or Roman Eagle, more honorable than the Star and Garter, when worthily worn. I now deposit it upon the casket' of our brother.

(He does so.)

The lambskin's pure and spotless surface is to us an ever-present reminder of purity of life and conduct, a never-ending argument for nobler deeds, for higher thoughts, for purer actions. It is a fitting emblem to place over one who has served faithfully and well.

(Here may be music or an appropriate reading, if requested by the family.)

W.M.: Brethren and Friends - We have gathered here to pay our tribute of esteem and affection to another of our brothers who has journeyed to that bourne from which no traveler returns.

'In case of cremation, one of the following terms may be used: urn, table, altar.

As Freemasons we are taught that when clouds gather darkly, when sorrow and affliction come nearest to our hearts, to look with humble application to the Grand Architect of the Universe for that comfort and support which He alone can give. Let us reverently offer our prayer:

Prayer

Almighty and most merciful God, in whom we live, and move, and have our being, and before whom all men must appear to render an account for the deeds done in the body, we do most earnestly, beseech thee, as we come to honor our departed brother, to impress upon our minds the solemnity of this day.

**May we remember that in the midst of life we are in death.
May we so live and act our several parts in our earthly**

lodge that we may be acceptable in thy heavenly lodge above.

Vouchsafe us, O Gracious Master, thy divine assistance to improve the time still remaining to us. In the discharge of the duties thou hast assigned for the erection of our own moral and Masonic edifice, grant us wisdom from on high to direct us, strength equal to our tasks to support us, and the beauty of holiness to render our works worthy of thy judgment.

And at last, when our labors here on earth are ended and our tools are laid aside, then grant us a happy entrance into our spiritual home, the new Jerusalem, in that house not built with hands, eternal in the heavens. Amen.

Response: So mote it be.

The junior Warden then signals the company, if standing, to be seated, and the Master reads:)

Hear the words of the Psalmist:

Psalm

How amiable are thy tabernacles, O Lord of Hosts!

My soul longeth, yea, even fainteth for the courts of the Lord: my heart and my flesh crieth out for the living God.

Yea, the sparrow hath found a house, and the swallow a nest for herself, where she may lay her young; even thine altars, O Lord of Hosts, my king, and my God.

Blessed are they that dwell in thy house: they will be still praising thee.

Blessed is the man whose strength is in thee; in whose hearts are the ways of them.

Who passing through the vale of misery make it a well; the rain also filleth the pools.

They go from strength; every one of them in Zion appeareth before God.

O Lord God of Hosts, hear my prayer: give ear, O God of Jacob.

Behold, O God our shield, and look upon the face of thine anointed.

For a day in thy courts is better than a thousand. I had rather be a doorkeeper I the house of my God, than to dwell in the tents of wickedness.

For the Lord God is a sun and shield: the Lord will give grace and glory: no good thing will He withhold from them that walk uprightly.

O Lord of Hosts, blessed is the man that trusteth in thee. Selah.

(Here may be a pause for music.)

W.M.: Hear again the words of Ecclesiastes, the preacher:

Scripture Reading

Remember now thy creator in the days of thy youth, while the evil days come not, nor the years draw nigh when thou shalt say, I have no pleasure in them;

While the sun, or the light, or the moon, or the stars, be not darkened, nor the clouds return after the rain,

In the days when the keepers of the house shall tremble, and the strong men shall bow themselves, and the grinders cease because they are few, and those that look out of the windows be darkened.

And the doors shall be shut in the streets, when the sound of the grinding is low, and the daughter of music shall be silent, because man goeth to his long home, and the mourners go about the streets.

Then shall the dust return to the earth as it was: and the spirit shall return unto God who gave it.

Committal

(Only if lodge has entire funeral service. Otherwise proceed to closing prayer)

W.M.: Unto almighty God we commend the soul of our departed brother: we commit his body to the ground: (*Flames, if cremation*) earth to earth, ashes to ashes, dust to dust; in the sure and certain hope of the resurrection unto eternal life. Man goeth forth unto his labor until the evening, and when his labor is accomplished he welcomes the gracious twilight and the star-crowned night. When strength and desire are spent; when

opportunity is ended release is a boon and rest a divine benediction.

Closing Prayer

W.M.: Let us unite in prayer.

O Lord, support us all the day long, until the shadows lengthen and the evening comes, and the busy world is hushed, and the fever of life is over, and our work is done. Then in Thy mercy grant us safe lodging and a holy rest and peace in Thee. In Thy name we ask it. Amen.

Benediction

W.M.: And now may the peace of God which passeth all understanding, keep your hearts and minds in the knowledge and love of God and may the blessing of almighty God our Heavenly Father rest upon us all, now and forevermore. Amen.

OR

W.M.: The Lord bless you and keep you. The Lord make his face to shine upon you and be gracious unto you. The Lord lift up his countenance upon you and give you peace, now and forevermore.

Memorial Service #4
(The 1947 Alternate Memorial Service in the Lodge)



Calling the Roll

Brethren! The solemn notes that betoken the dissolution of this earthly tabernacle have again alarmed our outer door, and another spirit has been summoned to the land where our fathers have gone before us. The roll of the workmen has been called, and Brother _____ answers not. He was born at _____ in the state of _____ on _____.

He was initiated an Entered Apprentice in _____ Lodge Number _____, on _____, passed to the degree of Fellowcraft, and raised to the sublime degree of a Master Mason. He has knocked at the door of the lodge eternal, and it has been opened unto him.

Let us reverently bow in prayer.

Prayer

Most glorious God! Author of all good, and giver of all mercy! Pour down Thy blessing upon us, and draw our attention toward Thee, our only refuge in time of need; that when we ourselves are about to quit this transitory existence, the inspiring prospect of Thy mercy may dispel the gloom of death; and after our departure hence in peace and in Thy favor, may we be received into Thy everlasting kingdom, to enjoy, in union with the souls of our departed friends, the just reward of a pious and virtuous life. Amen.

Response: So mote it be.

In the Residence, Funeral Home, or Church

(The following may be used, if desired, or the casket borne out without any ceremony.)

When the time appointed for the Masonic services has come, the Master, uncovered, takes his place at the head of the casket. Here, if desired, may be repeated "Calling the Roll."

If the apron is to be placed upon the casket now rather than at the grave, he begins with the following "Depositing the Apron" section; but otherwise, omitting that section, he begins at once.

Address

Brethren and Friends:

The present occasion of our assembling together proposes an urgent reason for meditation upon the destiny of man, and deep reflection upon the shortness of human life with its inevitable trials and final end. It is our sad duty to perform the last Masonic Rites for our departed brother; yet in the midst of sorrow it is our solemn privilege to observe a light shining in the surrounding darkness, a steady beam that guides the weary traveler home.

Freemasonry bears undying and unchanging witness to the immortality of the soul. Philosophies may change with the changing years; differing systems of thought may gain their temporary adherents for a day; so the academy of Plato falls into dust, and the schools of Aristotle crumble, and are remembered only by the scholar and the historian. But the

temple of Solomon, even though brought to destruction upon earth, continues to inculcate its spiritual lessons to willing hearts and eager minds down through the ages.

Freemasonry symbolizes the course of human life. As the apprentice advances from the darkness of ignorance into the light of knowledge, and grows in the development of his various capabilities; as the Fellowcraft denotes the attainment of mature skill in the exercise of his talents, and continues his progress into more light and to perceive ever-widening horizons; so the Master Mason tells of difficulties overcome, of heavy tribulations uncomplainingly borne, and of the ultimate victory of the spirit of man over every obstacle. The last enemy that shall be destroyed is death.

Freemasonry attests without cavil to the well-grounded hope that though a man die, he shall live again - that an eternal Lodge opens its doors to him who has wrought faithfully and now lays down the tools of his earthly existence.

So today we consider with heartfelt gratitude the excellent tenets of our Masonic institution. Although having been struck an enervating blow by the angel of death, we maintain our composure; for we are assured that our brother, seeking entrance into the heavenly Jerusalem, knocking with faith at the door of that eternal temple not made with hands, asking further light to guide his onward steps, with confidence and joy enters now into that glorious splendor, which shines forever in perfect beauty, about the throne of God.

(The Worshipful Master proceeds:)

Let us humbly invoke the blessing of deity.

Prayer

Almighty God, our Supreme Grand Master, be with us as we close this service upon the solemn thought of death, which, without Thy revelation, is dark and gloomy. Revive our souls by the gift of an abiding faith in Thee, so that we may be strengthened, with confidence and composure, to look forward to a blessed immortality.

Lead us to imitate the good man in his virtuous and amiable conduct; in his unfeigned piety to Thee; in his inflexible fidelity to his trust; and at last translate us from this imperfect to that all perfect, glorious and celestial lodge above, where Thou, the Supreme Architect of the Universe, everlastingly presides. Amen.

Response: So mote it be.

If there is a procession, it is now formed, and the journey is taken to the place of interment. But if for any reason, the interment be postponed, the following service "at the grave" may be used at once, in whole or in part. This is only when no funeral service is conducted by clergy.

At The Grave

Only if lodge has entire funeral service first section having arrived at the grave, the body is placed ready for depositing therein. The Worshipful Master, Wardens, Chaplain, and Past Master take position at the head.

The Worshipful Master may begin at once the second section, "From ancient times," or may read as follows:

Brethren and Friends, hear the words of the Psalmist:

Psalm

The Lord is my shepherd; I shall not want.

He maketh me to lie down in green pastures:

He leadeth me beside the still waters.

He restoreth my soul: He leadeth me in the paths of righteousness for His name's sake.

Yea, though I walk through the valley of the shadow of death, I will fear no evil: for thou art with me; thy rod and thy staff they comfort me.

Thou preparest a table before me in the presence of mine enemies: thou anointest my head with oil; my cup runneth over.

Surely goodness and mercy shall follow me all the days of my life: and I will dwell in the house of the Lord forever.

Hear the words of the wisdom of Solomon.

Scripture Reading

The souls of the righteous are in the hand of God, and there shall no torment touch them.

In the sight of the unwise they seemed to die: and their departure is taken for misery,

And their going from us to be utter destruction: but they are in peace.

For though they be punished in the sight of men, yet is their

hope full of immortality.

And having been a little chastised, they shall be greatly rewarded: for God hath proved them, and found them worthy of himself.

(The following reading may be substituted for the preceding, or may be read together with it, or may be omitted, at the discretion of the WM.)

Hear the words of the Holy St. John.

Scripture Reading

And I John saw the holy city, new Jerusalem, coming down from God out of heaven, prepared as a bride adorned for her husband.

And I heard a great voice out of heaven, saying, behold, the tabernacle of God is with men, and he will dwell with them, and they shall be his people, and God himself shall be with them, and be their God.

And God shall wipe away all tears from their eyes; and there shall be no more death, neither sorrow, nor crying, neither shall there be any more pain: for the former things are passed away.

And he that sat upon the throne said, behold, I make all things new. He that overcometh shall inherit all things; and I will be his God, and he shall be my son.

Second Section

W.M.: From ancient times it has been the custom among the fraternity of Free and Accepted Masons, to accompany

the remains of a departed brother to the place of interment.

In conformity to this ancient usage, we have assembled at this time, in the character of Masons, to offer this tribute of our affection, and thereby to demonstrate, in the strongest manner possible, the sincerity of our esteem for him, and our own steady attachment to the principles of the fraternity.

To his immediate relatives and friends, we truly say that we deeply and sincerely and most affectionately sympathize with you in your sad bereavement. The hand of abiding friendship which we extend to you is a reminder that as joys that are shared become greater in their present satisfaction, and preserve more enduring their happy memories, so in like manner the sharing of sorrow brings comfort and consolation to those who are in grief.

(The following paragraph may be omitted if inapplicable.)

[Taught by the principles of Freemasonry, we would further remind you that God who tempers the wind to the shorn lamb looks down with infinite compassion upon the widow and the fatherless in their hour of need, and that He will fold the arms of his love and protection around those who put their trust in Him.]

My brothers, let us meditate upon the lessons so forcibly brought to our attention today. Of what value now are all the externals of human dignity - the power of wealth, the dreams of ambition, the pride of intellect, or the charms of beauty? The monarch at whose bidding nations pay obedience, and the poor beggar at His gate, are equals in the hour of death. The one must part with his scepter and crown; the other has no further

use for his wallet and rags; and each is indebted to Mother Earth for a common sepulcher in the grave all ranks are leveled, all distinctions are done away.

Yet to Free and Accepted Masons, death hath lost his sting, the grave hath no more the victory. For every Mason in his own experience, by symbol has already heard the mourners go about the streets; he has attended the murmur of their voices; he has listened to the confused and solemn tread of feet. And in this symbol he has expected, with calm and trusting confidence, that in God's good time, the word of resurrection would be sounded in his ears; and by the strong hand of divine friendship he, too, would be raised from silent death to a glorious life eternal. Our hope is sure that we shall be wafted over this tempestuous sea of troubles, and be safely moored in a peaceful harbor, where the wicked cease from troubling and the weary shall find rest.

With reverence, let us most humbly bow in prayer.

Prayer

O God, most mighty and merciful, we thank Thee that amidst all the labor and turmoil, the perplexity and apparent confusion of our life, Thou hast not left us to wander unguided and alone.

Thou hast set us the ancient landmarks to guide our course. Thou hast displayed the great lights in Masonry to disclose our path. Thou has set before us the shining goal of life immortal.

Thou art ever with us to guide us with the strength of thine outstretched hand. Even though we go, as now, through places rough and dark, we are never forgotten or forsaken. Thy love ever awaits to supply our deepest need.

We thank Thee for our brother whom thou gavest to be with us for a season. We thank Thee for our common labors, the aims and purposes we shared together, the ties which bound his soul to ours, the good he did, and the service he rendered, to us and to all who were near and dear to him, and to all his fellow men.

Bless each one of us in the comforting and the strengthening of our souls, the thoughts and experiences of this hour. May we go from this place with deeper sympathy, warmer love, stronger faith, more earnest purpose.

Finally, grant, we pray Thee, that our brother may await beside the tiled door of the Lodge of Eternity, to welcome us in our time, to the mansions prepared from everlasting. Amen.

Response: So mote it be.

If it has not been done, now follows "Depositing the Apron;" but if it has been done, then the Master proceeds at once to "Depositing the Acacia."

Depositing the Apron

(The apron is handed to the Worshipful Master, who then proceeds:)

The lambskin, or white leather apron, is an emblem of innocence, and the badge of a Mason. It is more ancient than the Golden Fleece, or Roman Eagle, more honorable than the

Star and Garter, when worthily worn. I now deposit it upon the casket' of our brother.

(He does so.)

In case of cremation, one of the following terms may be used: urn, table, altar.

The lambskin's pure and spotless surface is to us an ever-present reminder of purity of life and conduct, a never-ending argument for nobler deeds, for higher thoughts, for purer actions. It is a fitting emblem to place over one who has served faithfully and well.

Depositing the Acacia

The acacia, or evergreen, which once marked the temporary resting place of an illustrious exemplar of our Craft, is an emblem of our faith in the immortality of the soul. By it we are reminded, through our faith in the loving kindness of God, that though this body be destroyed, yet we may confidently expect our souls to flourish forever in eternal springtime.

We now leave the body of our brother to the heavenly father,

(Depositing acacia)

We commend his spirit to the loving God who gave it,

(Right hand raised)

And we will ever cherish his memory in our hearts.

(Hand to heart)

Committal

(only if lodge has entire funeral services)

As the sun sets in the west, to close the day and herald the approach of night, so, one by one we lay us down in the darkness of the tomb to wait in its calm repose for the time when the heavens shall pass away as a scroll, and man, standing in the presence of the infinite, shall realize the true end of his pilgrimage here below.

Therefore, now tenderly and reverently we commit that which is mortal to its final resting place. The body returns to the earth as it was, and the spirit returns unto God who gave it.

This is our Masonic hope: verily, verily our trust is in God.
Amen.

Memorial Service 5
(The 1956 Memorial Service)
By the Rev. J. George Senty, D.D.



My Brothers and Friends:

In accordance with an honored custom of our ancient fraternity, we have assembled in the character of Masons, to pay tribute to the memory of our brother, whom death has elevated to the Lodge eternal. We trust that the declarations of our faith here expressed, may give comfort and courage to those who have sustained a loss in the death of their loved one.

Prayer
(By Master, Chaplain, or Clergyman)

Eternal God, we invoke thy presence among all gathered here to seek comfort and hope. Visit us with thy salvation and strengthen us with the assurance of everlasting peace. Quiet our fears and dispel our loneliness with the abiding presence of thy spirit. Amen.

Response: So mote it be.

(Here a hymn may be used.)

(When working with a clergyman the following section may be omitted.)

The earthly house of clay is frail indeed. The instant we are born, we set the stage for death. "Man that is born of a woman is of a few days, and full of trouble. He comes forth like a flower, and withers; he flees like a shadow, and continues not." (Job 14:1-2) Before many years upon the earth we ask the

inevitable question, "if a man die, shall he live again?" The answer has come down through the ages. "Oh that they were inscribed in a book! oh that with an iron pen and lead they were graven in the rock forever! For I know that my redeemer lives, and at last He will stand upon the earth; and after my skin has been thus destroyed, then without my flesh I shall see God."

(The Master of the lodge shall say:)

We give thanks that when the poet said, "Dust thou art, to dust returnest," he was not speaking of the soul. Our brother, who yesterday labored in our midst, and with us worshipped the Supreme Architect of the Universe, has joined the endless caravan of those who walk with God in the land of perfect peace.

Brother _____ was born at _____ in the state of _____ on _____. He was initiated an Entered Apprentice in Lodge _____ Number _____ on _____, and raised to the sublime degree of a Master Mason on _____.

At the passing of a brother, our minds by faith, cross the barriers of doubt and despair which death imparts to those who have no hope: for we seek and walk in the strengthening light which God alone can give. We wish to share that light with you today. The destiny of the soul is not the grave. Our spirits move beyond the tomb into the eternal presence, the uplifting fellowship and the abiding peace of God. in this hope Freemasonry expresses a sure belief. The whole universe; the sun, the moon, the stars and the planets, the uncharted and uncompassed heights and depths, all speak of a life above and beyond the limits of time and space. By faith in God, the sting

of death is vanquished and made the open portal to our immortality. Our fears give way to courage, our tears are dried by vision and by death we enter into life with God. Let us turn to the writings found in the sacred book, the Holy Bible, open upon the altar of Masonry, to hear again what God and his people have spoken for our comfort.

(When working with a clergyman, the Master may say: The Rev. Mr. will read from the scriptures and bring a brief message. Otherwise, the Master or Chaplain will continue with the scripture readings.)

Psalm 19

The heavens declare the glory of God; and the firmament sheweth his handiwork.

Day unto day uttereth speech, and night unto night sheweth knowledge.

There is no speech nor language, where their voice is not heard.

Their line is gone out through all the earth, and their words to the end of the world. In them hath he set a tabernacle for the sun, which is as a bridegroom coming out of his chamber, and rejoiceth as a strong man to run a race.

His going forth is from the end of the heaven, and his circuit unto the ends of it: and there is nothing hid from the heat thereof.

The law of the Lord is perfect, converting the soul: the testimony of the Lord is sure, making wise the simple.

The statutes of the Lord are right, rejoicing the heart: the commandment of the Lord is pure, enlightening the eyes.

The fear of the Lord is clean, enduring forever: the judgments of the Lord are true and righteous altogether.

More to be desired are they than gold, yea, than much fine gold: sweeter also than honey and the honeycomb.

Moreover by them is thy servant warned: and in keeping of them there is great reward.

Who can understand his errors? Cleanse thou me from secret faults.

Keep back thy servant also from presumptuous sins; let them not have dominion over me: then shall I be upright, and I shall be innocent from the great transgression.

Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, O Lord, my strength, and my redeemer.

Psalm 27

The Lord is my light and my salvation; whom shall I fear? The Lord is the strength of my life; of whom shall I be afraid?

When the wicked, even mine enemies and my foes, came upon me to eat up my flesh, they stumbled and fell.

Though a host should encamp against me, my heart shall not fear: though war should rise against me, in this will I be confident.

One thing have I desired of the Lord, that will I seek after; that I may dwell in the house of the Lord all the days of my life, to behold the beauty of the Lord, and to inquire in his temple.

For in the time of trouble He shall hide me in his pavilion: in the secret of his tabernacle shall He hide me; He shall set me up upon a rock.

And now shall mine head be lifted up above mine enemies round about me: therefore will I offer in his tabernacle sacrifices of joy: I will sing, yea, I will sing praises unto the Lord.

Hear, O Lord, when I cry with my voice: have mercy also upon me, and answer me.

When thou saidst, seek ye my face; my heart said unto thee, thy face, Lord, will I seek.

Hide not thy face far from me; put not thy servant away in anger: thou hast been my help; leave me not, neither forsake me, O God of my salvation.

When my father and my mother forsake me, then the Lord will take me up.

Teach me thy way, O Lord, and lead me in a plain path, because of mine enemies.

Deliver me not over unto the will of mine enemies: for false witnesses are risen up against me, and such as breathe out cruelty.

I had fainted, unless I had believed to see the goodness of the Lord in the land of the living.

Wait on the Lord: be of good courage, and He shall strengthen thine heart: wait, I say, on the Lord.

(Additional scripture suggestions)

Psalm 46

God is our refuge and strength, a very present help in trouble.

Therefore will not we fear, though the earth be removed, and though the mountains be carried into the midst of the sea;

Though the waters thereof roar and be troubled, though the mountains shake with the swelling thereof. Selah.

There is a river, the streams whereof shall make glad the city of God, the holy place of the tabernacles of the most high.

God is in the midst of her; she shall not be moved: God shall help her, and that right early.

The heathen raged, the kingdoms were moved: he uttered his voice, the earth melted.

The Lord of hosts is with us; the God of Jacob is our refuge. Selah.

Come, behold the works of the Lord, what desolations He hath made in the earth.

He maketh wars to cease unto the end of the earth; He breaketh the bow, and cutteth the spear in sunder; He burneth the chariot in fire.

Be still, and know that I am God: I will be exalted among the heathen; I will be exalted in the earth.

The Lord of hosts is with us; the God of Jacob is our refuge.

Selah.

Psalm 90

Lord, thou hast been our dwelling place in all generations.

Before the mountains were brought forth, or ever thou hadst formed the earth and the world, even from everlasting, thou art God.

Thou turnest man to destruction; and sayest, return, ye children of men.

For a thousand years in thy sight are but as yesterday when it is past, and as a watch in the night.

Thou carriest them away as with a flood; they are as a sleep: in the morning they are like grass, which groweth up.

In the morning it flourisheth, and groweth up; in the evening it is cut down, and withereth.

For we are consumed by thine anger, and by thy wrath are we troubled.

Thou hast set our iniquities before thee, our secret sins in the light of thy countenance.

For all our days are passed away in thy wrath: we spend our years as a tale that is told.

The days of our years are threescore years and ten; and if by reason of strength they be fourscore years, yet it is their strength labour and sorrow; for it is soon cut off, and we fly away.

Who knoweth the power of thine anger? Even according to thy fear, so is thy wrath.

So teach us to number our days, that we may apply our hearts unto wisdom.

Return, O Lord, how long? And let it repent thee concerning thy servants.

O satisfy us early with thy mercy; that we may rejoice and be glad all our days.

Make us glad according to the days wherein thou hast afflicted us, and the years wherein we have seen evil.

Let thy work appear unto thy servants, and thy glory unto their children.

And let beauty of the Lord our God be upon us: and establish thou the work of our hands upon us; yea, the work of our hands establish thou it.

Psalm 91

He that dwelleth in the secret place of the most high shall abide under the shadow of the almighty.

I will say of the Lord, He is my refuge and my fortress: my God; in Him will I trust.

Surely He shall deliver thee from the snare of the fowler, and from the noisome pestilence.

He shall cover thee with his feathers, and under his wings shalt thou trust: his truth shall be thy shield and buckler.

Thou shalt not be afraid for the terror by night; nor for the arrow that flieth by day;

Nor for the pestilence that walketh in darkness; nor for the destruction that wasteth at noonday.

A thousand shall fall at thy side, and ten thousand at thy right hand; but it shall not come nigh thee.

Only with thine eyes shalt thou behold and see the reward of the wicked.

Because thou hast made the Lord, which is my refuge, even the most high, thy habitation;

There shall no evil befall thee, neither shall any plague come nigh thy dwelling. For He shall give his angels charge over thee, to keep thee in all thy ways.

They shall bear thee up in their hands, lest thou dash thy foot against a stone.

Thou shalt tread upon the lion and adder: the young lion and the dragon shalt thou trample under feet.

Because He hath set his love upon me, therefore will I deliver Him: I will set Him on high, because He hath known my name.

He shall call upon me, and I will answer Him: I will be with Him in trouble; I will deliver Him, and honour Him.

With long life will I satisfy Him, and shew Him my salvation.

Isaiah **Chapter 40:1-8**

Comfort ye, comfort ye my people, saith your God.

Speak ye comfortably to Jerusalem, and cry unto her, that her warfare is accomplished, that her iniquity is pardoned: for she hath received of the Lord's hand double for all her sins.

The voice of him that crieth in the wilderness, prepare ye the way of the Lord, make straight in the desert a highway for our God.

Every valley shall be exalted, and every mountain and hill shall be made low: and the crooked shall be made straight, and the rough places plain:

And the glory of the Lord shall be revealed, and all flesh shall see it together: for the mouth of the Lord shall hath spoken it.

The voice said, cry. And he said, what shall I cry? All flesh is grass, and all the goodliness thereof is as the flower of the field:

The grass withereth, the flower fadeth: because the spirit of the Lord bloweth upon it: surely the people is grass.

The grass withereth, the flower fadeth: but the word of our God shall stand forever.

(The clergyman having concluded his portion of the service, the Master of the Lodge shall then say:)

The writings taken from the Book upon the altar have been a source of hope and courage to many who have set foot upon the shifting sands of time. They have been the solid rock upon which many a Mason has built his eternal house of faith.

From these and other sections of Holy Writ are drawn the designs upon our trestle board of life; designs with which to build the "stately mansion" for the soul, the "house not made with hands, eternal in the heavens."

A man, to be a Mason must believe in God.

A man, to believe in God must have faith in immortality. To enter life eternal, "It is appointed unto man once to die."

Our brother who with us affirmed his faith in God has succumbed to death, at God's command. His death, but for his faith in God, to use who knew and loved him, would be

unbearable. By faith, God lets his light shine through, to dissolve the gloom that comes to those who have no God. To us there comes the joy of victory over the sting of death, for the God we know will not leave us in the dust.

(A hymn may be used at this point.)

(The Master, holding the apron continues:)

"The lambskin, or white apron, is an emblem of innocence, and the badge of a Mason. It is more ancient than the Golden Fleece or Roman Eagle, more honorable than the Star and Garter.

This emblem I now deposit on the casket' of our departed brother. Here we are reminded of the universal dominion of death. The arm of friendship cannot interpose to prevent his coming; the wealth of the world cannot purchase our release, nor will the innocence of youth or the charms of beauty propitiate his purpose.

(The Master holding the evergreen in his hand continues:)

This evergreen is an emblem of our faith in the immortality of the soul. By this we are reminded of our high and glorious destiny, beyond the "world of shadows," and that there dwells within our tabernacle of clay an imperishable, immortal spirit, over which the grave has no dominion, and death no power.

We consign the body of our beloved brother to its kindred dust.

(Place sprig of evergreen on casket.)

We commend his spirit to God who gave it.

(Raises right hand.)

In case of cremation, one of the following terms may be used: urn, table, altar.

And cherish his memory here.

(Places right hand over the heart.)

(At this time, the Brethren present may form a line and deposit their evergreen sprigs.)

(The Master shall then say: "Let us unite in prayer.") (The prayer may be offered by the Master, the Chaplain or Clergyman.)

"Almighty God, Supreme Designer and Architect of the Universe, creator of heaven and earth; Thou art the fountain of love, the expounder of wisdom, the administrator of justice and our rock of truth.

Out of nothing hast Thou fashioned all that is, out of the dust hast Thou made us, and with Thy breath we are lifted above the clod.

By the laws to which we all submit, Thou hast called our brother from labor to rest, from time to eternity, from the terrestrial to the celestial lodge.

In this hour of sorrow and bereavement we come to Thee. Father, hear our prayer.

We are not as those who have no hope, for unto us thy light has cleared the vision, and Thy peace has passed our understanding.

We thank Thee for our brother whose house of clay has fallen from the toil, the stress and strain this earthly life imposes. We thank Thee that he knew Thee as his God, and that we could call him brother.

We pray Thy mercy upon his soul even as we shall need mercy when we appear before Thy throne for final judgment.

Visit his bereaved loved ones with the comforting ministry of Thy holy spirit. Help them to feel the strength and protection of Thine everlasting arms. Console them in the thought that faith in Thee assures the certainty that thou wilt never leave nor forsake those who put their trust in Thee.

Teach us to number our days and apply our hearts unto the wisdom of the ages so that when our time shall come we may hear Thee say, "Well done thou good and faithful servant. Thou hast been faithful in a few things. I will make thee ruler over many. Enter thou into the joy of thy Lord and be thou eternally blessed, in the lodge celestial throughout all the ends of time. In the name of the Master of us all we pray. Amen.

Response: So mote it be.

(This service committing the body may be used at the chapel, in the Masonic Temple, in a church or at the graveside.)

For as much as Almighty God has taken out of this world the soul of our departed brother, we therefore commit his body to the earth and commend his spirit to the God who gave it (earth to earth, ashes to ashes and dust to dust). (This may be omitted.)

"I heard a voice from heaven saying unto me write, blessed are the dead who die in the Lord from henceforth, yea saith the spirit, that they may rest from their labors and their works do follow them."

Now may the peace of God which passeth all knowledge and understanding abide with thy spirit and with us all now and forevermore. Amen.

Memorial Service 6

Our Tribute of Affection



FRIENDS AND BRETHREN, it has been a custom among the Fraternity of Free and Accepted Masons from time immemorial, to assemble when requested, with the solemn formalities of our Craft, to offer a final tribute of affection for a departed brother.

"Our brother has reached the end of his earthly labors. The brittle thread that bound him to earth has been severed. The silver cord is loosed; the golden bowl is broken; the pitcher is broken at the fountain and the wheel is broken at the cistern. The dust has returned to the earth as it was, and the spirit has returned unto God who gave it.

We therefore commend his soul to our Supreme Grand Master, and while his record will be laid away in the archives of his Lodge, we shall long cherish the memory of his many good deeds, and his future now rests with an all-wise and loving Father.

To his relatives and friends, we extend our sincere sympathy in this most trying hour, and we pray that the Supreme Architect of the Universe will give them His divine comfort and consolation, and offer Hope to sustain and cheer them.

Our Brother has been raised to that blissful Lodge which no time can close, but which will remain open during the boundless ages of eternity.

In that Heavenly Sanctuary, the Mystic Light will reign unbroken and shine perpetual. There, amid the smiles of

immutable Love, in that house not made with hands, eternal in the heavens - there, my brethren, may we all meet again.

W.M.: (Taking the apron and displaying it to the assembled mourners:)

The lambskin apron is an emblem of innocence and the badge of a Mason; more ancient than the Golden Fleece or the Roman Eagle - more honorable than the Star and Garter, or any other order that can be conferred by king, prince, potentate, or any other person.

Its pure and spotless surface is an ever-present reminder of that purity of life and conduct so essentially necessary to gain admission to the Celestial Lodge above where the Supreme Grand Master of the Universe forever presides. It was the first gift of Freemasonry to our brother, and he has worn it with pleasure to himself and honor to the Fraternity.

(The Master places the apron on the casket'.)

(The Master, holding an evergreen in his hand continues:)

W.M.: This evergreen, which once marked the temporary resting-place of one illustrious in Masonic history, is an emblem of our abiding faith in the immortality of the soul. By it we are reminded of our high and glorious destiny in our Father's kingdom; and that there dwells within each of us an imperishable, immortal spirit, which lives eternally.

In the steadfast faith of Freemasonry there is an enduring belief in the wisdom and goodness of God, and a trusting reliance that, like this evergreen, our souls will hereafter flourish in eternal spring. It is an emblem of our Faith and of our Hope; and we are comforted in the belief that our brother has found entrance to a fairer and brighter world.

Prayer

Most Glorious Heavenly Father, before whom all men must appear to render an account of their earthly deeds; pour down Thy blessings upon us, and strengthen our solemn resolution to serve Thee.

In case of cremation, one of the following terms may be used: urn, table, altar.

Grant us Thy divine assistance to redeem our misspent time, and in the building of our moral edifice, grant unto us Wisdom to direct us, Strength to support us, and the Beauty of virtue to adorn our labors and render them acceptable in Thy sight.

Draw us ever closer to Thee, that we may look with eyes of Faith toward that realm whose skies are never darkened by sorrow; and when our labors are complete, receive us through Thy favor, into Thine everlasting kingdom. Amen.

As we reverently commit our brother to his final resting place, we pray the earliest buds of spring to unfold their beauties near; and there may the glory of summer's last rose linger longest.

And though the chill blasts of autumn may lay them in the dust, and for a time destroy the loveliness of their existence, yet - the destruction is not final, and in the springtime they shall surely bloom again.

With faith in the goodness of our Supreme Grand Master, we can trustingly leave our brother with a Beneficent Creator who has done all things well.

Benediction

The Lord bless us and keep us! The Lord make His face to shine upon us, and be gracious unto us! The Lord lift up His countenance upon us, and give us peace! Amen.

Response: So mote it be!

NOTE: This Masonic Memorial Service has been printed in booklet form for presentation to the surviving widow or relative at the time of the service. In addition, a certificate of Masonic affiliation of the departed brother has been added to the booklet. This certificate contains important information such as dates of Masonic Degrees given, the Lodge's name, number and address; it is signed by the Worshipful Master and the lodge Wardens and attested to by the Lodge Secretary. Future generations of surviving kin may find this of immense and special value.

The cost of this Masonic booklet is nominal and includes a white presentation envelope. Lodge Secretaries may order this booklet from the Grand Lodge Office.

Ladies of the Table Dinner



1. INTRODUCTION

The average Mason spends time away from his wife and family for Masonic functions and dinners. On many occasions the Mason's lady is left at home with the children. Some of the more modern Masonic lodges realize the Masonic ladies play a very important role in the Masonic way of life. Those lodges are slowly beginning to provide functions for their Masonic families, more especially the Mason's Lady. One such event is the "Ladies at the Table." Please understand, THIS IS NOT A MASONIC FUNCTION, OR RITUAL OR ANY TYPE, NOR IS IT INTENDED TO BE, but it does come under the jurisdiction of the Grand Lodge of Wisconsin. A "Ladies at the Table Dinner" is one method for a Lodge to honor and give respect to the Mason's widow, lady, daughter, mother, sister and to those women who have helped build this Nation of ours.

2. SCOPE

This one night is especially set-aside for the ladies and widows of the Masonic Lodge and provides an excellent opportunity to invite prospective members, community leaders and their ladies. The dinner is designed to be informative as well as entertaining.

3. RECOMMENDATIONS FOR A LADIES AT THE TABLE DINNER

A Lodge should not use their Eastern Star Chapter to prepare the meal. The majority of these ladies should be at the dinner with their husbands. Widows of the Lodge should not have any expenses for this evening and should be considered guests of the lodge.

Non-masons and their escorts, most especially the individuals in the community most deserving for their contribution to that community (i.e. person to be toasted) may also be invited.

4. SELECTION OF LADIES TO BE HONORED BY TOASTS

The selection of those ladies to be honored with a toast should be taken very seriously. It is strongly recommended that you do not make selections based on political or religious facts. Neither subject matter has a place at this dinner. Selections should be sought from those ladies who have given of themselves to benefit the nation, state and/or community. However, the seventh (7th) toast shall

always remain the same. "TO OUR LADIES, THE MOST IMPORTANT WOMEN IN OUR LIVES."

REMEMBER: The Lodge's selection of ladies to be toasted will reflect in your community, the action of not only your Lodge, but the entire Masonic Organization. Select well.

5. HISTORY OF "LADIES AT THE TABLE DINNER"

1. To provide interest, understanding and care for the Lodge widows.
2. To establish a line of communications between the Lodge and the Lodge widows, ensuring them they have not been forgotten.
3. To honor the Masons' ladies, daughters, mothers, sisters and the other fine women about the world, Nation, State and community.
4. To give prospective Masons and their ladies a chance to meet members of the Lodge and their ladies, to ask questions and receive answers, thereby gaining a better understanding of Freemasonry.
5. To give members of the community and their ladies the opportunity to understand what the Masonic Fraternity does in a community.
6. To provide the occasion to have visitors in your Lodge, to see and inform others of what they have seen.

6. GUIDELINES FOR THE LODGE DINING ROOM

The table shall be so arranged as to form the letter "U" with each corner at a ninety-degree angle. Seating at the table will be at the outside only. Each chair should be no closer than forty-two (42) inches, center-to-center. Within a clear view of each chair, the National Colors shall be displayed.

The Altar shall have upon it, the Holy Bible centered; white candle in holder stationed in the upper left hand corner and a red rose in a vase stationed in the upper right hand corner of the Altar. Tables should be covered (white linen preferred, but optional). Blue table napkins will be at each table setting. Each setting shall consist of the following: First line - plate, napkin, knife, fork, soup spoon, and teaspoon. Second line - cup and saucer, water glass, wine glass.

7. REGULATIONS

The regulations for "Ladies at the Table Dinner" have been approved by the Grand Lodge Executive Committee and must be adhered to in its total, with exception as to the selection of ladies to which the toasts are dedicated. It is suggested that each Lodge select ladies from the past or present, who have contributed to the betterment of the town, county, State or Nation.

The Lodge banquet room or social room where the Lodge normally holds such special Lodge functions shall be utilized for these special ceremonies. In addition, the Masonic Lodge hosting the "Ladies at the Table Dinner" must obtain a dispensation. At least one (1) Active Grand Lodge Officer is encouraged to be present at every "Ladies at the Table Dinner."

There shall be no more than seven (7) toasts as prescribed by the "Ladies At the Table Dinner" script. Wine not more than 14% alcoholic content shall be the only alcoholic beverage served. The size of the glasses used for the toasts shall be no larger than four (4) ounces. However, no more than one (1) ounce of wine shall be served for any one toast. The wine shall be served only when ceremonial toasts are called for by the Master of the dinner. A non-alcoholic beverage, such as a grape juice, ginger ale, etc., must always be available for those not wishing to have wine during a toast.

The containers containing the wine and/or non-alcoholic beverage, shall not be left on the tables at any time, but are to be in the custody of the Stewards in a separate area. They are to be brought to the table each time the glasses are to be filled, by order of the Master, and then returned to their proper storage area by the Stewards.

Everyone who attends a "Ladies at the Table Dinner" is reminded that their conduct, both at the dinner and afterwards, can reflect upon the image of Freemasonry. It shall be the express duty of the Master and Wardens to maintain the dignity and decorum that the "Ladies at the Table Dinner" intends and they are charged to uphold these regulations.

Special Notes

Only those called upon by the Master shall rise from their chair to respond and then return to their chair. Should the Lady to whom the toast is given be present, she shall remain seated throughout the toast and drink her wine (or non-alcoholic beverage) at her leisure.

Worshipful Master - "Thank you gentlemen."

(*) "Senior Warden, will you please explain the meaning of the red rose."

Senior Warden... "The red rose signifies the level of relationship between two people. A white rose stands for purity, a yellow rose for jealousy, and the red rose is for love. Therefore, it is only befitting that; on this occasion only the red rose is used."

Worshipful Master... "Thank you Senior Warden."

(*) "Junior Warden, would you please explain the meaning of burning white candle."

Junior Warden... "The white candle burns for those Mason's Ladies of the past, who have been called to follow the path to a far off country, from which no one ever returns. The flame burns brightly for them to be remembered, especially on this night."

Worshipful Master... "Thank you Junior Warden. Ladies at the table, it is a great pleasure to have you here with us this evening. This evening is intended to provide you with pleasure as well as enjoyment. It is also an evening set-aside for us to remember your greatly valued friendship, your loyalty and your love, without which we would never reach our goals."

Worshipful Master... (*) "Brother _____, would you please inform our guests as to the history of the Ladies at the Table."

Bro. _____, "In France, about the middle of the 18th century, a group in the French Rite, was established functioning parallel to Masonry known as "Adoptive Lodges." The first of these Lodges of which we have any notice was established in Paris, in the year 1760, by the Count de Berncuville. Another was instituted at Nimeguen, in Holland, in 1774, over which the Prince of Waldeck and the Princess of Orange presided. There were basically four degrees of Adoptive Masonry, the first being: Apprentice (or Female Apprentice); Compagnone (or Craftswoman); Maitresse (or Mistress) and Parfaite Maconne (or Perfect Mason)."

"The fourth degree, being the summit of the Rite of Adoption, is furnished with a "table lodge," or the Ceremony of the Banquet, which immediately followed the closings of the Lodge and which of course, adds much to the social pleasure and nothing to the instructive character of the rite."

"As in regular lodges of the French Rite, the members always use a symbolical language by which they designate the various implements of the table and the different articles of food and drink, calling for instance, the knife "swords," the forks "pickaxes", the dishes "materials" and bread the "rough ashlar;" the lodge room was called "Eden," the doors "barriers," the minutes a "ladder," a wine glass is styled a "lamp," and its contents "oil" - water being "white oil" and wine being "red oil." To fill your glass is "to trim your lamp," to drink is "to extinguish your lamp," and many other eccentric expressions."

"Much taste, and in some instances, magnificence, are displayed in the decorations of the Lodge rooms of the Adoptive Rite. The apartment is separated by curtains into different divisions. Each division represented a continent, the

entrance being called Europe, the right side Africa, the left side America, and the head table was known as Asia. As all things come to pass, this special dinner and evening was set aside, no longer to be (the French Revolution played a big part in its ending). We do know that Benjamin Franklin did attend at least one of these dinners during his time in France.”

"In our present day, Ladies at the Table is a special evening and dinner, set aside for all the ladies of the lodge. By this we include the Mason's widow, wife, daughter, mother, and sister. The toasts are given to those ladies who have given of themselves to the improvement and need of others, they may be from the past or present and from any place in the world.”

Worshipful Master... "Thank you, Bro. _____.”

(*) "Senior Warden, would you please explain the movements of the toast to our guests.”

Senior Warden... "Ladies and Gentlemen, the toasts are held in this manner: (*Sr. Warden demonstrates and explains.*)

Touch - the right hand reaches to the wine glass.

Grasp - the right hand holds the glass, but does not lift the glass from the table.

Rise to Toast - with the right hand extended, the glass is lifted to the head level of the chin.

To Cause - the glass is brought to the lips.

Taste - drink approximately 1/3 of the wine in the glass.

Sip - drink approximately 1/2 of the remaining wine in the glass.

Toast - drink all the wine that remains in your glass. Do not remove the glass from your lips.

Rotate - the glass is moved away from the lips and extended an arms length straight out to the dead level of the chin. As a group working together, with the arm extended with the glass, first move the glass and arm 45 degrees to the left and return to the center, move 45 degrees to the right then return to the center and stop.

With Honor - the glass is brought to the table with only one sound (hopefully) of the glass meeting the table.”

“The guests have been instructed sir.”

Worshipful Master - "Thank you Senior Warden."

(*) "Senior Steward, cause the wine to meet the line.”

Senior Steward - "Wine Stewards, fill the wine glasses to the Lineup.”

(The Steward stands and makes his statement in a loud clear voice.)

"Those who wish to have wine for this toast, please place your card letters up next to your wine glass, those who do not wish to have wine please place your card letters down next to your wine glass and you will be served a non-alcoholic beverage.”

(The Senior Steward remains standing until all glasses are filled to the line before he answers the Master.)

Senior Steward - "The wine is to the line, sir."

Worshipful Master... "Thank you Senior Steward. I wish to make a toast at this time."

(* * *) *(all stand)* "Ladies and Gentlemen."

"The first toast is to a lady by the name of _____."

" Touch, Grasp, Rise to Toast, To Cause, Taste, Sip, Toast, Rotate, With Honor, Please be seated."

(Special note... The Senior Warden should be ready with the first explanation as to why the first lady was Toasted.)

Worshipful Master... (*) "Senior Warden, would you please give us a short history of _____."

Senior Warden... *(Gives short history of Lady being toasted.)*

Worshipful Master... "Thank you Senior Warden."

(*) "Senior Steward, cause the wine to meet the line."

Senior Steward... "Wine Stewards, fill the glasses to the line."

(The Steward remains standing until all glasses are filled.)

"The wine is to the line sir."

Worshipful Master... "The Worshipful Master's Lady wishes to make a toast at this time."

(* * *) *(All stand)* "Ladies and Gentlemen."

Worshipful Master's Lady... "The second toast is to a lady by the name of _____." Touch, Grasp, Rise to toast, To Cause, Taste, Sip, Toast, Rotate, With Honor, Please be seated.

Worshipful Master... "Serve the first course please!"

(Special Note: Near the end of the first course, the junior Warden should be ready to give an explanation as to why the second Lady was selected.)

Worshipful Master... (*) "Junior Warden will you please give us a short history of _____."

Junior Warden... *(Gives a short history of the Lady being toasted.)*

Worshipful Master... "Thank you Junior Warden."

(*) "Senior Steward, cause the wine to meet the line."

Senior Steward... "Wine Stewards, fill the glasses to the lines?"

(After all the glasses are filled.)

"The wine is to the line sir."

Worshipful Master... "Thank you Senior Steward. The Senior Warden wishes to make a toast at this time."

(* * *) *(All stand)* "Ladies and Gentlemen."

Senior Warden... "The third toast is to a lady by the name of _____." Touch, Grasp, Rise to toast, To Cause, Taste, Sip, Toast, Rotate, With Honor, Please be seated."

Worshipful Master... "Serve the second course please! "

(Special Note: Near the completion of the second course, the Junior Warden should be ready to give an explanation as to why the third Lady was selected.)

Worshipful Master... (*) "Junior Warden, will you please give us a short history of _____."

Junior Warden...*(Gives a short history of the Lady being toasted.)*

Worshipful Master... "Thank you Junior Warden."

(*) "Senior Steward, cause the wine to meet the line."

Senior Steward... "Wine Stewards, fill the glasses to the line."

(After all the glasses are filled.)

"The wine is to the line sir."

Worshipful Master... "Thank you Senior Steward. The Senior Warden's lady wishes to make a toast at this time."

(* * *) *(all stand)* "Ladies and Gentlemen."

Senior Warden's Lady... "The fourth toast is to a lady by the name of _____." Touch, Grasp, Rise to toast, To Cause,

Taste, Sip, Toast, Rotate, With Honor, Please be seated."

Worshipful Master... "Serve the third course please!"

(Special Note: Near the completion of the third course, the Senior Warden should be ready to give an explanation as to why this Lady was selected.)

Worshipful Master... (*) "Senior Warden, would you please give us a short history of _____."

Senior Warden... (Gives a short history of the Lady being toasted.)

Worshipful Master... "Thank you Senior Warden."

(*) "Senior Steward, cause the wine to meet the line."

Senior Steward... "Wine Stewards, fill the glasses to the line"

(After all the glasses are filled.)

"The wine is to the line sir."

Worshipful Master... "The Junior Warden wishes to make a toast at this time."

(* * *) *(All stand)* "Ladies and Gentlemen."

Junior Warden... "The fifth toast is to a lady by the name of _____." Touch, Grasp, Rise to toast, To Cause, Taste, Sip, Toast, Rotate, With Honor, Please be seated."

Worshipful Master... "Serve the main course please!"

(Special Note: Near the middle of the main course, the Senior Warden should be ready to give an explanation as to why this Lady was selected.)

Worshipful Master... (*) "Senior Warden, would you please give us a short history of _____."

Senior Warden... (Gives a short history of the Lady being toasted.)

Worshipful Master... "Thank you Senior Warden."

(*) "Senior Steward, cause the wine to meet the line."

Senior Steward... "Wine Stewards, fill the glasses to the line."

(After all glasses are filled)

"The wine is to the line sir."

Worshipful Master... "Thank you Senior Steward. The Junior Warden's lady wishes to make a toast at this time".

Junior Warden's Lady... "The sixth toast is to a lady by the name of _____." Touch, Grasp, Rise to Toast, To Cause, Taste, Sip, Toast, Rotate, With Honor, Please be seated."

(Special Note: Near the end of the main course, the Junior Warden should be ready to give an explanation as to why this Lady was selected.)

Worshipful Master... (*) "Junior Warden, would you please give us a short history of _____"

Junior Warden... (Gives a short history of the Lady being toasted.)

Worshipful Master... "Ladies and Gentlemen, the floor is open to anyone who wishes to speak."

(Before closing the floor be sure to ask the Senior Grand Officer if he would care to have the floor. NO ONE IS TO SPEAK AFTER HIM.)

Worshipful Master... "Serve the final course please!"

(Special Note: The Master should move to the inside of the tables and extend his personal welcome to each of the guests, especially the widows of the Lodge.)

Near the end of the final course, the Master gives the last toast.

Worshipful Master... (*) "Wine Stewards, fill the glasses to the line."

(After all the glasses are filled)

Senior Steward... "The wine is to the line sir."

Worshipful Master. - - "I wish to make a toast at this time."

(* * *) *(all stand)* "Ladies and Gentlemen."

The seventh toast is to our ladies, the most important women in our lives. Touch, Grasp, Rise to Toast, Taste, Sip, Taste, Toast, Rotate, With Honor, Please be seated.

"The hour grows late and our evening must come to an end."

Worshipful Master... (*) "Senior Warden, are all seated on your left?"

Senior Warden... "All are now seated."

Worshipful Master... (*) "Junior Warden, are all seated on your right?"

Junior Warden... "All are now seated."

Worshipful Master... (*) "Deacon, set the altar and close the Lights"

(Deacon moves to the altar, closes the Holy Bible, snuffs out the candle and returns to his seat.)

"As Master of this dinner, I declare this "Ladies at the Table"
be now closed?"(*)

Table Lodge (The Ceremony of Seven Toasts)



A Table Lodge is part of the mysteries of our order. Therefore, the proceedings should be held in a place that can be securely tiled, preferably the dining room of the Lodge. The ceremony is a tiled Lodge open on the Entered Apprentice Degree using the ritual that follows. The membership of any visiting brethren must be verified.

The Table Lodge is a Lodge of Entered Apprentices to enable Entered Apprentices and Fellowcrafts to benefit by table instruction and enjoy Masonic fellowship early in their Masonic life. It was also an ancient custom that the initiates served during the hour of refreshment.

Minimum standards require that a Table Lodge be held in connection with a dinner, and not otherwise; a dinner in the dining room, a complete dinner (not sandwiches and potato chips), with a menu that will enhance the image of the Masonic Fraternity. Minimum standards call for attractive dining room decor; proper table coverings; tasteful decorations, such as floral centerpieces, candles, etc.; and the toasts served in glasses (not paper cups).

The Lodge building should be free of all competing events. A Table Lodge is complete in itself. It should not be combined with installations or presentations of awards.

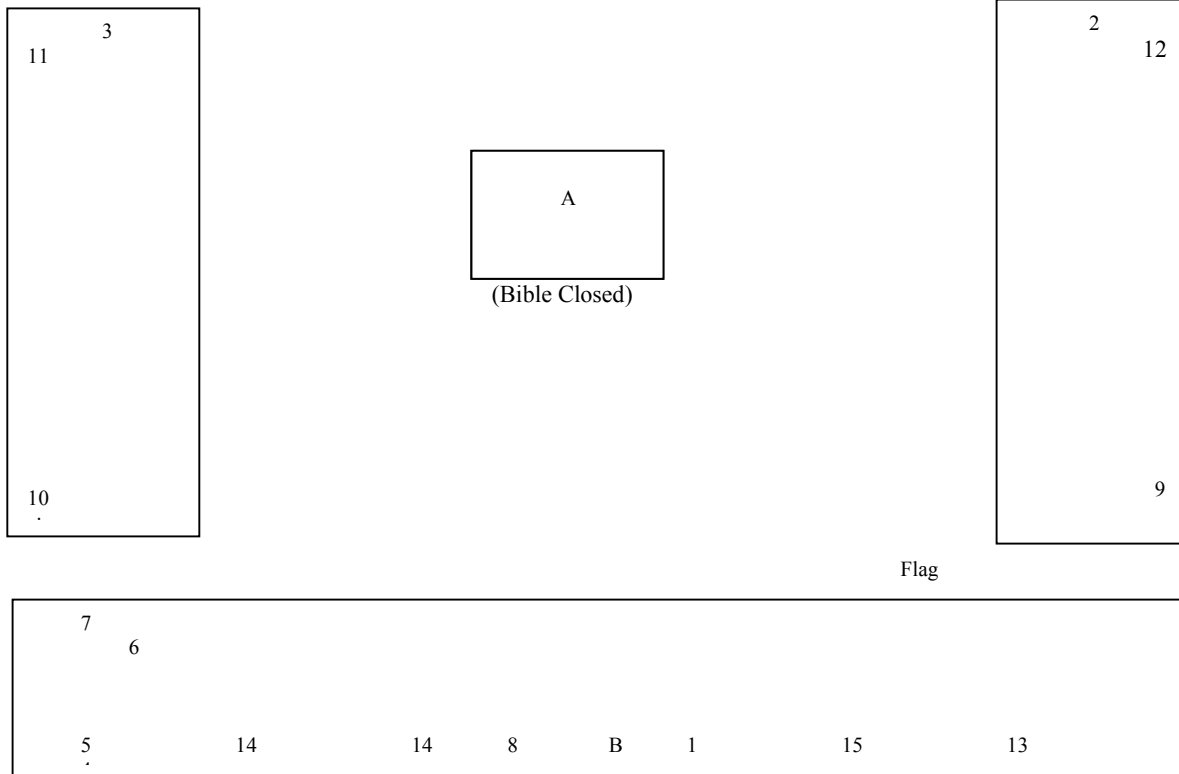
The Table Lodge is an occasion for fellowship and is festive by nature. Therefore, the program should be in this spirit. Music during the dinner is to be encouraged, but it should be appropriate to the occasion and the Masons must provide it.

Ideally, the speaker should be introduced, and give his program, after the conclusion of the third toast.

If wine or beer are to be served, the Grand Master must grant dispensation. A non-alcoholic beverage (such as grape juice, ginger ale, etc.) must always be available for those not wishing to have wine during a toast.

A diagram which illustrates the recommended table and seating arrangement follows. If possible, all brethren should be seated on the outside of the horseshoe.

Dining Room Arrangement



- 1. W.M.
- 2. S.W.
- 3. J.W.
- 4. Treasurer
- 5. Secretary

- 6. S.D.
- 7. J.D.
- 8. Chaplain
- 9. S.S.
- 10. I.S
- A. Position of the Altar
- B. Position of the Podium

- 11. Tyler
- 12. Marshall
- 13. Guest Speaker
- 14. Guests
- 15. Grand Master

OTHER TABLE ARRANGEMENTS ARE PERMISSIBLE AND MAY BE NECESSARY TO ACCOMMODATE THE FACILITIES.

THE FOLLOWING IS RECOMMENDED AS THE CEREMONY FOR A TABLE LODGE HERE, TOO, IT IS POSSIBLE AND EVEN DESIRABLE TO MAKE SOME MODIFICATIONS TO ADAPT THE PROGRAM TO THE LODGE SITUATION AND THE WISHES OF THE INDIVIDUALS IN CHARGE OF THE PROGRAM. THERE ARE MANY PERMISSIBLE VARIATIONS OF THE TABLE LODGE

TABLE LODGE

The opening of the Table Lodge: dishes are all cleared except for the goblet of each person.

(* * *) *Master calls up the lodge for invocation*

Chaplain: Supreme Ruler of the Universe, we would reverently invoke Thy blessing at this time. Wilt Thou be pleased to grant that this meeting, thus begun in order, may be conducted in peace and closed in harmony. Amen.

Response: So mote it be. (*)

(* *) Wardens rise

W.M.: Brothers Senior and Junior Warden, invite our brethren to assist us in opening a Lodge of Entered Apprentices and one of table instruction.

S.W.: Brethren, assist us in opening a Lodge of Entered Apprentices and one of table instruction.

J.W.: Brethren, assist us in opening a Lodge of Entered Apprentices and one of table instruction.

W.M.: Brother Senior Warden, are you a Mason?

S.W.: All my brethren know me as such.

W.M.: What is the first care of a Mason?

S.W.: To see if the lodge is tiled.

WM.: Satisfy yourself.

S.W.: It is, WM.

W.M.: What is the second?

S.W.: To see if the brethren are in order. *(After looking about)*, They are, WM.

WM.: Why are we met together?

S.W.: To erect a temple of virtue.

W.M.: How long must we work?

S.W.: From midday to midnight.

W.M.: How long a time is required to make an Entered Apprentice?

S.W.: Three years.

W.M.: What is your age?

S.W.: Three years.

W.M.: What is the hour?

S.W.: Almost midday.

W.M.: In consideration of the hour and age, inform our brethren that a Lodge of Entered Apprentices and one of table instruction is open and we are about to begin our works in the usual manner.

S.W.: *(Calls up lodge) (* * *)* Brethren, in consideration of the hour, a Lodge of Entered Apprentices and of table instruction is open and we are about to begin our works in the usual manner.

J.W.: Brethren, in consideration of the hour, a Lodge of Entered Apprentices and of table instruction is open and we are about to begin our works in the usual manner.

Charge to the Brethren - Worshipful Master

W.M.: Brethren, in this solemn hour, I charge each of you to re-dedicate yourself as a Freemason to the noble and glorious purpose of bringing light to dispel darkness - to the service of him in whom you put your trust - to the precepts set forth in the great light in Masonry the rule and guide of our faith.

I charge you to keep your apron, an emblem of innocence, unspotted by the world - to practice that most excellent gift of charity - to make constant and proper use of the square of virtue, the level of equality, and the plumb of rectitude.

Craftsmen in the quarries, I summon you to greater loyalty to your lodge and your Fraternity - to integrity in all your dealings with your fellow men - to study to show yourself approved unto God, a workman that needeth not be ashamed. Guard against innovations, my brethren. Preserve the landmarks. Maintain the reputation of our Fraternity. Aid and succor the needy. Remember your brother's welfare. Be circumspect always in speech. Assist and support him who is falling. Whisper good

counsel in the ear of him who needs encouragement. Let each of us make use of the trowel to spread the cement of brotherhood. Let us labor with the common gavel that these rough ashlar may be made perfect ashlar. And finally, my brethren, remembering how once you stood in the northeast corner a just and upright Mason, I give it to you strictly in charge ever to walk and act as such.

Response: So mote it be. (*Master seats lodge.*) (*)

Ceremony of the Seven Toasts

There then follows the Ceremony of the Seven Toasts. The brethren who are to offer the toasts are chosen in advance and should be fully prepared. They should have cards or notes with the toasts written on them.

The seven toasts which follow are recommended but may be changed or substituted for at the option of the lodge except for the first and last; to our country and the tiler's toast. These two should always be given. The toast to the local Lodge and the one to our visiting brethren should be included and if a Grand Lodge Officer is in attendance, the toast to the Grand Master and the Grand Lodge should be included. Other toasts may be used for special occasions such as a toast to the initiates, to the Past Masters, or others.

The person offering the toast should arise and rap three times. When the brethren have risen and come to order, he holds his glass at arm's length and offers his toast. The brethren respond by extending their glasses and repeating the toast. Then all participate after which they are seated. The Master should always offer the first toast "To our country." The officer recommended for the other toasts follows:

- 1) To country. **W.M.**
- 2) To the Holy Saints John. **Treasurer.**
- 3) To the memory of our departed brethren. **Chaplain.**
- 4) To the Grand Master. **Secretary.**
- 5) To our Lodge. **J.W.**

- 6) To our visiting brethren. **S.W.**
- 7) To all Freemasons wheresoever dispersed. **Tiler.**

Optional Toasts
Toast #1 W.M.
(To our Country)

(***).

W.M.: Brethren, I have the honor to propose a toast to our country; long may our land be bright with freedom's holy light; Protect us by thy might, great God, our king!

With me, brethren.

(Reach for glass. All raise their glasses, holding them breast high and at full arm's length.)

W.M.: To our country!

Response: To our country.

W.M.: (*)

Toast #2 Treasurer
(To the Holy Sts. John)

(***).

Treasurer: Let us now drink a toast to the memory of the Holy Sts. John: May their saintly qualities inspire each of us to live a life of more exalted usefulness. With me, brethren - to the Holy Sts. John!

Response: To the Holy Sts. John.

W.M.: (*)

**Toast #3 Chaplain
(To the Memory of Departed Brethren)**

(***).

Chaplain: May I propose a toast now to the memory of our departed brethren: May their contribution to our brotherhood inspire us to more earnestly dedicate our lives to the service of our fellow men. With me, brethren - to the memory of our departed brethren!

Response: To the memory of our departed brethren.

W.M.: (*)

(Note: The speaker should be introduced at this time for his program.)

**Toast #4 Secretary
(To the Grand Master)**

(***).

Secretary: Brethren, I have the honor to propose a toast to the Grand Master of Masons in Wisconsin: symbol of our continuing relationship to an ancient Craft; to the Grand Lodge over which he has been called to preside. May he direct with wisdom, decide with justice, and plan with a vision worthy of the fraternity he serves.

With me brethren - to the Grand Master!

Response: To the Grand Master.

W.M.: (*)

**Toast #5 Junior Warden
(To our Lodge)**

Note: WM. does not participate in #5 at all. Do not stand or toast. (#5 is to the Lodge)

(***).

J.W.: Brethren, it gives me special pleasure to call for a toast to our Lodge; the Lodge so close to the hearts of its members, commanding through long years an interest and loyalty unshaken by adversity and unspoiled by prosperity. So may we reflect its integrity and stability in our daily lives.

With me, brethren - to our Lodge!

Response: To our lodge.

W.M.: (*)

**Toast #6 Senior Warden
(To our Visiting Brethren)**

(***).

S.W.: Brethren, a toast to our visiting brethren: our guests of the evening who will not doubt the cordial hospitality of our welcome. May this occasion persuade them to share our hospitality whenever circumstances permit.

With me, brethren - to our visiting brethren!

Response: To our visiting brethren!

W.M.: (*).

Toast #7 Tiler
(To all Freemasons wheresoever dispersed)

(***).

Tiler: And now let us drink the age-old traditional toast to the Craft - to all Freemasons, wheresoever dispersed over the face of the earth: may our brethren of all nations be united under the mantle of universal friendship and brotherhood for the benefit of all mankind.

With me, brethren - to all Freemasons, wheresoever dispersed!

Response: To all Freemasons, wheresoever dispersed!

W.M.: (*).

Responses to all Toasts

- 1) To our country. (With Master, raise glass and drink toast briefly. Glasses are returned to arm's length, breast high, then glasses set down and brethren are seated. This procedure is followed for each toast).
- 2) To the Holy Sts. John.
- 3) To the memory of our departed brethren.
- 4) To the Grand Master.

- 5) To our Lodge.
- 6) To our visiting brethren.
- 7) To all Freemasons, wheresoever dispersed.

(Put several copies of the responses on tables so men can follow.) (At last response, WM. Gavels once to seat the lodge.)

W.M.: (* *) Brothers Senior and Junior Warden *(Wardens rise)*
Are all the brethren in order?

S.W.: They are WM.

W.M.: What is the hour?

S.W.: Midnight.

W.M.: What is your age?

S.W.: Three years.

W.M.: In consideration of the hour and age, inform all our brethren that we are about to close this Lodge, ending our work in the usual manner.

S.W.: (* * *) Brethren I inform you, on behalf of the WM., that we are about to close this Lodge, ending our work in the usual manner.

W.M.: My brothers, the Lodge is closed. (*) You are dismissed.



WISCONSIN MASONIC HANDBOOK

CHAPTER 11

CHARITIES



A. INTRODUCTION

No fraternal organization is more deeply committed to charity than Freemasonry. Individually, Masons have been instructed to express charity to others on a daily basis. Since the combined efforts of many can contribute significantly to others, the Grand Lodge F. & A. M. of Wisconsin and other associated bodies have established and supported a number of Masonic charities for many years.

B. WISCONSIN MASONIC BENEVOLENT ACTIVITIES BOARD

The purpose of the Benevolent Activities Board is to oversee and coordinate Masonic charitable activities in Wisconsin. The Board consists of fifteen directors all of whom are Wisconsin Master Masons. This Board of Directors discharge the following functions:

1. Establish Wisconsin Masonic benevolent goals for approval at the Annual Communication of the Grand Lodge of Wisconsin.
2. Provide a report of its activities and future plans at the Annual Communication of the Grand Lodge of Wisconsin.
3. Elect Directors of the Wisconsin Masonic Home, Inc., the Wisconsin Masonic Board of Service & Assistance, the Wisconsin Masonic Foundation, the Masonic Medical Foundation of Wisconsin, Inc, and any future constituent Masonic benevolence.
4. Establish and present for approval by the Grand Lodge of Wisconsin an annual budget for Benevolent Activities Board activities.
5. Approve budgets and master plans of each constituent benevolence.
6. Establish and update, as necessary, policies and procedures for operation of the Benevolent Activities Board.

7. Review investment performance of each benevolence, annually, and share performance results with all constituent benevolences.
8. Establish policy guidelines for all benevolent fund development activities.
9. Coordinate fund raising for all benevolent activities.
10. Oversee activities of each benevolence by performing an annual review of the programs of each benevolence including compliance with its charter/mission, review of financial statements and consideration of any appropriate corrective action to be taken as a result of audits, complaints or deficiency citations.
11. Approve land acquisition, building construction, other capital expenditures in excess of \$50,000 by any benevolence.
12. Prevent redundancy of benevolent programs unless regional in character.
13. Approve establishment of any new Wisconsin Masonic benevolent activity.

C. THREE PILLARS

Three Pillars is the name of the entire Dousman Campus, which is made up of three organizations, the Wisconsin Masonic Home, the Masonic Health Care Center, and the Masonic Village on the Square. It is the purpose of each of the Three Pillars facilities to deliver services and health care to retirees. The following is a brief description of each benevolence and how YOU can help these Wisconsin Masonic Charities.

1. MASONIC HEALTH CARE CENTER, INC.

The Masonic Health Care Center is located near the Masonic Home, The Grand Masonic Center and Masonic Village on the Square.

The purpose of the Masonic Health Care Center is to provide nursing home and health care services for the elderly residents of the Masonic Home, the Masonic Fraternity and the community at large. This nursing facility provides sub-acute long-term health care for its residents.

The Health Care Center is licensed by the State of Wisconsin as a skilled nursing facility and is titled 19, Medicaid certified. Because of this certification, residency at the Center is available to the public as well as members of the Fraternity.

Without this governmental involvement, Masons and their families would be required to pay the entire cost of extended nursing care. Residents transferred from the Masonic Home or Masonic Village on the Square are given priority for admission. Others are accepted if beds are available.

The individual requirements of each resident are considered. The majority of the rooms are for double occupancy. Private rooms are available as well as rooms for married couples. The Medicaid Program may assist persons who do not have adequate financial resources to meet the Health Care Center.

2. MASONIC VILLAGE ON THE SQUARE, INC.

The Masonic Village on the Square is an independent living retirement community. The main housing complex offers one and two bedroom apartments, including the Humphrey Community Center. Each of the apartments contain a living room, kitchen and one or two bathrooms, ranging in size from approximately 700 to 1,235 square feet. Private underground parking is provided. In addition to the apartments, the Village includes duplex style private residences. The private residences have two bedrooms, two bathrooms, a kitchen and living area, in addition to a two-car garage in about 1,400 square feet. The Humphrey Community Center houses complete dining facilities, a coffee shop, a community/ lodge room, leisure time areas, a country store and wellness clinic, among other amenities. The Village on the Square complex sits on 10 acres of land overlooking the Bark River.

3. THE WISCONSIN MASONIC HOME, INC.

The Home is a not-for-profit, non-sectarian independent living retirement home for men and women over 65 years of age (more particularly Wisconsin Masonic and Eastern Star members). The Home also meets the personal care needs of residents when appropriate through its assisted living programs. It is a nationally recognized facility because of its high quality care and the excellent service it provides.

The President of the Home supervises the daily operation of the Home and its more than full and part time employees. In addition, the Home has two important bodies, the Home Board of Directors and the Resident Council. The Home Board of Directors is made up of eleven members, seven of whom shall be Wisconsin Master Masons; one Director shall be a Grand Lodge Officer appointed by the Grand Master; two shall be from Wisconsin Eastern Star; two may be qualified non-Masons. The Board is responsible for managing the affairs of the corporation and establishing all major policies. They set the annual budget, appoint standing committees, and pass on the expenditures of the Home.

Chairmen of the standing committees, who are selected from the Board, meet with their committees on a monthly basis and then report back to the full Board, which meets quarterly.

D. WISCONSIN BOARD OF MASONIC SERVICE AND ASSISTANCE

The Wisconsin Board of Masonic Service and Assistance (formerly titled the Wisconsin Board of Masonic Welfare) oversees disbursements from the Grand Lodge Charity Fund, which was established in 1843 the year our Grand Lodge was chartered. Each Wisconsin Mason contributes annually through his dues toward the assistance and relief of distressed worthy Masons, their wives, widows, children and other dependents. Disbursements from this fund may only be made upon the request of the Grand Master, a constituent Lodge or the Worshipful Master of such Lodge, except for the relief of Masonic Sojourners for whom the Board may provide assistance on its own motion.

The Wisconsin Board of Masonic Service and Assistance consists of seven Directors: The Grand Secretary, a Grand Lodge Officer appointed by the Grand Master and five other Master Masons who are members of a constituent lodge in Wisconsin.

E. WISCONSIN MASONIC FOUNDATION

At the 1925 Annual Communication of the Grand Lodge of Wisconsin, a resolution was presented by the Special Committee, which called for the establishment of the Wisconsin Masonic Foundation. The following is an excerpt from the plan, which defines its purposes.

“Be it resolved, by the Most Worshipful Grand Lodge, Free and Accepted Masons of the State of Wisconsin, that a board of nine trustees be and hereby is created for the purposes of encouraging charity, benevolence, education and philanthropy, and of securing greater uniformity of purposes, powers and duties of administration in the management and control of property given, devised or bequeathed for charitable, benevolent, educational or philanthropic purposes, and the such board of trustees or any corporation to be organized by them for the purposes herein provided may accept gifts, devises and bequests of property for the uses and purposes, and with the powers and duties, hereinafter set forth, which board of trustees and successor corporation, if any, and the property so held shall constitute and be known as The Wisconsin Masonic Foundations, to be administered, managed and dealt with as herein provided.”

“From the time of the receipt of any such property available for the uses of such foundation, the principal of income, or both, less proper charges and expenses shall be devoted to such Masonic charitable, benevolent, educational or philanthropic purposes as may be respectively designated by the donors; otherwise as the trustees, or their successors, may determine and direct as herein provided.”

The resolution then includes some specific suggestions of areas of need for the use of whatever funds which come in to the foundation.

These specifics include the following:

1. To provide for the support of the aged, helpless and sick Master Masons, their wives, widows, orphans and dependents.
2. To provide for the support of Masonic institutions and other Masonic undertakings under the control of or having the endorsement for Masonic purposes.
3. To disseminate Masonic intelligence and to maintain Masonic ideals in matters of charity, benevolence, education and philanthropy.
4. To encourage testamentary gifts and other contributions to trust funds to be used for the recommended purposes of the foundation.
5. To provide for the support and education of any orphan of a master Mason resident in Wisconsin.
6. To provide for a revolving fund for the support and education of boys and girls in Wisconsin eligible to enter college who have exhibited good habits, special aptitude for study and whose financial resources are limited.
7. To endow or defray the cost of maintaining one or more beds or rooms for Masonic uses in a non-sectarian hospital.
8. To provide for the maintenance of a general Masonic library.

The many faceted, much needed charitable work of the Masonic Foundation has been accomplished through the generous contributions of finances, time and energy of Masons during the life of the Foundation. The needs seem to be greater now than ever, which calls for a greater commitment of present day Mason.

“... to provide for the support the aged, helpless and sick Master Masons, their wives, widows, orphans and dependents...”

One of the central concepts of Masonry is a belief in the brotherhood of man. This means that the whole of mankind is a family under God to whom we sometimes give the title, Supreme Architect of the Universe. Masonic philosophy implies, then, that we as Masons are concerned to support persons—members of this family—in times of need.

Wisconsin Masons, through the Wisconsin Masonic Foundation, are doing a good share of providing financial support for several significant programs that are benefiting persons around the State.

One of the initial charges for which the foundation was established ‘to provide for the support of the aged, helpless and sick Master Masons, their wives, widows, orphans and dependents.’”

Thus the Wisconsin Masonic Home was established to carry out the responsibility outlined in this charge. Through the years, the Wisconsin Masonic Fountain has been managing the Wisconsin Masonic Home Endowment Fund, the income of which is designated for the support of the Wisconsin Masonic Home.

The Wisconsin Masonic Home Endowment Fund is a result of donations, bequests and memorials that have come from generous Masons and their families, to assist in supplying the needs of the aging resident of the Home. As health care costs and increased service to the aging are needed, the Home Endowment Fund must be enlarged to more adequately support the residents of the Wisconsin Masonic Home. In addition to these needs, there is the need to update facilities and equipment to provide a secure environment and an adequate, well-trained staff. The amount distributed to the Masonic Home from the Wisconsin Masonic Foundation Home Endowment Fund approaches nearly \$1 million annually.

Another primary purpose for the establishment of the Wisconsin Masonic Foundation was, “To provide for a fund for the support and education of boys and girls in Wisconsin eligible to enter college who exhibited good habits, special aptitudes for study and whose financial resources are limited.”

As a result of this expressed purpose, the Foundations has been providing matching grants to local lodges for scholarships for high school seniors. Over the years, millions of dollars have been given to seniors who have gone on to an institution of higher learning.

F. THE MASONIC MEDICAL FUND OF WISCONSIN

The purpose of the Masonic Medical Fund, as differentiated from the Wisconsin Masonic Foundation, is to provide financial assistance for health related activities in Wisconsin.

The Masonic Medical Foundation of Wisconsin, Inc. was established in 1971 to provide the means by which funds could be raised to construct a building for, and to establish the Masonic Diagnostic and Treatment Center at the Deaconess Hospital, now the Sinai Samaritan Medical Center in Milwaukee. Masons in Wisconsin raised sufficient funds to accomplish this goal and have maintained a supportive relationship with MDTC through the years.

In 1984, the Masonic Medical Foundation, now called the Masonic Medical Fund and the Wisconsin Masonic Foundation decided to function in a unified way. The same board members were selected for both Foundations and common officers were elected. They combined meeting and certain other functions, which proved to be an economy of time and energy.

G. LOCAL LODGE CHARITY

The Charity Committee is a standing committee of every lodge in Wisconsin and consists of the Worshipful Master and Wardens. It is their duty to investigate all cases of charity and administer such relief as in the discretion of the committee may be found necessary to alleviate the distress of any member of the lodge or others who may have a claim upon the lodge. For this purpose, every lodge should have a Charity Fund, which may be financed by a portion of the dues or by fund raising projects.

In addition, lodges are permitted to contribute to local, community, benevolent, educational or charitable organizations, which qualify for charitable contributions under the United States Internal Revenue Code.

H. HOW YOU CAN HELP THE WISCONSIN MASONIC CHARITIES

One of the major concepts of Freemasonry is the belief in the Brotherhood of Man. This means that we believe all human beings are members of the same family and that we care for and assist each other.

To this end the Board of Directors of the Wisconsin Masonic Foundation had established an overall goal for the combined charitable fund at \$15,000,000 by

the year 2000 A.D. They have since exceeded their goal.

Our national government recognizes the value of and the contribution to our charitable institutions and agencies. This recognition comes in the form of some tax benefits when one makes a gift to a qualified charity.

1. CASH GIFTS

Cash is probably the most popular form of charitable donation because, in most instances, it is very convenient. It is always appropriate to give cash because it can be directly deposited into a foundation fund.

Stocks, bonds and mutual funds-even real estate - may also be donated to one of the Masonic Foundations. There are advantages to the donor when appreciated property of any kind is given. Such gifts avoid the capital gain taxes if held longer than twelve months and such gifts qualify for a charitable deduction for Federal Income Tax purposes.

2. LIFE INCOME GIFTS

A. The Charitable Gift Annuity Program - The Wisconsin Masonic Charities, through sponsorship by the Wisconsin Masonic Foundation, operate a Charitable Gift Annuity program. This has been designed to maximize opportunities for planned gifts that also provide annual financial support for the donor and (or) members of their family.

The Charitable Gift Annuity program offers the following benefits to donors who choose to participate:

- A gift to the Masonic Charity of the donor's choice.
- A guaranteed income (annuity payment) for one or two lives based on their nearest birth dates.
- A charitable gift deduction for current tax savings.
- A tax advantage if the gift is appreciated securities.
- A tax credit on a portion of the annuity payment, which increases with the age of the donor.

Donors to the Charitable Gift Annuity program of the Wisconsin Masonic Foundation can designate any one of the following Masonic Charities in Wisconsin as recipient.

- ◆ Masonic Home Endowment Fund

- ◆ Masonic Medical Fund of Wisconsin
- ◆ Wisconsin Masonic Home, Inc.
- ◆ Masonic Health Care Center, Inc.
- ◆ The Wisconsin Masonic Soccer Foundation, Inc.
- ◆ Masonic Village on the Square, Inc.
- ◆ Charity Fund of the Grand Lodge of Wisconsin, Free & Accepted Masons

B. Charitable Remainder Trust- The Unitrust is similar to the Annuity Trust in most ways, except that the income is based on a percentage of the fair market value of the property, determined annually. In the Unitrust the income will vary depending on the fair market value of the property each year. Additional contributions can be made to a Unitrust in future years.

3. CHARITABLE LEAD TRUST

In your desire to give to the Foundation and you need no additional income now or for a period of time, you can form a Charitable Lead Trust, which will give the income to the Foundation for a period of time. The principal returns to the donor, children or grandchildren at the end of the specified term. A Charitable Lead Trust can save estate taxes and generation skipping taxes.

4. LIFE INSURANCE GIFTS

A donor may be able to give the Foundation two, three or four times the amount of cash gift, depending on the age of the donor, by purchasing a single premium life insurance policy naming the Foundation as owner and beneficiary. The donor will receive an income tax deduction, make a more substantial gift and have the satisfaction of knowing he is supporting a worthwhile cause. A donor naming one of the Foundations as owner and beneficiary may purchase a policy, then all premiums paid by the donor are deductible as cash contributions.

In another instance, one of the foundations may be named as second, or final beneficiary. Any funds the foundation receives will be a charitable deduction for the donor from Federal Estate Taxes.

5. BEQUESTS

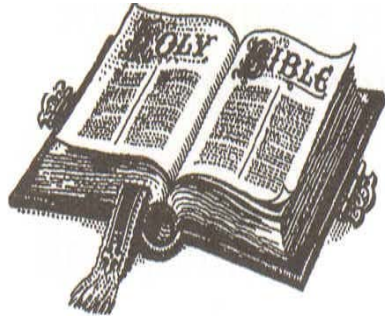
It is essential that everyone have a will, regardless of the size of one's estate. A

will is one of the most satisfactory ways to properly distribute one's property at death. Through a will, one's estate will go where the person directs and is not left to the laws of the State.

A will may designate a favorite charity as beneficiary in one of several ways. A specific dollar amount may be designated for the charity, the charity may be named for a contingent bequest or the charity may be named a residual beneficiary.

Since the will is a legal document an attorney should write it. A will should be reviewed periodically, particularly if changes have occurred such as a death, marriage of children, divorces or other changes. Codicils may be added to a will to reflect changes in the interest and plans of the individual.

If further information is desired on any of these plans, please call the Grand Lodge office at 1-800-242-2307. The address is: 36275 Sunset Drive, Dousman, WI 53118.



WISCONSIN MASONIC HANDBOOK

CHAPTER 12

MASONRY AND RELIGION



A. INTRODUCTION

One of the most crucial areas of concern for Freemasonry is its relationship with religious groups. It must be made very clear to all such groups that Freemasonry is not a religion. While the Craft does have an altar, engages in prayer, displays an open book of Holy Writings upon the altar, requires a belief in Deity and in the brotherhood of man and expresses the concept of immortality in its ritual, it does not have the central features of a religion which are theology, worship and evangelism.

The purpose of Freemasonry is to help make good men better by encouraging its members to follow the teachings of their own religious faith, to support in every way possible beneficial, civic and charitable causes, to be responsible for their own moral and ethical conduct, to be examples and teachers for their families and to treat all other persons regardless of race, religion or national heritage in a just and ethical manner.

This means then, that Freemasonry supports its members in the practice of their religious faith.

Some religions may claim that Freemasonry is a religion also but this is not true and neither is it a substitute for religion nor is it competitive with religion. It is necessary that Freemasonry provide opportunities for the various religious groups to understand that the Craft's only purpose is to help make good men better and that it supports its members in their religious faith. If this is done in an understanding, gentle and concerned way, the increased knowledge about Freemasonry will greatly improve the relationship between the various religions and the Craft.

An excellent method to address this crucial area is for a lodge or several lodges together to sponsor a Masonry and Religion night, or, as it is sometimes called, a Clergy and Craft night.

B. MASONRY AND RELIGION NIGHT/CLERGY AND CRAFT NIGHT

The purpose of such an event is to inform the clergy and spouses of all religious faiths as to what Freemasonry is all about.

A specific plan should be followed in arranging such an occasion. The following are some of the necessary elements of such a plan.

1. Invite all clergy and spouses in the area to a lodge for the evening. The best way to obtain their presence is through a personal invitation from a lodge member to his pastor, priest, rabbi or religious leader to attend the event. Other lodge members could be given names of religious leaders to invite who have no member of their faith as lodge members. A letter should follow the oral invitation to make it even more official and to provide a reminder of the time and place of the program.
2. Be sure that the sponsoring lodge or lodges' membership and spouses receive an invitation.
3. The plan should, if possible, include a dinner prior to the meeting and at which the clergy and spouses are the guests of the lodge or lodges.
4. Following the dinner, the group would assemble for a presentation by a panel of from two to four knowledgeable Masons.
5. Personnel for the panel should include such individuals as the Grand Master or other Grand Lodge officers, Grand Chaplain, Past Grand Master, District Chaplain or other Masonic leaders respected by the lodges.
6. Presentation should be made on such matters as Masonic history, Masonic charities, organization and purpose of Freemasonry, the relationship of Freemasonry to religion, or other related subjects.
7. Following the presentations, the meeting should be opened to questions directed to the panel.
8. This plan calls for the event to be scheduled and planned well in advance of the date of the event. The first item would be to confirm the date with the panel members in conjunction with the lodge schedule.
9. Publicity for the evening should be out long before the event so that the

clergy and lodge members will have adequate time to include it in their calendars.

10. A definite time to begin and end the program should be set.

11. Make this occasion a relaxing, learning evening, free of hostility and tension.

12. If there is a desire for assistance in arranging or setting up such an important program, the Grand Chaplain is always willing to help.

C. MASONIC MEMORIAL SERVICES

There has been some concern on the part of various religious leaders relating to a lodge participation in a memorial service for a Masonic brother when conducted prior to or immediately following a religious service. In order to deal with this concern the following are recommended:

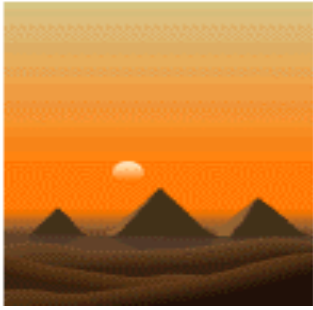
1. The brother in charge of the Masonic Memorial Service should consult with the clergy in charge of the religious service on Scripture choice and to be sure he understands that the lodge is cooperating with him. The clergy, as family pastor, is closer to them, has counseled them in their grief and recognizes their need more clearly so the Masonic leader support the pastor as he ministers to the family.
2. The Masonic Memorial Service should be kept as short as possible when held in conjunction with a religious service.
3. The memorial service is most effective when spoken with understanding and feeling by memory although it is better to read the service with feeling than to say it from memory with no feeling. Whichever way it is done it should be read or spoken with sincerity and compassion for the family and friends.
4. Any of the memorial services can be used or one can combine parts of two or more if desired. One can also put his memorial service together but be sure the essential elements are included. Some of the archaic language may be modernized.
5. Those lodge members attending the Masonic Memorial Service should return to their seats after placing the acacia instead of leaving. It is important for the lodge to remain for the religious service out of respect for the deceased brother and his family.

6. In the event of a cremation urn present at a Masonic Memorial Service, the apron and acacia may be laid on a small table in front of the urn. A small table may also be used if neither the casket or the urn is present.
7. In lodges where there is no one who is available to present a Masonic Memorial Service, the lodge may call either the District Chaplain or the Grand Chaplain.

D. CRITICISMS OF FREEMASONRY

In response to criticisms of Freemasonry, we should neither be defensive or antagonistic, nor should we enter into a debate with them.

For us to adequately meet criticisms, we must receive the proper education in Masonic purposes, concepts and charities. Freemasons must involve themselves in civic and community services for the beneficial welfare of those in need through financial and volunteer efforts. Our Masonic charities must receive the same enthusiastic support. Our lodge building should also be available to family and community needs and services in so far as possible. To help meet the criticisms, it is important for our communities to know what Freemasonry stands for so we can expand the publicizing of our charities and volunteering services.



WISCONSIN MASONIC HANDBOOK

CHAPTER 13

THE CHARGES AND THE LANDMARKS



A. INTRODUCTION

The theory is that, at first, operative masonry existed simply as an art of building. For a variety of reasons, operative masons, with the assistance of learned and pious men invented the speculative science or Freemasonry. Operative masonry existed from its ancient beginnings until about 1600 A.D. when Masonic lodges began to accept non-operative brethren in significant numbers. Then a transition period ensued from 1600 until 1725 when speculative Masonry clearly emerged.

B. THE CHARGES

1. HISTORY

A "Charge" is defined as a responsibility or duty and also as instruction or command specifically "To give command, instruction, direction or advice, especially in an official or formal address; to exhort, instruct earnestly, solemnly, authoritatively."

The "Charges of a Freemason" were thus developed early in the transition period from operative to speculative Masonry to instruct non-operative Masons in their duties and responsibilities as members of the Craft.

The first comprehensive compilation of the Charges of a Freemason was published by Dr. James Anderson as a part of his Constitutions in 1723, and called "The Old Charges." In 1772, William Preston interpreted and embellished "The Old Charges" and printed them in his book titled, "Illustrations of Masonry."

In a majority of American Grand Lodges, a brother appointed for the purpose delivers the "Charge" of the degree upon the brother newly initiated, passed, or raised. In most Grand Lodges these are Thomas Smith Webb's abbreviations of the original Prestonian Charges mentioned above.

Thus, the tradition of instruction in the duties and responsibilities of a Freemason is perpetuated from generation to generation.

2. CHARGES USED BY THE GRAND LODGE OF WISCONSIN

The Grand Lodge of Wisconsin in Section 2.03 of the Masonic Code declares "The Ancient Common Law of Freemasonry is the ancient usages, charges and Regulations of Freemasonry . . ." Thus, in our Constitution we declare fidelity to "The Old Charges." The charge each new Entered Apprentice, Fellowcraft, and Master Mason is derived from Webb's abbreviations of the original charges written by Preston. They can be found in the Multiple Letter Cipher.

3. "THE OLD CHARGES" FROM ANDERSON'S CONSTITUTION

These Charges have been considered significant enough by the Grand Lodge of Wisconsin to be included in our Masonic Code.

C. THE LANDMARKS

1. WISCONSIN AND THE LANDMARKS

The Preamble to the Constitution of the Grand Lodge F. & A. M. of Wisconsin declares that this absolute sovereign body is subject to the Ancient Landmarks of Freemasonry. Section 2:01 of the Constitution states, "The Ancient Landmarks of Freemasonry are the supreme Masonic Law, and are immutable, not repealable and unalterable. They are the ancient unwritten Masonic laws, existing from time immemorial, which differentiate and distinguish the Masonic Fraternity from all other organizations. This Grand Lodge, being a sovereign body, may interpret the terms and conditions of the Ancient Landmarks."

We have further declared that the Constitution of the Grand Lodge is subordinate only to the Ancient Landmarks.

Wisconsin publishes in its Code of Masonic Laws (Appendix 9) the twenty-five Landmarks of Albert G. Mackey and the seven Landmarks as defined by Roscoe Pound. We supply the explanatory information that the Ancient Landmarks have been controversially debated since the beginning of organized Masonry and that no full agreement has yet been reached on just how many Landmarks there are and which ones have been so intimately woven into the fabric of Masonry that no one may detract from them or do anything else but to live by and obey them. Wisconsin has never officially adopted any of the Landmarks.

2. WHAT ARE THE LANDMARKS?

There is wide variance among Freemasons as to what is a Landmark. There is no agreement even among the Grand Lodges of the United States. Thirteen have "adopted" no list at all. Five are satisfied that "The Old Charges," as expressed in Anderson's Constitutions of 1723, are their Landmarks. Thirteen Grand Lodges have actually and eight have by custom adopted Mackey's list of twenty-five Landmarks. Ten Grand Lodges list their own Landmarks. Nothing prevents the reader from adopting for his own guidance a list of what appeals to him as "The Landmarks of Freemasonry." To do so, each Freemason should keep some guidelines in mind.

The Landmarks must be something, or those some things, which are ancient and universal, and which could not be taken from Freemasonry without changing Freemasonry into something else. Not only may they not be taken away from Freemasonry, but also they cannot be changed.

The Landmarks are those fundamental principles, which characterize Freemasonry, as defined in the Charges of a Freemason, and without which the Institution cannot be identified.

3. MACKEY'S LANDMARKS

Albert G. Mackey defines a Landmark as that which in Freemasonry existed from "time whereof the memory of man runneth not to the contrary, which is not repealable, and which is universal". The following is his list of twenty-five paraphrased Landmarks:

1. The modes of recognition.
2. The division of symbolic Masonry into three degrees.
3. The legend of the third degree.
4. The government of the Fraternity by a Grand Master.
5. The prerogative of the Grand Master to preside over every assembly of the Craft.
6. The prerogative of the Grand Master to grant dispensations for conferring degrees at irregular intervals.
7. The prerogative of the Grand Master to give dispensations for opening and holding Lodges.

8. The prerogative of the Grand Master to make Masons at sight.
9. The necessity for Masons to congregate in Lodges.
10. The government of the Craft, when so congregated in a Lodge, by a Master and two Wardens.
11. The necessity that every Lodge, when congregated, should be duly tiled.
12. The right of every Mason to be represented in all general meetings of the Craft.
13. The right of every Mason to appeal from the decision of his brethren, in Lodge convened, to the Grand Master.
14. The right of every Mason to visit and sit in every regular lodge.
15. That no visitor, unknown to the brethren present or to someone of them as a Mason, can enter a Lodge without first passing an examination according to ancient usage.
16. No lodge can interfere with the business of another Lodge.
17. Every Freemason is amenable to the laws and regulations of the Masonic jurisdiction in which he resides.
18. A candidate for initiation must be a man un-mutilated, free born and of mature age.
19. A belief in the existence of God as the Grand Architect of the Universe.
20. Belief in a resurrection to a future life.
21. A "Book of the Law" constitutes an indispensable part of the furniture of every Lodge.
22. The equality of all Masons.
23. The secrecy of the Institution.
24. The foundation of a speculative science upon an operative art, and the

symbolic use of terms of that are for the purpose of moral teaching.

25. These Landmarks can never be changed.

A more comprehensive explanation of each of these Landmarks can be found in APPENDIX 9 to the Masonic Code of Wisconsin.

4. POUND'S LANDMARKS

In recent years, students of Masonic jurisprudence have given considerable weight to the "Ancient Landmarks" as defined by Roscoe Pound, Dean of Harvard Law School. The following is Pound's list:

1. Belief in God.
2. Belief in the persistence of personality.
3. A "Book of the Law" as an indispensable part of the furniture of every Lodge.
4. The legend of the third degree.
5. Secrecy.
6. The symbolism of the operative art.
7. That a Mason must be a man, free born and of age.

5. LANDMARKS ADOPTED BY OTHER GRAND LODGES

The Masonic Service Association has published a booklet listing the "Ancient Landmarks of Freemasonry." A revised booklet is available from the Masonic Service Association, 8120 Fenton Street, Silver Spring, MD 20910-4785.

6. CONCLUSION

Had the Grand Lodge, which first adopted the General Regulations of 1723, formulated the "Ancient Landmarks," it would have saved much trouble and confusion for those newer Grand Lodges which came later. Apparently, however, the unwritten law of Freemasonry was so well understood and practiced then that it was not thought necessary to codify it.

It is appropriate to close the consideration of the Landmarks with the observations of the late, Charles C. Hunt of Iowa, Grand Librarian, Grand Secretary, Honorary Past Grand Master, and respected and admired Masonic student:

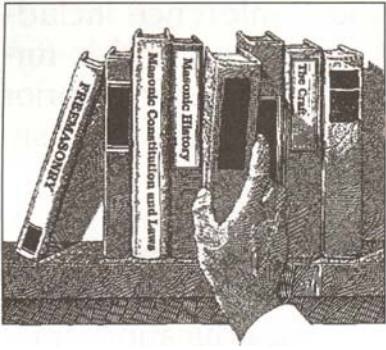
"In ancient times a landmark was an object that marked the boundary line between one person's property and that of another. Masonic landmarks are those things, which distinguish the Fraternity from other organizations. If changed or altered, it might remain a fraternity, but it would no longer be Masonic. Hence, our Grand Lodge admits that its powers are limited by the 'Ancient Landmarks.'

"However, we must remember that it was the position of the object which marked a boundary that made it a landmark, not the object itself. The stones, which are used as landmarks, cease to be such when moved away from the boundary line. It is the line rather than the stone that is important. In the same way, it is the principles of Freemasonry rather than concrete lists, which determine the character of our institution. A post or some other object could replace a stone used as a landmark, but the boundary remained unchanged. The object must mark the line or it is no landmark.

"We believe it as unnecessary to adopt an official list of landmarks as to adopt an official list of scientific laws, such as the law of gravitation. The landmarks, like scientific laws, are valid only in so far as they are true, and their adoption by any so-called body has no effect whatever on their validity. Individual scientists may list what they conceive to be laws of nature, but no scientific society would undertake to officially adopt these laws as the official laws of the science in which they are interested.

"The Master of a Masonic lodge prior to installation promises to be a good man, and true, and strictly to obey the moral law. Can a lodge or Grand Lodge by law determine the characteristics of a good man and true and define the moral law? If a Grand Lodge should attempt to do so, what effect would such legislation have on the moral law?

"The Masonic conception of a landmark is a fundamental law or principle of Masonry which no body of men or Masons can repeal. Anything that can be adopted can be repealed. If a Grand Lodge has power to adopt, it has the power to repeal. It is the very fact that they are unalterable that makes them similar to scientific laws which cannot be changed or altered by any man or body of men."



WISCONSIN MASONIC HANDBOOK

CHAPTER 14

EDUCATIONAL REFERENCES



A. INTRODUCTION

All members can receive a "Masonic education." It simply requires the desire for knowledge, be it Masonic or related history, of the Masonic tenets, Masonic symbolism, or the ritual, and an application of the mind to concentrate on information at hand. This process will lead one to recognize the wise and serious truths contained in Masonic philosophy.

Realistically though, one cannot expect the average brother to be a deep and profound student of the various phases of Freemasonry; but... we may be able to present such elementary material as will help to broaden a comprehension of its aims and purposes, its methods and usages.

This chapter, therefore, has been prepared as a method to recognize the resources available for a "Masonic education." The material is not all-inclusive, but serves as a good guide to those who seek more.

B. COMMITTEE ON MASONIC EDUCATION

The Committee on Masonic Education is one of the Standing Committees of the Grand Lodge of Wisconsin. Section 29.08 of the Masonic Code of Wisconsin charges this committee with the following duties:

- (a) To teach those things which are needful in the building of stronger lodges.
- (b) To emphasize the responsibilities as well as the privileges of Masonic membership.
- (c) To assist the lodges to make real Masons, rather than to merely increase lodge memberships.

- (d) To instruct Masons in civic responsibilities such as love of country, duty to obey its laws, to respect its flag, and defend it against all enemies, both foreign and domestic.
- (e) To properly interpret spiritual and moral values as a fundamental need of man.
- (f) To guide Masons to knowledge of how man may properly live with man.
- (g) To imbue all mankind, but more especially brother Masons, with the doctrine of the fatherhood of God and the Brotherhood of Man.

New programs are presently being developed to be available to lodges for their continuing Masonic education. For up-to-date information regarding which programs are available, review the "Tool Box" or contact your Area Administrator for further assistance.

C. MIDWEST CONFERENCE ON MASONIC EDUCATION

Each year, during the second week of May, delegates from Illinois, Indiana, Iowa, Kansas, Manitoba Canada, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin meet to discuss and exchange ideas that pertain to Masonic education.

The delegates from Wisconsin are selected by the Grand Master usually from members of the Grand Lodge Education Committee. At this Conference, a number of papers are presented on a variety of subjects in the area of Masonic education. A question and comment period is provided after each presentation. Presenters are requested to provide the Conference Secretary with a written copy of their prepared remarks. A report is published at the conclusion of the Conference including all the papers presented and is furnished to all delegates. A copy of prior Conferences are on file in the Wisconsin Masonic Foundation Library.

In addition to the presentation, delegates from the various Grand Lodges distribute current Masonic educational material from their jurisdictions. Many good ideas are taken home and later adopted through this exchange.

D. THE MASONIC SERVICE ASSOCIATION OF THE UNITED STATES

1. Introduction

The Grand Lodge F. & A. M. of Wisconsin became a member of The Masonic Service Association of the United States in 1938, and has maintained continuous membership ever since. Every Wisconsin lodge and every Wisconsin Mason benefits from this membership.

The ASSOCIATION came into being in 1919 as an "insurance policy" issued to American Freemasonry to make certain that when disaster came, the Fraternity would not be helpless to give from its great heart to those in need and to provide other common interests of American Free-masonry in the form of educational, statistical and informative services.

During World War II, the Masonic Service Association established Masonic Service Centers near major military installations in Florida, Alabama, Louisiana, Missouri, Oklahoma, Rhode Island, Maine, Georgia, New Jersey and the District of Columbia, as well as the Philippines, London and Paris, which served as a home away from home for Freemasons in the Armed Services, their families and friends.

At the close of World War II, the M.S.A. expanded its Hospital Visitation Program into the VA. Hospitals. Most Worshipful Brother Harry S. Truman wrote to M.S.A., "Surely Freemasonry cannot do enough for those brave men who have sacrificed so much for our beloved country."

2. Scope

The primary function of the M.S.A. is a service to mankind through educational activities such as publishing a variety of educational and informational publications in the form of bulletins, digests, newsletters, films and videos; the distribution of funds for disaster relief to Freemasons and their families; a visitation program to Veteran's homes and hospitals.

3. Short Talk Bulletin

One of the best educational tools that is available through the M.S.A. is the Short Talk Bulletin. Since January 1923, the Masonic Service Association has published the popular Short Talk Bulletin each month. As of today, there are over 800 Short Talk Bulletins in print. They cover a wide spectrum of Masonic topics, written by some of the truly great Masonic scholars of the times. Instructive, inspirational, factual, challenging, historical, and very readable, these capsulated

discussions of almost every facet of Masonic culture, philosophy, ethics, morality, and symbolism, form a veritable Masonic encyclopedia of Masonic knowledge.

The Short Talk Bulletin can be obtained individually or by subscription from: The Masonic Service Association 8120 Fenton Street Silver Spring, Maryland 20910-4785

A list of Masonic Service Association publications, films, charts, digests, videos and Short Talk Bulletins is published annually and is available free for the asking from the above address. It lists all of the above bulletin topics and titles as well as the cost.

4. Hospital Visitation Program

The M.S.A. Hospital Visitation Program now operates in more than 124 VA hospitals, several State Veterans' Homes, and several Military hospitals, including, Tomah, Madison and Milwaukee. The dedicated and devoted service rendered by the M.S.A. Field Agents at these hospitals and their Masonic volunteers is worthy of praise, thanks and support of every Wisconsin Mason.

The Grand Master of Masons in Wisconsin each year serves on one of the advisory committees of the M.S.A. Past Grand Master and Past Grand Secretary serves as an Executive Commissioner of the Masonic Service Association.

E. SLIDES

1. Slide programs are available through the Grand Lodge. Contact the Grand Lodge Office at 1-800-242-2307 for available slide programs. Some include:

THE MASONIC HOME - FRIENDS' NIGHT - PHILADELPHIA MASONIC TEMPLE - WASHINGTON MASONIC MEMORIAL - MASONIC CHART TALK - MASONIC RODS - OLD TILER TALKS - LEADERSHIP TRAINING - WISCONSIN MASONIC FOUNDATION/CHARITIES

2. The Story of the George Washington National Masonic Memorial slide program is available from the Masonic Service Association, 8120 Fenton Street, Silver Spring, MD 20910-4785. There is a rental fee. It is forty-five slides with a coordinated tape recording and printed script.
3. The following slides are available from the Grand Encampment of Knights Templar, 5097 N. Elston Ave., Suite 101, Chicago, IL 60630-2460. Requests should be made eight weeks in advance, listing preferred date and alternate

date. There are no rental fees, and slides are suitable for all audiences.

a. **SYMBOLS OF FAITH**, slides with scripts. Color slides of twenty-two crosses ranging from the early days of Christianity. Accompanying script describes their meaning and significance.

b. **MASONIC PRESIDENTS**, slides with scripts. Slides of fourteen Masonic Presidents. Accompanying script gives highlights of their lives.

c. **PILGRIMAGE TO THE HOLY LAND**, slides with taped narration with script. Prepared for the Grand Encampment by the Reverend David M. Strang, Michigan, this collection of scenes and accompanying narration recreates an inspiring journey into the land that is the foundation of Christianity. Viewers will join the Christian Ministers on a Pilgrimage - sponsored annually by the Commandary of Knights Templar.

d. **OUR FLAG**, (tape only, narration). The story of the birth of America's national flag, from the "Don't Tread on Me" rattlesnake banner to the red, white and blue "Stars and Stripes" narrated by the late Sir Knight George Courtney, P.c., Potomac Commandary No.3, Washington, D. C.

F. VIDEOCASSETTES (VMS)

1. The video **UNSEEN JOURNEY** is available from the Grand Lodge office, 36275 Sunset Drive, Dousman, WI 53118.

UNSEEN JOURNEY, 60 minutes. The mystery, myth and truth of Freemasonry. Take this journey and explore the story of men linked by an unbroken chain of Brotherhood.

2. The following videocassettes (VHS) are available from the **MASONIC SERVICE ASSOCIATION**, 8120 Fenton Street, Silver Spring, MD 2091 0-4 785.

- **FREEMASONS: WHO ARE THEY?** 30 minutes. A production of the Grand Lodge of Oregon.
- **LEGACY OF DeMOLAY**, 17 minutes. Produced by the International Supreme Council, Order of DeMolay.
- **NATIONAL SOJOURNERS: FLAGCEREMONY**, 30 minutes. As performed by Omaha Chapter# 19 in lodge room setting. Available in Beta II.

- TRANSACTIONS, 22 minutes. Describes the Pennsylvania Youth Foundation.
- TURNING THE TIDE, 17minutes. Produced by Northern Supreme Council, MSR. Historical and inspirational.
- WHEN THE BAND STOPS PLAYING, 25 minutes. Describes MSA's Hospital Visitation Program.
- QUEST VI, 60 minutes. Recording of the 1986 Educational Seminar of Queens, N.Y. District.
- BLESSINGS OF LIBERTY, 18 minutes. Traces history of the Constitution.
- TALKING ABOUT MASONRY, 30 minutes. New York Grand Master (1985_ 86) Calvin Bond's TV presentation.
- WELCOME TO THE CRAFT, 37 minutes. Tried and proved and designed to inform a candidate of Freemasonry and prepare him in mind and spirit to receive initiation. No rental copies available. May be purchased for \$24.95.
- MASONIC COLLEGE JUNE 1986. North Dakota Grand Lodge.
- THE TIME IS NOW, 12 minutes. Brief description of DeMolay, how it started and activities today.
- BROTHERHOOD AND SERVICE THE FREEMASONS, 12 minutes. Prepared by the Grand Lodge of New York. What Freemasonry is all about? For all audiences.
- ON SENATE CONFIRMATION OF MEN & MASONS, 38 minutes. Introduction by Sen. Strom Thurmond. Story of the Senate Confirmation Hearings of Judge David B. Sentelle whose confirmation was delayed because he was a Freemason. Suitable for all audiences.
- FACE OF LINCOLN, 22 minutes. Narrated by Merrill Gage. Mr. Gage narrates the story of Abraham Lincoln while at the same time he sculpts the face of Lincoln as a young man, and then as the war weary President. For all audiences.

- MASONIC SERVICE ASSOCIATION: OTHERS, 20 minutes. While this tape was made as a training guide for hospital visitors, it is useful to anyone interested in the Hospital Visitation Program. For all audiences.
- LARRY BARNETT ENTERTAINS, 30 minutes. American League umpire who visits VA Hospitals across the United States. Funny stories and just great entertainment. Occasional "earthy" language.

G. MASONIC SPEAKERS

There are brothers who have previously displayed to the Craft to be proven, willing and capable Masonic speakers. Contact your District Deputy or Grand Lodge for their names and phone numbers.

H. RESEARCH LODGES

As the name implies, lodges compile almost anything and everything that is Masonic related. They are a wealth of Masonic resources. They also cross-reference one another enabling one to find that one is looking for. Below is a partial listing of Research Lodges in the United States and Great Britain:

1. Silas H. Shepherd Lodge of Research No. 1843, Office of the Secretary, 1025 2nd Street, Kiel, Wisconsin 53042. Silas H. Shepherd Lodge of Research meets quarterly and is open to all Wisconsin Master Masons as a plural membership. The meetings are tiled and open to all Master Masons even if they are not members of this Research Lodge. Dues are \$20 yearly.
2. Illinois Lodge of Research % Robin L. Carr, Editor, 1811 Hoover Drive, Normal, Illinois 61761.
3. IowaResearchLodgeNo.2, A.F.&A.M., P.O. Box 3643, Des Moines, Iowa 50322.
4. Missouri Lodge of Research, P.O. Box 605, Fulton, Missouri 65251. A hard cover book of Masonic interest is published yearly.
5. Texas Lodge of Research, P.O. Box 1850, Dallas, Texas 75211.
6. Southern California Research Lodge, P.O. Box 6587, Buena Park, California 90622-6587.
7. Ouatuor Coronati Lodge No. 2076, London, England. Contact Lodge

Secretary, 3998 Greenwood Court, Sheboygan, Wisconsin 53081.

I. MASONIC LIBRARIES

Every lodge should have a library of Masonic books so the material may be available to those officers and members who may desire to enjoy the adventure of Masonic reading. If the lodge does not have a Masonic library and feels it cannot afford to purchase books, it may be suggested that individual members purchase books from a list and donate them to the lodge. An other way of having Masonic reading materials available is to donate books to the local library where the materials would be available to everyone in the community.

The Masonic Service Association of the United States published a Short Talk Bulletin in November 1956, VOL XXXIV, No. 11 (reprinted 1978), titled, "Five Great Libraries." This bulletin details each library's history, contents and activities.

J. THE WISCONSIN MASONIC FOUNDATION LIBRARY

The library has on inventory in excess of 2,000 Masonic books, pamphlets and digests. This includes a complete set of the Proceedings of the Wisconsin Grand Lodge, a complete set of "The Masonic Tidings" (a Wisconsin Masonic magazine) published between 1886-1967, a complete set of "The Wisconsin Freemason" (official publication of the Grand Lodge of Wisconsin) published between 1944-1964, a complete set of the "Wisconsin Masonic Journal" (the official publication of the Grand Lodge of Wisconsin) published from 1966 to the present time, "Philalethes" magazine, 1946-1987, "The Builders," a publication by the Masonic Research Society of Iowa, forerunner of the Philalethes Magazine, and the "Master Mason" a publication by the Masonic Service Association. These magazine publications are excellent sources of Masonic knowledge. Other books such as Albert Mackey's Encyclopedia of Freemasonry, Albert Mackey's History of Freemasonry, Gould's History of Freemasonry, Short Talk Bulletins, numerous digests from the Masonic Service Association, some volumes of the Transactions of Quatuor Coronati Lodge No. 2076, and more can be found in the library. This library, though small, in comparison to the "five great Masonic libraries" in the United States, still offers to the membership an excellent resource for research and reading pleasure.

The library is located in the Grand Lodge Office. The library is open during normal Grand Lodge business hours of 8:00 AM to 4:00 PM, Monday through Friday.

The library offers a book-lending program to the members of the Craft. This

offers an opportunity to borrow Masonic books from the library at no charge for up to three weeks. The only cost involved is return postage.

The process for borrowing a book is simple: Print your name, address, zip code and telephone number on your request along with a first and second choice. The requested book will then be sent to you, if available. A return address label will be enclosed so you may return the book in the same container in which it was sent. Availability of some books is limited, but most readers get their first choice upon application.

The following books are available to borrow from the library:

BORN IN BLOOD, by John J. Robinson
BLACK SQUARE AND COMPASSES, by Joseph A. Walkes, Jr.
THE BUILDERS, by Rev. Joseph Fort Newton
COLONIAL FREEMASONRY, Edited by: Lewis C. Wes Cook
THE CRAFT AND ITS SYMBOLS, by Allen E. Roberts
DUNGEON, FIRE AND SWORD, by John J. Robinson
FREEMASONRY, by W. Kirk MacNulty
FREEMASONRY & AMERICAN CULTURE- 1880-1930, by Lynn Dumenil
FREEMASONRY IN AMERICA, by Allen E. Roberts
THE FREEMASON AT WORK, by Harry Carr
FREEMASONRY & ITS IMAGE OF MAN, by Giuliano di Bernardo
THE GRAND DESIGN, by Wallace McLeod
HOUSE UNDIVIDED, by Allen E. Roberts
KING SOLOMAN'S TEMPLE IN THE MASONIC TRADITION, by Alex Horne
LIGHT FROM THE SANCTUARY OF THE ROYAL ARCH, by Charles Albert Snodgrass
SEEKERS OF TRUTH, by Allen B. Roberts
THE TEMPLE AND THE LODGE, by Michael Baigent and Richard Leigh
WORKMAN UNASHAMED, by Christopher Haffner

K. MASONIC BOOKS RECOMMENDED FOR READING

In addition to the above list, the following books are recommended to those Freemasons who are interested in increasing their knowledge and understanding of the Craft:

COIL'S MASONIC ENCYCLOPEDIA, by Henry Wilson Coil
THE LITTLE MASONIC LIBRARY, Edited by Carl H. Claudy
10,000 FAMOUS FREEMASONS, by William R. Denslow
THE MEN'S HOUSE, by Joseph Fort Newton

THE MYSTIC TIE, by Allen E. Roberts
COLLECTED PRESTON IAN LECTURES, Vol. I, II, III, edited by Harry Carr
THE LOST KEYS OF FREEMASONRY, by Manly P. Hall
THE SECRET TEACHINGS OF ALL AGES, by Manly P. Hall

The lists of books can also be purchased from Masonic book vendors; two of which are listed:

Macoy Publishing & Masonic Supply Co., Inc.
P.O. Box 9759/3011 Old Dumbarton Road Richmond, VA 23228-0759
Telephone number: (804) -262-6551

or

J. P. Luther Company
1 73 South Pearl Street
P.O. Box 344
Berlin, WI 54923
Telephone Toll Free 1-800-558-8292

The following soft cover books are available from the Grand Encampment of Knights Templar: MASONIC AMERICANA, Vol. I & II

Write to:

The Grand Encampment of Knights Templar
5097 N. Elston Avenue
Suite 101
Chicago, Illinois 60630-2460

Brother Allen E. Roberts and the Masonic Service Association have combined efforts in publishing a guide to Masonic leadership and education titled, "Masonic Lifeline". Written and edited by Brother Roberts, the guide contains ten lessons in a 160-page wire bound manual.

The ten lessons cover topics that should concern every active Freemason: * More Light in Masonry: Who needs it? * A Plan for Action * Working with Goals * Teamwork Makes the Difference * Growing the Leader * Communication - A Road to Success * Planning for Progress * Dedication Through Education * Masonry's Important Ingredient: The Individual * Tying it Together * Plus charts, guides and cartoons. The question (and suggested answer) sections enhance the lessons and expand the manual into a comprehensive study guide on Masonic leadership and education.

To obtain a copy, contact:

Masonic Service Association 8120 Fenton Street

Silver Spring, MD 20910

or

Anchor Communications P.O. Box 70

Highland Springs, VA 23075

POCKET DIGESTS

The following pocket digests and pamphlets are available to purchase from the Grand Lodge office:

WHITHER ARE WE TRAVELING, by Dwight L. Smith

WHY THIS CONFUSION IN THE TEMPLE, by Dwight L. Smith

MASONRY UNDER TWO FLAGS, by Allen E. Roberts

THE MASTER'S BOOK, by Carl Claudy

PAMPHLETS

STORY OF FREEMASONRY, by Grand Lodge A.F.& A.M. of Iowa

INTERESTING FACTS ABOUT FREEMASONRY, by Grand Lodge A.F.& A.M. of Iowa

101 QUESTIONS ABOUT FREEMASONRY, by The Masonic Service Association

POCKET MASONIC DICTIONARY, by The Masonic Service Association

L. MASONIC PERIODICALS

It is recommended that every officer subscribe to at least one of the periodicals from other Masonic bodies. Prices are subject to periodic change.

- * THE NORTHERN LIGHT; A WINDOW FOR FREEMASONRY. Official Publication of the Supreme Council, 33°, A.A.S.R., NMJ USA. Write: The Northern Light, P.O. Box 519, Lexington, MA 02173.
- * THE ROYAL ARCH MASON. Official Publication of the General Grand Chapter, R.A.M., International. Published Quarterly. Non-members may subscribe Write: The Royal Arch Mason, Box 529, Trenton, Missouri 64683.
- * THE PHILALETHES: Published by the Philalethes Society. Membership is open to all Master Masons belonging to Grand Lodges noted in Pantagraph's List of Lodges - Masonic. Write: Philalethes Society, Drawer 70, 110 Quince Avenue, Highland Springs, VA 23075-0070.

- * **THE SCOTTISH RITE JOURNAL:** Official monthly publication of the Supreme Council 33°, Ancient & Accepted Scottish Rite of Freemasonry of the Southern Masonic Jurisdiction. This magazine could be called the "Masonic Reader's Digest." Write: Supreme Council, 33°, 1733 16th Street NW, Washington, D.C. 20009-3199.
- * **THE PHYLAXIS:** Published by the Phylaxis Society. A journal published for Prince Hall Masons. Membership in the society is restricted to Prince Hall Masons. Subscriptions are available to non-members. Write: The Phylaxis Society P.O. Box 42005, Tacoma, Washington 98442-0005

M. OTHER SOURCES OF MASONIC INFORMATION

Educational Bureau of R.A.M.

P.O. Box 489

Danville, KY 40423_0489

Will furnish a free list of books and pamphlets upon request; purchaser need not be a Royal Arch Mason to buy materials.

Masonic Book Club

P.O. Box 1563

Bloomington, Illinois 61702

Republishes books that are currently out of print.

Iowa Masonic Library

P.O. Box 279

Cedar Rapids, Iowa 62406

Anchor Communication

110 Quince Avenue, Drawer 70

Highland Springs, Virginia 23075-0070

Will furnish a free list of books they publish upon request.

The Indiana Freemason Gift Shop

P.O. Box 38

Franklin, Indiana 46131

Vendor will furnish a free list with a limited selection upon request.

N. CORRESPONDENCE COURSES

1. Masonic Education Correspondence Course (MECC)

The Masonic Education Correspondence Course was developed to encourage the

utilization of the Wisconsin Masonic HANDBOOK. The course is a two hundred question, open book examination based on the Wisconsin Masonic HANDBOOK.

This comprehensive course of study is available to all Master Masons. Ideally, every Senior Deacon will have this course completed before assuming the duties of the next station in his lodge.

Upon successful completion of the course, the brother receives an attractive gold certificate and a lapel pin.

2. Masonic Code Correspondence Course (MCCC)

The Masonic Code Correspondence Course was developed to encourage lodge officers to familiarize themselves with Masonic Law in Wisconsin. The course consists of one hundred thirty true and false questions from the Masonic Code Textbook.

This course is designed for all Master Masons. It is especially important that the Junior Warden of the lodge have this completed before advancing in the line.

Upon successful completion of the course, the brother receives an attractive silver certificate and a lapel pin.

3. William's Lodge

This course is designed primarily for Senior Wardens who are about to assume the responsibilities and duties of Worshipful Master. Further details and an outline of the course will be given at the time the course is administered. This course is generally administered at District Meetings.

NOTE: Completion of the courses entitles the lodge to qualify for points toward the Grand Master's Achievement Award.



WISCONSIN MASONIC HANDBOOK

CHAPTER 15

FOREIGN RELATIONS



A. RIGHT OF VISITATION

The inherent right of every Freemason, in good standing, to visit another lodge should not be impaired without just cause. This right is extended to Freemasons from other Grand Jurisdictions, which are recognized by our Grand Lodge. Such a visitor must be in good standing in his own Grand Lodge and must satisfy the Worshipful Master of the lodge he is visiting, to do so. It is the prerogative of the Worshipful Master to say who shall and who shall not be admitted to his lodge, his actions being accountable only to the Grand Lodge.

The sole requirement for admission to a lodge shall be the presentation of a current official uniform receipt card for dues or other current dues card from the Grand Jurisdiction of which the visitor is a member or a demit less than two years old, and such further evidence as may be satisfactory to the Worshipful Master.

The last part of the above code regulation would indicate that the Worshipful

Master should assure himself that the visitor is the rightful owner of the dues card he is presenting. Since a suspended Mason cannot enjoy the right of visitation, it may be in order, on occasion, to administer the Test, or Tiler's Oath, which is as follows:

"I, (full name) do hereby and hereon solemnly and swear that I have been regularly initiated, passed and raised to the sublime degree of Master Mason in a regularly constituted lodge of such; that I am not now I under sentence of suspension or expulsion and know of no just reason why I should not hold Masonic intercourse with my brethren. So help me God."

B. RECOGNITION OF OTHER GRAND LODGES

The Laws of the Wisconsin Grand Lodge permit the recognition of other Grand Lodges and lists the following rules to guide such recognition:

- Rule 1: Such Grand Lodge must be sovereign, independent and supreme - the sole governing body over its constituent lodges.
- Rule 2: It must be in possession of and exclusively control the work of the Entered Apprentice, Fellow Craft and Master Mason degrees in the lodges under its authority.
- Rule 3: It must display the Volume of the Sacred Law on its altars; require a belief in Deity; make Masons of men only; exclude religious and political questions and discussions from its lodges; and must conform to, abide by, and uphold the Ancient Landmarks of Ancient Craft Masonry.
- Rule 4: Lodges forming a new Grand Lodge must be at least three in number and must trace their descent from regular sources recognized by this Grand Lodge.
- Rule 5: Recognition will not be extended to a new Grand Lodge that shall have been formed in occupied territory against the wishes of a recognized Grand Lodge in that territory.
- Rule 6: Recognition will not be extended to a Grand Lodge that shall warrant lodges in territory occupied by a regular Grand Lodge against the wishes of that Grand Lodge.
- Rule 7: In countries where the doctrine of exclusive territorial jurisdiction does not apply, two or more Grand Lodges occupying the same or overlapping territory, recognizing each other as regular and conforming in all other respects to our requirements, may be recognized.
- Rule 8: Grand Lodges of Scottish Rite Descent, having renounced allegiance to any other superior authority, and having since had a long established and continuous existence during which they have conformed to all our requirements, may be recognized.
- Rule 9: Although the original formation of a Grand Lodge may have been irregular, if it has had a long continuous and uninterrupted existence and otherwise conforms to our requirements, it may be recognized.

C. COMMITTEE ON FOREIGN RELATIONS

One of the standing committees of the Grand Lodge is the Committee on Foreign Relations. It is the duty of this committee:

1. To keep informed on affairs relating to other Grand Jurisdictions and advise the Grand Master and Grand Lodge in all such matters.
2. To make recommendations to the Grand Lodge for either the granting, withholding or withdrawal of recognition of the Grand Lodges of other jurisdictions, as, in their opinion, the facts warrant.
3. To examine the written or printed proceedings, or other documents emanating from other Grand Lodges in fraternal relationship with the Grand Lodge, and report at each Annual Communication whatever may seem of sufficient importance and interest to the Craft.

D. GRAND JURISDICTIONS RECOGNIZED BY THE GRAND LODGE OF WISCONSIN

The Grand Lodge of Wisconsin has all recognized Grand Lodges listed in a book. You can call 1-800-242-2307 and request a copy of the book.



WISCONSIN MASONIC HANDBOOK

CHAPTER 16

HISTORY OF THE GRAND LODGE OF WISCONSIN



A. HOW ESTABLISHED

1. Menomanie Lodge No. 374

Freemasonry in Wisconsin first took organized form on the night of December 27, 1823, when seven army officers and three civilians met at the home of Brother George Johnston on the west bank of the Fox River in what is now Green Bay. The soldiers were attached to the 3rd Regiment and stationed at Fort Howard under the command of Col. John McNeil, also a Freemason. Desiring to form a lodge, the men sent a petition to the Grand Lodge of New York for a charter.

Wisconsin was then a part of the territory of Michigan and very lightly settled. Native Americans still roamed freely and played havoc with traders on the Fox. The soldiers were there to maintain order and to protect the settlers in the vast wilderness.

Dispensation for the formation of a lodge was granted, and on September 2, 1824, the interested brethren met again to organize it. Their charter from the Grand Lodge of New York was dated December 3rd. During the following year, Menomanie Lodge #374 ceased to be a military lodge and became a public one, acquiring Henry S. Baird as its Senior Deacon in December of 1825 as membership grew from ten to twenty-one.

Brother Baird was elected Worshipful Master two years later, unaware then that he would become Grand Master of Masons in Wisconsin a score of years later in 1856 and 1857. An 1854 address given by him in Green Bay outlined the lodge's records, including names and dates to 1827 and its cessation as a lodge in 1830. It was, therefore, never chartered as a "Wisconsin" lodge; moreover, its New York charter was destroyed in a fire during 1870 at Washington Lodge #21, Green Bay. Thus, Baird is largely responsible for preserving any records that remain.

Having been operational in the Territory (which at the time included all of the present states of Michigan, Wisconsin, Iowa, Minnesota, and those portions of

North and South Dakota east of the Missouri River), Menomanie stands as the first "chartered" lodge in spite of its early demise. The original dispensation from New York's Menomanie Lodge #374 is housed in the archives of the Grand Lodge of Wisconsin.

2. (Melody) Lodge No.1 at Mineral Point

The rich lead mines in the southwestern part of the Wisconsin territory carved out of the original Michigan Territory in 1836 attracted a large influx of settlers including influential men from Missouri and Illinois. These men too, looked forward to organizing lodges of Freemasonry.

Between 1840 and early 1843 there was, however, but one. Melody Lodge No. 49 under the Grand Lodge of Missouri received a dispensation at Mineral Point on October 8, 1840. Organized on July 27, 1841, it was granted a charter in October 1842 under which it began work February 15, 1843. William R. Smith, Adjutant General of the Wisconsin Territory, was its Master (later to become Grand Master in Wisconsin in 1849 and 1850). The lodge's Wardens were Charles Dunn, Chief Justice of the Territorial Supreme Court, and Moses Meeker, an early settler at Galena (now Illinois) who built the first smelter in the region.

3. Melody Lodge No.2 at Platteville

Meanwhile on January 10, 1843, a second dispensation came from Missouri to form their Lodge No. 65 in Wisconsin about 20 miles from Mineral Point in Platteville. It, too, was named for George Henry Curzon Melody, who as Grand Lecturer of Missouri, doubtless had much to do with the launching of Wisconsin's lodges, as his previously formed namesake now took the name Mineral Point Lodge; there is also Melody lodge and Chapter in Missouri named for this man, who once took a band of native Americans abroad to show in London and Paris.

Platteville's Melody Lodge contained thirty-five charter members including Benjamin T. Kavanaugh, Superintendent of Missions to the Sioux and Chippewa Indians, later elected Wisconsin's first Grand Master. The lodge was organized February 15, 1843, and it was granted its charter October 31, 1843.

4. (Milwaukee) Kilbourn Lodge No.3

The Grand Lodge of Illinois as that area's Grand jurisdiction chartered Milwaukee Lodge No. 22. Dispensation was granted on June 12, 1843; the first meeting was held July 5th. Brother Lemuel B. Hull, an Episcopal clergyman, was elected the first Worshipful Master, but he died in October of that year; his

funeral was said to have been the first Masonic one in Milwaukee. Abram D. Smith, who had been elected Senior Warden under Hull, assumed the duties of Master in an election under the charter held November 1st. Brother Smith further went on to become Wisconsin's Grand Master in 1846, 1847, 1848, and 1851.

One of the thirty-nine charter members of Milwaukee Lodge was Byron Kilbourn, whose name the lodge now bears in recognition of the exceptional service he rendered and his generosity toward the lodge.

5. Grand Lodge of Wisconsin Formed

Worshipful Master of Melody Lodge at Platteville, Benjamin T. Kavanaugh, prepared a resolution looking to the formation of a committee to confer with Mineral Point and Milwaukee (now Kilbourn) Lodges, with a view to forming the Grand Lodge of Wisconsin.

A Masonic Convention was held in the village of Madison in the Territorial State House beginning December 18, 1843. This convention was composed of seven members. They were George H. Walker, proxy for the Master, and two Wardens Dwight F. Lawton and David Merrill from the Milwaukee Lodge; Moses Meeker, Junior Warden from Mineral Point; George W. Lakin, proxy for the Master, John H. Roundtree proxy for the Senior Warden of Melody Lodge, and Ben C. Eastman, proxy for the Junior Warden of Platteville's Lodge. A lodge opened in "due and ancient form" in the third degree in keeping with the mother jurisdictions' A. F. & A. M. status.

With Moses Meeker as Chairman and George Lakin as Secretary, a committee was appointed to report on the expediency of forming a Grand Lodge of Wisconsin. The report, coming in the form of a resolution, was adopted, and a committee was appointed to draft a constitution to be ready by six PM the same evening of the convention's call to order. When the convention reconvened at 6:00 p.m., the original seven members had been augmented by the presence of six more brethren: Mason C. Darling, Lemuel White, Robert Masters, David Newland, John Trowbridge, and Lyman Crossman.

When a slate of officers was nominated, elected and installed, Benjamin T. Kavanaugh became Grand Master; he, along with Deputy Master Abram D. Smith, and Grand Treasurer Thomas P. Burnett, not being present, were installed by proxy. Grand Lecturer Dwight F. Lawton installed all Senior Grand Warden Moses Meeker and Junior Grand Warden David Merrill, as well as Grand Secretary Ben C. Eastman. Eight additional offices received appointees by announcement, and a set of By-Laws was adopted from some now unknown jurisdiction, requiring a hasty appointment of a committee to make revisions

suitable to the Wisconsin experience.

After fixing the date for the new communication of the Grand Lodge of Wisconsin to be held in Madison on the second Wednesday of January in 1844, the convention closed in "due and ancient" form of a convened lodge. Several Grand Lodges of the United States were notified of the new Grand Lodge's formation and asked to grant formal recognition of same.

B. GROWTH

1. Earliest Lodges in the State

Having accomplished the formation of a Grand Lodge in Wisconsin with representatives from Mineral Point # 1, Melody #2 of Platteville and Kilbourn #3 of Milwaukee, charters could now be granted to these three as of January 17, 1844 by the Wisconsin Grand Lodge. The state was now set for constituent lodges to form throughout the state.

Three more Wisconsin lodges were chartered on January 10, 1845, just one year after the Grand Lodge's birth. They were Warren Lodge No.4 of Potosi, Madison Lodge No.5, and Olive Branch Lodge No. 6 at New Diggins.

2. Further Chartering

A total of 371 charters had been granted as Wisconsin approached its sesquicentennial year of existence for the Grand Lodge. With discontinuation of 169 of those, 202 charters remain in force.

C. SOURCES OF DETAILED HISTORY

1. Official Proceedings of the Grand Lodge

In the archives of the Grand Lodge office is a complete file of proceedings from the very beginning to the present. One copy of most of these proceedings has found itself in the safe repository of the Wisconsin State Historical Society's Library at Madison. These include, in detail, a record of what took place together with the complete text of the Grand Masters' addresses and voluminous correspondence reports.

In 1878 the Grand Lodge ordered the reprint of all proceedings prior to 1853 in order to insure their preservation. It is this history, now found in the office of the Grand Secretary, which includes the short-lived lodge formed in Green Bay.

2. Freemasonry in Wisconsin

An oversized volume edited with a historical review by Julius Bleyer was titled, "Freemasonry in Wisconsin." The Evening Wisconsin Printing Company of Milwaukee published it in 1900. The book also contains biographical sketches of men who have been prominent in the various Masonic bodies in the state.

It further contains a chapter titled: "Masonic Reminiscences" by William Chester Swain, who was Wisconsin's Grand Master in 1893. Swain was born in Vermont in 1832 and raised to the sublime degree of Master Mason at St. Nicholas Lodge #321, New York, in 1863. After farming in Wisconsin's Sauk County three years, he became foreman of the composing room of Milwaukee's DAILY NEWS. Then he formed a job printing business with Samuel C. Tate, which was incorporated as Swain & Tate in 1892. He died September 15, 1909, leaving his summary of Nineteenth Century Masonry in the state within the binding of this rare book.

3. Brochure by Past Grand Master Charles F. Lamb

A valuable contribution to the literature relating to the founding of our Grand Lodge is a brochure written by P.G.M. Charles F. Lamb. The Committee on Masonic Research published it in 1927.

4. The First One Hundred Years

On the occasion of the centennial of the Grand Lodge of Wisconsin, Past Grand Master Robert O. Jasperson wrote a history titled, "The First One Hundred Years". It was published in 1944 with the approval of Grand Master Louis D. Potter under the direction of the Committee on Centennial Celebration, chaired by Deputy Grand Master Hubert L. Mount.

Brother Jasperson described his purpose: "to attempt to extract from the Proceedings history making incidents, glimpses of the men who made that history." It includes some editorialized opinion in addition to much fact. There are excerpts from the addresses of some of the Grand Masters that are timeless in their relevance.

A copy of this book was furnished to every Wisconsin lodge in 1944, and copies are also in the Wisconsin Masonic Foundation Library at the Grand Lodge office building.

D. RELATIONSHIPS TO U.S. HISTORY

The first Masonic book printed in North America was a reprint of Anderson's Constitutions of 1723, originally printed in England in 1723. Brother Benjamin Franklin published these "Constitutions" when he became Grand Master of Masons in Philadelphia in 1734.

In Franklin's later life he was among fifty-five deputies who met in Philadelphia to revise the Articles of Confederation produced by the Second Continental Congress of the United States. The group debated and ultimately came up with the Constitution of the United States. A majority of the delegates are regarded to have been Freemasons. Of the thirty-nine who signed the document on September 17, 1787, thirteen were Freemasons according to the Masonic Service Association booklet, "Masonic Membership of the Signers" (copyright August 1, 1986), but others may also have been members of the Fraternity.

The U.S. Constitution, having been a direct accord with the principles of Freemasonry, became the focus of a publication by the Grand Lodge of Wisconsin celebrating the document's bicentennial year as the philosophical foundation upon which this nation's government rests.



WISCONSIN MASONIC HANDBOOK

CHAPTER 17

LEGAL STATUS OF LODGES



The Grand Lodge Trustees of the Grand Lodge of Free and Accepted Masons of Wisconsin are a corporation under the laws of Wisconsin. See. 188.02 Wisconsin Stats.

A. INSIGNIAS AND EMBLEMS

The Grand Lodge registers Masonic insignias and emblems with the Wisconsin Secretary of State. Sec. 132.16 (1) Wisconsin Statutes states any person who willfully wears any Masonic insignia or emblem or uses either of them or uses the name of the Masonic fraternity or titles of any officers, unless he is entitled to wear the insignia or emblem or use the name of the fraternity or officers' title, to obtain aid or assistance in Wisconsin is subject to criminal prosecution and a penalty of imprisonment of not more than thirty (30) days or fined not more than \$20 or both. Sec.132.17 Wisconsin Stats.

B. LODGE TRUSTEES

Under Wisconsin law, each lodge must elect not less than three or more than nine trustees to take care of the lodge's real and personal property and transact business relative to investment and disposal of property. Trustees are governed by the By-Laws of the Grand Lodge, their respective lodges and are empowered under Wisconsin law to take possession of, manage, control, purchase, lease, receive, hold, sell, convey, mortgage, and improve all property in the name of the lodge. They may sue or be sued in the lodge's name in all matters pertaining to the property and debts, claims, demands, and liabilities. All property must be conveyed to and vested in the trustees and their successors and held by them in trust for the lodge.

Lodge trustees under the Masonic Code of Wisconsin exercise general supervision over all real and personal property of the lodge, including trust funds, and receive and hold title to all property as trustees in the lodge's name, executes all conveyances for an in behalf of the lodge, and makes contracts, leases, and agreements in their name for the lodge. The purchase, sale, lease, or mortgage of any personal property having a value of more than \$5,000 or the participation in any litigation must have the lodge's approval. All trustees' activities must be

accomplished under the Worshipful Master's lawful supervision who is ultimately responsible for all activities of the lodge.

More specific duties of the Trustees are found in Chapter 1 of this HANDBOOK.

C. LIABILITY OF TRUSTEES

Trustees are governed by the "prudent man rule" in the investment of trust funds, which means they may invest in a security if it is one, which a careful or sensible man of discretion and intelligence, who is seeking a reasonable income and preservation of capital, would buy. On all other matters, trustees shall not be held accountable for any act in which they have not been guilty of gross malfeasance or gross nonfeasance. Malfeasance is the doing of an act, which is wholly wrongful and unlawful, or the doing of an act, which a person ought not to do at all. Nonfeasance is the nonperformance of some act, which ought to be performed, omission to perform a required duty at all or total neglect of duty.

D. LIABILITY OF LODGE OFFICERS

All other acts done by a lodge or its officers are considered acts of the lodge and no personal liability is attached to any officer or member.

E. PUBLIC MEALS IN MASONIC BUILDINGS

Lodges that usually prepare and serve meals or food to the brethren or others may be classified as restaurants by the Wisconsin Department of Health, and subject to licensing and regulation requirements. The occasional serving of food defined as not more than four times a year, is exempt from licensure requirements; and service of soft drinks, milk, ices, and confections is generally exempted as well. If food is sold for consumption on the premises, lodges may be required to collect Wisconsin sales taxes. This law is subject to different "occasional" sale exception as well, which is subject to complex rules of the Wisconsin Department of Revenue. Lodges, which sell food for consumption on the premises more than very irregularly, or more than once or twice a year should contact their accountant, attorney, or the Wisconsin Department of Revenue for an interpretation of the occasional sale rule in their context.

F. RAFFLES

Raffles are permitted in Masonic buildings or upon its grounds provided that all State of Wisconsin and local laws are complied with. There are also Federal

Postal Regulations. These regulations prohibit the advertisement of raffles and distributions of raffle tickets through the mail. To obtain current guidelines to conduct a raffle license application write to:

State of Wisconsin Department of Administration
Division of Gaming
Office of Charitable Gaming, Raffle License
P.O. Box 8979
Madison, WI 53708-8979
Or call: 608-270-2552

It must be emphasized that the Wisconsin Masonic Code (64.04) does not permit other forms of gambling in a lodge building or upon its grounds.



WISCONSIN MASONIC HANDBOOK

CHAPTER 18

PUBLIC RELATIONS



A. INTRODUCTION

Keeping Freemasonry in the news is very important to the Fraternity and to Masonic lodges regardless of size or location. It is through the news media and publications that men who are not Freemasons learn what Freemasons think and do.

The Worshipful Master or someone whom he delegates should consider it one of his most important duties to get quality news stories to the newspapers and to the television and radio stations.

Personal contact with representatives of the news media is highly desirable. If the Worshipful Master does not have such contact he should go to the editor or news director and ask for assistance.

Good public relations depend upon the individual Brother who demonstrates publicly his pride in the Fraternity and its ideals. Every member is a window through which the non-Mason has the opportunity to look at the institution. What they see in the individual Mason often determines their attitude toward the craft.

Freemasonry's reputation for benevolence, brotherly love, relief and truth has been earned without fanfare and publicity. It has been earned because brotherly love, conducting oneself with integrity and the desire to be of service to one's fellow man is still the best medium for developing and maintaining good public relations.

Each member should endeavor to teach by example and by faithful observance of his duties as a citizen, a churchman, and a Master Mason. By so doing he will establish good public relations, not only between himself and the community, but also between the Fraternity and the community.

The following suggestions for good publicity and good relations should serve as a guide upon which to build a sound public relations program.

B. LODGE TRESTLE BOARD

Most lodges publish a "Trestle board" or "Templegram" on a monthly or bimonthly basis, others on a quarterly or semi-annual basis. The membership of the lodge should be kept fully informed about lodge activities. Many lodges mail regular announcements to all members. These "Trestle boards" are invaluable as contacts with distant members as well as the local membership. These publications should be informative, regular and timely, and they should give special emphasis to coming events. In many cases it is the only communication with many members. In any case, its importance to the Worshipful Master cannot be understated. Because many men have commitments to family, church and other community activities, the "Trestle board" should tell them the lodge's "work and play" schedule. Major events should be listed at least two months in advance. A "Master's Message," which reports to the brethren what has happened or is about to happen, makes for a well rounded "Trestle board." Remember, the brother who can't be there for every meeting is still a brother and needs to know what the lodge is doing.

C. TELEPHONE COMMUNICATIONS

When personal and/or rapid communication with the brethren is needed, there are several methods, which can be employed.

- A prearranged telephone committee to call the brethren.
- Electronic Mail to brothers who like to communicate on-line
- An automatic telephone answering machine or voicemail service.
An automatic telephone answering machine whereby the brothers could learn what is going on at lodge or leave a message for the Worshipful Master at any time, 24 hours a day, simply by dialing an unlisted number (typed on the back of their dues card for example), would greatly improve lodge communications. The message can be changed at a moment's notice thereby helping to spread the word quickly. Those who want to know what is taking place can get the information quickly.

Chapter 89 of the Masonic Code of Wisconsin provides regulations for publication of names of members or candidates. It would appear, however, that an unlisted telephone number, which the members could call and receive a recorded message, would be a proper form in which to disclose a candidate's name and any other information such as deaths, memorials, funerals and other lodge functions. Telephone answering machines or

automatic voicemail services with 30 to 60 second tapes and multiple call capacity can be purchased.

A 30 second sample message:

"Greetings Brother! This Thursday we are conferring the Fellowcraft Degree on Brother James Bond - come and welcome this new brother to our lodge and to the Fraternity. The meeting will begin at 7:00 PM sharp. Refreshments and fellowship follow the Degree work Remember that Brother Gary Lee received his EA last week and could use your help on the lesson. See you Thursday! If you would like a ride to lodge leave your name and address after the tone. We'll be in touch to verify the time."

As you see, one can get across quite a bit of information in 30 seconds. Only rarely will you need a 60 second tape.

D. THE WISCONSIN MASONIC JOURNAL

The Wisconsin Masonic Journal is the authorized publication of the Grand Lodge, Free and Accepted Masons. It is published each month except for the "summer issue" which combines the July and August publications.

Subscription Rates currently are Nonmembers: \$10.00 per year, payable in advance; Members: \$8.00 per year, included in Grand Lodge per capita. Every Master Mason should be receiving a copy monthly. If not, have the Lodge Secretary contact the Editor.

Address all correspondence to: Wisconsin Masonic Journal, 36275 Sunset Drive, Dousman, WI 53118, telephone: (414) 965-2200 or 1-800-242-2307 toll free in Wisconsin.

Chapter 45 of the Wisconsin Masonic Code regulates the Wisconsin Masonic Journal.

WISCONSIN MASONIC JOURNAL POLICY

Deadline - Copy must be received on or before the 5th of the month for the following month's edition.

Obituaries - Only Grand Lodge Officers, Past Grand Masters and Worshipful Masters. Other obituaries will be accepted as paid advertising.

Years of Service Award Recipients – Only fifty-year and over members will receive coverage.

Advertising - No cigarette or liquor advertising is acceptable, also no advertising or copy featuring politicians seeking election to a public office.

Degrees - Only recipients of the Master Mason Degree will be published. The Grand Master must approve exceptions.

Photographs - All photos submitted must be in focus and not under or over exposed. Digital photos are acceptable subject to the same quality standards. Color photographs as well as black and white can be used. Proper identification of all persons in the photograph is required. Include full names, titles and where or when the event took place. Submit your identification in typewritten form. Any photographs submitted will be returned if a self-addressed stamped envelope is provided.

News Submissions - All submissions must be typewritten so that they can be scanned and electronically captured. If you are using a computer, please see that a laser printer or fresh ribbon cartridge is used. The WMJ uses the QuarkXPress page makeup program on an IBM-PC platform. The word processing program is WordPerfect or Microsoft Word for Windows. Please call to verify file compatibility. Since the scan ability of FAX submissions depends upon their clarity, please follow-up with the originals via mail or email. Email submissions are welcomed. Images or text files should be sent as attachments.

Complimentary Mailing - Members of the three Masonic youth organizations with no Masonic affiliation in their immediate family; widows of Master Masons on request by the widow or the late brother's lodge; Veterans Hospitals; Public and School Libraries; Exchange copies with Masonic publications; and requests by Grand Lodge Officers.

Special - News of statewide interest will be considered from all Masonic Associated Bodies.

E. LOCAL NEWSPAPERS, RADIO, AND TV

Many Masonic events are sufficiently important to warrant personal coverage by the news media. It is up to the lodge representative to keep newsmen informed of upcoming events. But in many instances Masonic activities will not warrant personal coverage by newsmen. Then it is up to the lodge representatives to prepare and deliver the information to the news media.

Given a good personal relationship, you may find you can deal with the newsmen by telephone. Remember to say "Thank You." Say it often. This can help you and pay big dividends in your contacts with them.

F. GUIDELINES FOR WRITING A NEWS RELEASE

1. Preparing the News Story

A good press release, no matter if it is for a newspaper, radio or television station, is written to give the news quickly and completely and to reduce the need for the editor or reporter to seek additional information.

The first paragraph should summarize the information in 50 words or less including:

- What is happening?
- Where it is happening?
- Who are the principals involved?
- When it is happening?
- Why is it happening?

Later paragraphs develop the information in the first paragraph and explain the implications of the story. Above all, stories must be readable. They are not meant to stand as literature for the ages; they are meant to impart information. A story about Freemasonry is of little use if only Masons understand it. A good example is many people do not know what F. & A.M. means.

2. Titles

Some titles have no meaning outside of the Fraternity and should not be used unless where necessary. Most readers would have no reference to such titles as Wardens, Deacons and Tilers, except as a "game warden," "church deacon," or "roof or bathroom tiler." The term "worshipful" should not be used with the title of "master." Often the simple title of "officer of the Main City Masonic Lodge" is sufficient.

Titles indicating hierarchical position or distinguished role should be capitalized when they precede the name, e.g., Grand Master James H. Olson. Titles should generally be lower case when they follow the name: James H. Olson, grand master of Masons in Wisconsin. Always capitalize the word Mason or Freemason; however, "craft" or "fraternity" should be lower case except when used in Masonic publications as a substitute word for "Freemasonry or Masonry."

3. How to Write Press Releases

Write the most important sentence at the beginning of the paragraph, and the most important paragraph at the top of the story. If a story is too long for the space an editor has available, he will cut from the bottom paragraphs to make it fit. So, put the least important information there. The lead of a story should include "who, what, when, where, why, and how" information.

After the leading paragraph, give details in order. Keep timeliness in mind. The location or proximity is also important. Remember who your audience is and where your readers are located before writing.

Don't try to make news out of something that is not pertinent, truthful, newsworthy, helpful stories to editors. Where possible, give interpretive or technical support to your story and keep it factual.

Write in conversational tones, but don't discard good language usage and grammar. Most importantly, keep the interest of your audience in mind. Avoid overcomplicated technical language or difficult words, long sentences and long paragraphs. Write to express - not impress.

Key points to keep in mind.

- Tailor the release to the particular newspaper. Include information that would be of interest to the readers of that specific publication.
- Keep sentences short. Never make a release two pages long if one will do. Make sure information is accurate and free of puffs.
- At the end of each page, type "(more)" and center it. At the very end of the release type "End" and center it.
- Make sure second and subsequent pages have your name, article title and page number.
- Do not put more than one story on a page.
- Be timely in getting information to the respective newspapers (don't send them "old" news).
- When sending out the release, be sure to have obtained the editor's name.

Never send the release out to the publication without a name.

- For distribution to several editors, duplicate the story on a photocopy machine or type originals for each media. Do not use carbon copies.
- **PROOF READ** carefully before distribution. Don't hesitate to check your copy with your sources. Spelling and grammar should be 100% correct and in today's world of technology is relatively easy. Double check spelling of names and phone numbers.

4. How to Prepare Copy

1. Double-space all copies. This allows the editor room to edit and also gives him a more accurate gauge for allotting space or broadcast time for the story.
2. Leave generous margins of at least one inch on both sides and bottom and three inches at the top. The editor needs this space to write typesetting instructions and headlines.
3. Type all copy, using only one side of a standard size sheet of typing paper.
4. Do not use lightweight or flimsy paper. This makes editing difficult.
5. If you are not using lodge letterhead, type your name, title, address, telephone number and date in the upper right hand corner of the first page. This makes it easy for the editor to contact you and identifies you as a legitimate news source.
6. Most releases should read "FOR IMMEDIATE RELEASE" in the upper left hand corner, (above the headline, below the logo). If the release is to be in the future, type the words "FOR RELEASE" with the date next to it. This date tells the editor when he may print your release. Do not submit items for release more than one week in advance of the release date.
7. Opening sentence – CITY – Capitalized, - State (lower case), and then the release date.
8. The first paragraph should answer the five "w's" - who, what, where, when, why, and how. Details should follow.
9. No editor is under any compulsion to print your article no matter how good it is. Write it so that he will see the value and worth. Then, if it needs some

editing for publication, he will take care of it.

10. Be objective in a straight news story. Stick to the facts. You abandon your objectivity and become an editorial writer when you say that a meeting was neither exciting nor dull. Editors of publications and news directors of broadcast stations want straightforward facts to present to their readers. Most news releases will have a better chance of being used if they come with a photograph. Whenever appropriate, include a glossy black and white photo with your article. A photo caption with relevant information should be attached to the photos.

5. Do's and Don'ts

- DO prepare your release far enough in advance to check for accuracy.
- DO double-check each spelling, age, date, statistic and other facts to assure they are absolutely correct.
- DO strive for short, snappy sentences and paragraphs. Keep quotes brief, informative and to the point.
- DO time your release and photos so they reach the press in time for use in the next edition.
- DO keep the news release brief (three pages maximum).
- DO double-space all releases.
- DO begin release halfway down the first page.
- DO allow ample margins.
- DON'T send out messy releases, illegible photos or releases where you have obviously filled in the blanks.
- DON'T ask the editor when he is going to use the item.
- DON'T ask the editor or reporter to send you a copy of the story or extra copies of the newspaper when the story runs. If the story is important enough to you, you should purchase the newspaper.
- DON'T refer to advertising or friends in high places as a means of

influencing the editor.

- DON'T send releases to personal friends at the paper unless that friend is in charge of the section to which that release would apply.
- DON'T puff up the story with flowery adjectives. Let the facts speak for themselves.
- DON'T offer special favors for special treatment.
- DON'T call higher-ups each time a story is not used or is given poor treatment. There are times when a protest is called for - when there are errors in facts- but an editor will resent routine questioning of his news judgment.

6. Checklist for Press Releases

The form for press releases was designed to facilitate the newsman's job and is fairly standard around the country. Following the form will help you call attention to your story. A sample press release can be found in the Chapter 25 of this HANDBOOK. You'll note it observes the following rules:

- The letterhead identifies your organization and a name, address and telephone number to call for additional information are listed at the top of the page.
- It has a release date, which tells the newsman when the material can be released for publication. (This device permits distribution of releases in advance so that all competing media can have equal timeliness in covering the news.) Generally, it should read: "FOR IMMEDIATE RELEASE" or the appropriate release date.
- The news begins well down on the first page, leaving room for a headline to be written onto the copy by the editor.
- It is double-spaced, leaving room for legible editorial changes without retyping.
- The essential news is told in the first paragraph. Thus the basic information will be printed even if the publication carries only part of the release.
- There are no unnecessary adjectives or immodest statements.

- The information is accurate in every respect.
- The news value is obvious to the editor at a glance.
- It is typed neatly and cleanly.
- Only one side of each page is used for the message. (Never use both sides of a release page to tell your story.)
- When delivered in an envelope, the envelope is clearly marked: "Press Release." This also applies to e-mails.
- Keep a master file of all your releases by date.
- If you answer a question or are interviewed by phone, keep a record what you said, who you talked to, and day and time.
- Keep a clipping file of stories that have appeared.

7. Pictures

You can submit black and white, color or electronic prints depending on the newspaper. The majority of newspapers demand all individuals on photographs be identified. Newspapers prefer 5" x 7" or 8" x 10" size photographs. They must be sharp prints (a rule of thumb, if the eyes are sharp it's a good photograph).

Captions; the caption is the text beneath the picture. It should give the editor and reader additional information needed to fully understand the picture. Make it easy to read by using short and to the point sentences.

If you plan a picture release only with no story - your captions will likely be longer than if you sent the picture with a story. If an editor doesn't have room to run your whole story, he may run, just the picture and caption. Give enough information to make that possible. Use the given name or initials and surname of all people in the picture, plus correct titles.

People in the picture are always named left to right as shown in the photo unless otherwise indicated. It's often best to name the most prominent person first, regardless of position in the photo. Double-check the caption against people in the picture.

Say when and where the photo was taken. Do not assume the location is obvious or the date irrelevant.

Get your photo and caption to the editor in the most usable form. As with the news release, captions should be typed, double-spaced and identified with your name, address and phone number.

Each caption should be attached to the back of the photo with cellophane tape. It should then be folded over the front of the photo to protect it.

Do not write on the back of photos except for putting names on the backs of headshots. Then use typed labels or write with a soft pencil lightly on the back lower margin. Every headshot sent out should be identified.

8. Press Contact File

A master list covering every newspaper, radio and television outlet in your area should be prepared. The list should contain:

- Publication's name or station call letters, street address and telephone number.
- Names of those responsible at each outlet for your news:
- Editors, managing editors, or news editors for weekly newspapers.
- Sports editors, writers, photo editors, feature editors, city editors and lifestyle editors for large dailies.
- News and sports editors or directors for TV stations.
- News and sports editors for radio stations.
- Names of writers or editors who have contacted you previously or have written or aired your programs.
- Bureau chiefs of wire services.
- Deadlines for news and photos, including those for evening TV newscasts.
- Delivery should be by hand to dailies and stations, or to weeklies when the newspaper is being prepared or by telephone on late breaking news and

emergencies.

9. Radio and Television

Your news may fit in with live or transcribed interviews, a music program laced with local news, panel or group discussion, news item in form of community bulletin board or editorials that present the station's support of community wide programs or projects

Choose your talent with care. Your representative should have a pleasant speaking voice and not given to nervousness, well informed on your subject. Be certain that person will follow exactly the directions given by the program director. (He will advise him how to handle copy, speak into microphone, and how to avoid unnecessary noise while on the air).

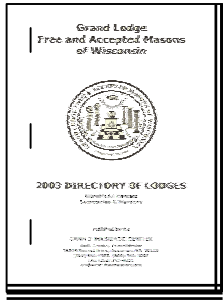
For television add the following:

- a) Suits of soft medium colors, pastels are best.
- b) Do not wear sparkling or highly polished jewelry.
- c) Go lightly on makeup and don't worry about glasses.

Keep a record of your releases and say "thank you" to the news media for their cooperation.

G. THE MASONIC EXHIBIT BOOTH

The Masonic Exhibit Booth is available on a first come first serve basis and is suitable for fairs, banks, shopping malls and any Masonic function. This booth is easily sent to you via parcel post. For further details, contact the Grand Lodge Office at 1-800-242-2307, via mail at Grand Lodge F. & A.M. of Wisconsin, 36275 Sunset Drive, Dousman, WI 53118. Use the form provided found in Chapter 25 of this HANDBOOK.



WISCONSIN MASONIC HANDBOOK

CHAPTER 19

DIRECTORIES



A. INTRODUCTION

This section is meant to serve as a repository of directories. Two are furnished from the Grand Lodge office, and some districts provide district directories. In addition, areas, committees, foundations, or individuals may compile special directories, all of which may be conveniently kept in this section.

B. DIRECTORY OF LODGES

This directory lists the Worshipful Masters, Secretaries and Wardens of all Lodges in the state. This is revised each year and distributed to each Lodge Secretary and Grand Lodge Officer.

C. GRAND LODGE DIRECTORY

This directory lists the Grand Lodge Officers, Past Grand Masters, Permanent Members, District Lecturers, District Chaplains, Area Administrators, Grand Lodge Trustees, Board Members, and Committee Members. This is revised each year and distributed to each Grand Lodge Officer.

D. PERSONAL AND OTHER SPECIAL DIRECTORIES

WISCONSIN MASONIC HANDBOOK



CHAPTER 20

EDICTS, DECISIONS, AND OTHER ANNOUNCEMENTS FROM THE GRAND MASTER OR THE GRAND LODGE



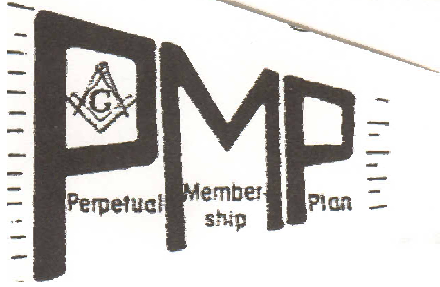
A. INTRODUCTION

From time to time during the year edicts, decisions, and other important announcements are promulgated from the Grand Lodge Office. These should be kept where they can be found and referred to when necessary. This section is intended for that purpose.

Each brother who has a Handbook in his possession is the guardian of that issue and it is his responsibility to act as steward so that proper information is protected and accessible. Each must decide for him what material should be made part of this reference book. It is better to err on the side of inclusion since once a document is gone it is gone forever.

B. DOCUMENTS TO BE PRESERVED:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



WISCONSIN MASONIC HANDBOOK

CHAPTER 21

PERPETUAL MEMBERSHIP PLAN



A. INTRODUCTION

The Grand Lodge F. & A.M. of Wisconsin created chapter 94 of the Masonic Code of Wisconsin, providing for perpetual membership, at its 1983 Annual Communication. A Wisconsin Lodge, at its option, may adopt a Perpetual Membership Plan upon two-thirds affirmative vote of the members present at a stated communication, but it shall not become effective until the Grand Master shall have approved it.

To assist Wisconsin Masons in understanding the new provisions of the Code, the Grand Lodge has prepared two separate summaries relating to Perpetual Membership. One is primarily for Master Masons who are considering perpetual Membership. The second is for Wisconsin Lodges and the officers; the summary contains many of the technical provisions, which may not be of interest to the average Master Mason. Both summaries will be helpful in understanding the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin. These follow as Sections C. and D. of this chapter.

The present "Procedure for Adoption of Perpetual Membership" (Section B.) is limited solely to the procedure to be followed by a Wisconsin Lodge in adopting a Perpetual Membership Plan.

B. PROCEDURE FOR ADOPTION

1. Alternate Procedure for Adoption

A Lodge may adopt a Perpetual Membership Plan in either of two ways. One way is to amend the Lodge By-Laws to provide for a Perpetual Membership Plan. The second is to adopt the Perpetual Membership Plan by resolution, without formally amending the Lodge By-Laws. The procedure to be followed is similar, whether or not the Lodge By-Laws are being amended.

That is, a Lodge may prefer to have its Perpetual Membership Plan set forth in its By-Laws (as well as its fees for degrees and annual dues) in order that there might be one place to look for certain essential provisions relating to the Lodge. On the

other hand, a Lodge may prefer to have the Perpetual Membership Plan (as well as the amount of the fees for degrees and annual dues) set forth by separate resolution, in order that the By-Laws do not have to be retyped or reprinted when a change is made. Some Lodges furnish copies of their By-Laws to all members, while other Lodges only make copies of the By-Laws available to members upon request.

The factors to be considered by a Lodge is deciding whether to adopt a Perpetual Membership Plan by amending its By-Laws or by simply passing a resolution are similar to those which a Lodge would consider in deciding whether or not its fees for degrees or its dues are to be set forth in its By-Laws of simply adopted by resolution of the Lodge.

If the members of the Lodge do not have a particular preference whether the Perpetual Membership Plan should be part of their By-Laws or be adopted by simple resolution of the Lodge, the simple resolution procedure is probably preferable. Accordingly, this Outline of Procedure is limited to the procedure for adoption of a simple resolution, and does not specifically deal with amendment of the specific By-Laws of a Lodge. If amendment of the Lodge By-Laws is desired, the Grand Secretary will be pleased to advise the Lodge Secretary of the differences in procedure.

2. Determination of Purchase Price

At the time of the adoption of the Plan, the purchase price of a Perpetual Membership may be determined by the Lodge, provided, however, the purchase price established or subsequently revised shall not be less than the amounts determined by multiplying the sum of the existing Lodge dues and existing Grand Lodge per capita tax by a factor set forth in the table adopted by the Grand Lodge. Although a Lodge may establish a higher purchase price, it is anticipated that most Lodges will adopt the minimum purchase price adopted by the Grand Lodge. Accordingly, this outline is based on such minimum Grand Lodge schedule. If a Lodge does not specifically establish a purchase price in excess of the minimum amount, then the minimum amount shall be the purchase price. In the event a Lodge desires to establish higher purchase prices, the Grand Secretary will be pleased to confer with the Lodge Secretary on the procedure.

3. Procedure Steps

STEP 1 - A member of the Lodge, orally or in writing, presents a resolution at a stated communication of the Lodge. The form of such resolution may be as follows:

"I move the following: Resolved: That the Lodge adopts the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin."

STEP 2 - The Worshipful Master of the Lodge may permit discussion, but he shall not put the matter to a vote at this time. The Worshipful Master shall order the resolution to be considered at a subsequent stated communication of the Lodge. For example, the Worshipful Master may state:

"I hereby order that the resolution to adopt the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin shall be considered by the members at the stated communication of the Lodge to be held on "

(Note: The Worshipful Master shall allow sufficient time to enable the Lodge Secretary to give ten (10) days written notice set forth in Step 3.)

STEP 3 - The Lodge Secretary shall give written notice to all members of the Lodge at least ten (10) days prior to the stated communication at which the vote to adopt the resolution is to be taken. The notice shall inform all members that a resolution to adopt the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin has been presented, and the notice shall state the date, time and place when such resolution will be considered and a vote taken thereon. Such written notice may be by special letter, bulletin or insertion in the Lodge newsletter or trestle board. For example:

"All members of the Lodge are hereby notified that a resolution to adopt the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin has been presented and such resolution will be considered and a vote taken thereon at the stated communication of the Lodge to be held on , 20 -, at _p.m. at the Masonic Temple located at "

STEP 4 - At such subsequent stated communication, the Worshipful Master shall announce that a resolution was previously presented at a stated communication of the Lodge to adopt the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin. The Worshipful Master shall inquire of the Lodge Secretary whether at least ten days written notice has been given to all members of the Lodge. Assuming that the Secretary replies in the affirmative, the Worshipful Master would ordinarily permit discussion on the resolution. When the Worshipful Master is satisfied that there has been adequate discussion, he shall call for a vote thereon. Normally, such vote would be by the usual sign of a Mason when voting. If there is a two-thirds affirmative vote of the members present at such stated communication, the Worshipful Master shall declare that the resolution has passed and direct that the Lodge Secretary communicate the same to the Grand Secretary and request approval by the Grand Master.

STEP 5 - The Lodge Secretary shall complete the Certification form (SEE HANDBOOK FORMS) in duplicate, and transmit both copies of the form to the Grand Secretary for approval.

STEP 6 - Upon approval by the Grand Master, one copy of the Certification form will be returned to the lodge for the lodge file.

STEP 7 - Upon receipt of the approved Certification, Application forms (HAND BOOK FORM 13) must be completed by the members in triplicate, one copy for the member, one for the lodge file and one copy for the Grand lodge.

C. SUMMARY OF PERPETUAL MEMBERSHIP FOR WISCONSIN LODGES

1. INTRODUCTION

The Grand Lodge F. & A.M. of Wisconsin adopted Chapter 94 of the Masonic Code of Wisconsin, providing for Perpetual Membership, at its 1983 Annual Communication. The Grand Lodge has prepared a separate "Procedure for Adoption of Perpetual Membership" for use by Lodges, which are considering the adoption of the Perpetual Membership Plan. That outline sets forth the steps to be followed by a Lodge in adopting the Plan.

In addition, the Grand Lodge has prepared a "Summary of Perpetual Membership for Master Masons" which is primarily for Master Masons who are considering Perpetual Membership, once it has been adopted by the Lodge of which the Master Mason is a member. The present "Summary of Perpetual Membership for Wisconsin Lodges" contains additional material, which specifically relates to the Perpetual Membership Plan as it affects Wisconsin Lodges. It also contains many of the technical provisions, which may not be of interest to the average Master Mason, but will be important to the Lodge and its officers. Extra copies of the "Summary of Perpetual Membership for Master Masons" are available upon request from the Grand Lodge office.

2. BENEFIT TO LODGE

The Lodge can benefit if its members participate in the Perpetual Membership Plan. If a Member of the Lodge purchases a Perpetual Membership, the Lodge would receive annual payments from the Grand Trustees who administer the Plan. Once the member has paid for his Perpetual Membership in full, the Lodge would not be faced with the possibility of having to suspend such member for

nonpayment of dues nor remit his dues in case of financial hardship (but continue to pay the Grand Lodge per capita tax). Upon the purchase of a Perpetual Membership, payments to the Lodge from the Grand Trustees will continue forever, even after that member's death.

The Plan is structured to permit investment of the assets of the Plan at a total rate of return greater than that needed to make the required annual payments to the Lodge (and the Grand Lodge). Such contemplated excess revenues can be distributed to participating Lodges in future years. The Grand Lodge at its annual communication can only authorize distributions of excess revenues, but distributions shall be made no less frequently than at least every five years.

Under the Perpetual Membership Plan, the Grand Lodge general fund will also receive annual payments to cover the per capita tax. Through this sharing, present and future members of the Craft throughout Wisconsin should be benefited. The Grand Lodge, however, does not share in the distribution of any contemplated excess revenues.

Assets of the Perpetual Membership plan are managed by the Grand Trustees as a separate fund. Assets can be managed in larger amounts at favorable rates of return. The administrative burden is borne by the Grand Trustees.

3. PURCHASE PRICE AND INSTALLMENT PAYMENTS

The Lodge determines the purchase price of a Perpetual Membership, except that it cannot establish a purchase price below certain minimum standards set forth in the Masonic Code. The minimum purchase price for a single sum payment and the method for determining the amount of installment payments are set forth in Sections 94.0694.08 of the Masonic Code. Examples of the amounts payable under both the single sum and installment method are set forth in the "Summary of Perpetual Membership for Master Masons".

4. QUESTIONS AND ANSWERS

In addition to the Questions and Answers in the "Summary of Perpetual Membership for Master Masons", the following covers matters of particular interest to Lodges and some of the more technical matters which may also be of interest to Master Masons.

Question: What does the Lodge Secretary do with the two copies of the application form received by him from a Master Mason who desires to purchase a Perpetual Membership? (The applicant keeps one copy for himself)

Answer: The Lodge Secretary reviews the application, certifies its correctness and promptly transmits one copy and the required payment to the Grand Secretary. The second copy is to be retained by the Lodge Secretary for the Lodge files.

Question: May someone purchase a Perpetual Membership for a qualified Master Mason by submitting the application form and required payment to the Lodge Secretary?

Answer: Yes, except that a Lodge may not itself purchase a Perpetual Membership for a Master Mason.

Question: What regular payments can the Lodge expect to receive annually from the Grand Trustees?

Answer: The amount of the existing Lodge dues (i.e., the amount at the time the Participant became a member of the Plan).

Question: When will such payment be received?

Answer: On or before March 1 of each year after the year in which the Participant became a member of the Plan.

Question: If in later years the Lodge dues increase or decrease, will the regular payments from the Grand Trustees to the Lodge increase or decrease?

Answer: No but the Lodge could receive a special distribution in future years, but this would be attributable to excess revenues earned in the Plan.

Question: What payments will the Grand Lodge general fund receive from the Grand Trustees and when?

Answer: The amount of the existing per capita tax (i.e. the amount at the time the Participant became a member of the Plan) and such payment will be received by the Grand Lodge on or before March 1 of each year after the year in which the Participant became a member of the Plan.

Question: Will the payment to the Grand Lodge general fund change if the per capita tax changes?

Answer: No. Payment to the Grand Lodge general fund of the amount of the per capita tax as above set forth will relieve the Participant and his Lodge of the liability for the per capita tax payment which would otherwise be required for

such Participant.

Question: What is the benefit to the Lodge (and the Grand Lodge) if the regular payments are fixed at the amount when the Participant became a member of the Plan?

Answer: The payments to the Lodge (and the Grand Lodge) continue after the member's death in perpetuity. In addition, the Lodge (but not the Grand Lodge) may share in a special distribution of excess revenue.

Question: How does the Lodge share in excess revenues of the Plan?

Answer: If the Grand Trustees determine that the Plan has produced income in excess of amounts reasonably necessary to meet its projected obligations, the Grand Trustees shall recommend to the Grand Lodge that amounts be distributed from the Fund to Lodges who have adopted the Plan and have Participants therein. The amount the Lodge receives from such special distributions will be based on the proportionate amount paid into the Plan attributable to Participants who are living or deceased members of the Lodge.

Question: If a Participant is purchasing a Perpetual Membership on a deferred basis, and the Participant dies, are the regular payments to the Lodge (and the Grand Lodge) reduced?

Answer: Yes. In such event the Grand Trustees would pay to the Participant's Lodge the Grand Lodge reduced amounts reflecting the proportion of the number of payments timely made to the total number of required payments.

Question: If the purchase price of a Perpetual Membership is being paid on a deferred basis, and if an installment payment is not made when due, but the Participant is still living, are the payments from the Grand Trustees to the Participant's Lodge (and the Grand Lodge) similarly reduced?

Answer: Yes, However, if the Participant is living, he shall pay to his Lodge any difference between the amount so paid by the Grand Trustees and the amount of the then per capita tax and the then dues, and the Lodge shall pay to the Grand Lodge any difference between the then per capita tax and the amount paid by the Grand Trustees to the Grand Lodge general fund.

Question: What happens if the Participant doesn't pay such difference?

Answer: In default of such additional payments by the Participant to his Lodge, he may be suspended for nonpayment of dues in accordance with the Masonic

Code of Wisconsin.

Question: What payments will be made to the Lodge (and the Grand Lodge) in the event of suspension or expulsion of a Participant?

Answer: The Participant's former Lodge (and the Grand Lodge) will continue to receive any amounts which would have been paid had the Participant not been suspended or expelled.

Question: If a Participant wishes to transfer from one Wisconsin Lodge to another Wisconsin Lodge, what happens to his Perpetual Membership?

Answer: Such Perpetual Membership may be transferred only if both Lodges consent to such transfer. Upon written notification from both consenting Lodges to the Grand Secretary, future payments to the Participant's Lodge will be made to the transferee Lodge.

Question: What happens if two or more Lodges consolidate?

Answer: The Perpetual Membership of the Participant shall be transferred to the consolidated Lodge.

Question: What happens if a Lodge surrenders its charter to the Grand Lodge?

Answer: Any amounts which would have been payable to the Participant's Lodge will be paid to the Grand Lodge general fund until the Participant affiliates with another Wisconsin Lodge. After such affiliation, all future payments by the Grand Trustees to the Participant's Lodge will be made to the Lodge with which the Participant has affiliated.

Question: If a Participant holds or requires membership in a non-Wisconsin Lodge can payments be made by the Grand Trustees to such non-Wisconsin Lodge?

Answer: No.

Question: If the Participant resigns from his Wisconsin Lodge or transfers his membership to a Lodge in another jurisdiction, will the Grand Trustees continue payments to the Wisconsin Lodge (and the Grand Lodge)?

Answer: Yes.

Question: Can a Perpetual Memorial Membership be purchased for a deceased Master Mason?

Answer: Yes, except that a Lodge itself may not purchase such Perpetual Memorial Membership.

Question: What is the purchase price of a Perpetual Memorial Membership?

Answer: The purchase price is the amount then in effect for the oldest classification of members of the Participant's Lodge, excluding any amount attributable to the Grand Lodge per capita tax. Payments by the Grand Trustees would be made to the deceased Participant's Lodge, but no payments would be made to the Grand Lodge general fund for per capita tax.

Question: Are there any additional provisions relating to Perpetual Membership?

Answer: Chapter 94 of the Masonic Code contains the detailed provisions. This Summary explains the Code provisions. The Grand Trustees are also authorized, with the approval of the Grand Master; to prescribe such rules and regulations as shall be necessary for administration of the Plan; provided that no such rule or regulation shall be contrary to any express provision of the Masonic Code of Wisconsin.

D. SUMMARY OF PERPETUAL MEMBERSHIP FOR MASTER MASONS

1. INTRODUCTION

Perpetual Membership may be obtained by a Master Mason who is a member of a Wisconsin Lodge if his Lodge has adopted the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin.

Perpetual Memberships are totally voluntary in two respects. First, a Lodge, at its option, may adopt a Perpetual Membership Plan. Second, after a Lodge has adopted a Plan, a Master Mason in that Lodge, at his option, may purchase a Perpetual Membership.

If a Lodge has adopted a Perpetual Membership Plan, some of its members may obtain a Perpetual Membership, while others may decide to continue to pay annual Lodge dues and Grand Lodge per capita tax.

2. BASIC CONCEPT

The name, Perpetual Membership, accurately describes the Plan. By making a one-time payment, the Master Mason obtains a Perpetual Membership in his Lodge and no further dues or per capita tax need be paid. His membership in his Lodge and the Masonic fraternity may be terminated only for un-Masonic conduct or in certain other rare situations.

The one time payment is invested by the Grand Trustees with similar funds. The Grand Trustees then make annual payments to the Lodge and the Grand Lodge for dues and per capita tax. If the income earned by the Grand Trustees exceeds projected obligations, excess revenue distributions may be made to the Participant's Lodge. Payments by the Grand Trustees continue in perpetuity. They do not stop with the death of the Participant in the Plan.

Perpetual Membership is more than just a life membership or a method of prepayment of dues. A Master Mason who purchases a Perpetual Membership has provided for his own Masonic financial security and he has established an endowment for the future benefit of his Lodge and the Masonic fraternity.

3. PURCHASE PRICE

The Lodge determines the purchase price of a Perpetual Membership. A Lodge cannot establish a purchase price below the minimum amount determined in accordance with the Masonic Code of Wisconsin. Such minimum purchase price is determined by multiplying the sum of the existing Lodge dues and existing Grand Lodge per capita tax by a factor set forth in the following table:

MEMBER'S AGE	FACTOR
18-33.....	20
34-41.....	19
42-48.....	18
49-54.....	17
55-60.....	16
61 and older.....	15

Example:

Assume that a Lodge has adopted a Perpetual Membership Plan in accordance with the above table, the existing Lodge dues are \$34.00 per year, the existing Grand Lodge per capita tax is \$26 and a Master Mason, age 54, desires to purchase a Perpetual Membership.

The \$60 total (for dues plus per capita tax) is multiplied by a factor of 17, producing a single sum purchase price of \$1020.00.

4. INSTALLMENT PAYMENTS

If a Master Mason desires, he may pay the purchase price in deferred payments over a five-year period (rather than in a single sum). If he decides to pay over a five-year period, the single sum purchase price is divided by a factor of 4.61 to determine the amount of each payment. The amount so determined is the amount of the initial payment to be made at the time of application and identical amounts are payable in five additional equal annual installments (for a total of six payments), such installments being due on the annual anniversary date of the application.

Example:

Assume that the same Master Mason in the prior example decides to pay the purchase price on a deferred basis over a five-year period.

His total single payment purchase price of \$1020 is divided by the factor of 4.61, producing an installment amount of \$221.25. The Master Mason would then make a payment of \$221.25 at the time he applies for Perpetual Membership. He would make identical payments of \$221.25 for the next five years. Thus, the Master Mason who elects the deferred payment plan would pay a total of \$1327.50 (i.e. $\$221.25 \times 6 = \$1,327.50$).

5. APPLICATION FOR PERPETUAL MEMBERSHIP

A Master Mason who desires to purchase a Perpetual Membership should obtain an application form from his Lodge Secretary. After completion of the form, which is in triplicate, two copies are submitted to the Lodge Secretary, and the third is retained by the Master Mason.

Payment of either the single sum purchase price or the initial required payment (if election is made to pay in installments) should accompany the application form submitted to the Lodge Secretary. All checks should be made payable to "Perpetual Membership Fund".

6. CERTIFICATE OF PERPETUAL MEMBERSHIP

The Master Mason who purchases a Perpetual Membership will receive a certificate of Perpetual Membership. Such Certificate bearing the Master Mason's name will be signed by the Grand Master and attested by the Grand Secretary under the seal of the Grand Lodge. The Grand Secretary shall forward such certificate to the

Lodge Secretary for appropriate presentation. Together with the Certificate of Perpetual Membership, the Grand Secretary shall send a Perpetual Membership card encased in plastic, to the lodge Secretary for delivery to the perpetual member.

7. DUES CARD

A Master Mason who purchases a Perpetual Membership will receive a regular dues card each year. The dues card will be issued by his Lodge Secretary and will not contain any special designation.

8. QUESTIONS AND ANSWERS

If a Master Mason who is considering applying for Perpetual Membership has additional questions, the following answers may be helpful:

Question: What are the qualifications for application for Perpetual Membership?

Answer: Any Master Mason in good standing whose dues are paid for the current year in a Lodge, which has adopted a Perpetual Membership Plan, may become a Participant in the Plan.

Question: In calculating the purchase price, what age is used?

Answer: The age used is the age actually attained, not a future age, even though the Master Mason may be closer to the next anniversary of his birth.

Question: In determining the purchase price by multiplying the sum of the existing Lodge dues and existing Grand Lodge per capita tax by the factor for a specific age, is the calculation based on current dues and per capita tax or next year's dues and per capita tax?

Answer: Current year's dues and per capita tax are used, with two limited exceptions. If, at the time of application, the Lodge has already adopted a resolution or amended its By Laws to provide for an increase in dues for the next year, "existing Lodge dues" means the amount of such increased dues. Likewise, if the Grand Lodge has already adopted a resolution to provide for an increase in per capita tax for the next year, "existing Grand Lodge per capita tax" means the amount of such increased per capita tax.

Question: If a Master Mason selects deferred payments, is the total purchase price of a Perpetual Membership greater than payment in a single sum?

Answer: Yes, the sum of the six payments over a five-year period is slightly more than 30% higher than the single sum purchase price. In effect, the deferred payment plan includes an interest factor (slightly less than 12% on the unpaid balance) to compensate for the income, which the Grand Trustees might have earned had they received the single sum purchase price.

Question: Is the interest factor deductible on the participant's income tax return?

Answer: The Grand Lodge expresses no opinion as to whether such interest factor is tax deductible. Ask your tax consultant.

Question: Can a Lodge or the Grand Lodge revise the purchase price of a Perpetual Membership or discontinue the plan?

Answer: The purchase price may not be revised or the plan discontinued by a Lodge or the Grand Lodge for an existing Participant in the Plan. However, such changes could apply to possible future Participants.

Question: If the Lodge dues or Grand Lodge per capita tax are increased or decreased after a Master Mason becomes a Participant in the Perpetual Membership Plan, does this affect payments made or to be made by the Participant?

Answer: No, unless the Participant has elected to pay on a deferred basis and fails to make a payment as required.

Question: Is a Participant relieved of any liability for special assessments by the Participant's Lodge or the Grand Lodge?

Answer: No.

Question: If a Participant is making installment payments, and fails to make a timely payment, what additional amount does the Participant owe?

Answer: The Grand Trustees will pay a reduced amount to the Participant's Lodge for dues and to the Grand Lodge for per capita tax, such reduced amounts reflecting the proportion of the total number of payments timely made to the total number of required payments. The Participant must then pay his Lodge any difference between the amount so paid by the Grand Trustees and the amount of the then Lodge dues and then per capita tax. If the Participant does not make such additional payments, he may be suspended for nonpayment of dues. If a

Participant fails to make a timely installment payment and desires to recommence installment payments at a later date, he may do so only with the consent of his Lodge and the Grand Trustees, after a fair and equitable consideration of the Participant's age and the dues and per capita tax at the time that deferred payments are sought to be recommenced.

Question: If a Participant is making installment payments and dies, are his estate, widow or family members responsible for making any further payments?

Answer: No

Question: Can refunds be made to any Participant?

Answer: No refunds can be made from the Plan to any Participant, any other person or any Lodge for any reason.

Question: If a Master Mason is a member of two or more Wisconsin Lodges, can he purchase a Perpetual Membership in all such Lodges?

Answer: Yes, if the Lodges have adopted the Grand Lodge Perpetual Membership Plan. The purchase price for a Perpetual Membership in a plural Lodge, however, does not include any amount attributable to the Grand Lodge per capita tax, as per capita tax is not payable by the plural Lodge.

Question: If a Participant transfers his membership from one Wisconsin Lodge to another Wisconsin Lodge, can his Perpetual Membership be transferred to the transferee Lodge?

Answer: Yes, but only if both Lodges consent to such transfer.

Question: If a participant holds or acquires a membership in a non-Wisconsin Lodge, will any payments be made by the Grand Trustees to such non-Wisconsin Lodge?

Answer: No.

Question: Why should a Master Mason purchase a Perpetual Membership?

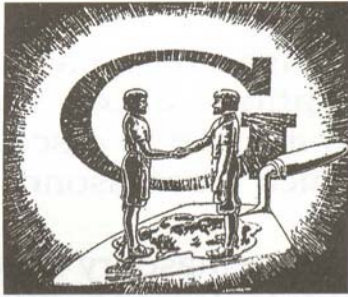
Answer: He can pre-pay his dues when he can best afford to do so. By making a one-time payment, (or completing the installment payments) the Participant will be protected against possible future increases in dues or per capita tax. Perhaps, more importantly, however, is that the Participant is making his Lodge the

continuing beneficiary of a living trust fund. Upon the death of the Participant, payments to his Lodge will continue in perpetuity. (Note: The Grand Lodge has prepared an additional "Summary of Perpetual Membership for Wisconsin Lodges". This additional summary contains material that is of particular interest to the Lodge and its officers. Any interested Master Masons may obtain a copy of this additional summary from the Grand Lodge Office. The provisions of the Masonic Code of Wisconsin governing Perpetual Membership are contained in Chapter 94, created by the Grand Lodge at its 1983 Annual Communication. A copy of the Code provisions can also be obtained by any interested Master Mason from the Grand Lodge Office.)

E. RECOGNITION PLAQUES

Plaques to designate a lodge's perpetual members are now available through the Grand Lodge Office. These plaques make for impressive recognition for the lodge as well as recognition to the perpetual members.

The cost of these plaques may change so call the Grand Lodge for pricing at 1-800-242-2307



WISCONSIN MASONIC HANDBOOK

CHAPTER 22

MEMBERSHIP



A. INTRODUCTION

Freemasonry is recognized as the oldest, largest, and most widely known fraternal organization in the world. There are approximately three million Freemasons throughout the world and lodges in almost all free countries. In the United States we have over two million Freemasons, and in Wisconsin there are approximately 200 Masonic lodges and more than 18,000 Freemasons.

B. PROSPECTIVE MEMBERS

It could be stated that membership to any organization is the lifeblood to that group. Freemasonry is no exception. We as members should always be watchful for worthy prospects. Here are a few characteristics that make an excellent prospective candidate:

1. Believe in a Supreme Being.
2. Proper Age. Must be eighteen years of age or older at time he presents his petition for the degrees to a lodge.
3. Honest, faithful and responsible.
4. Sociable.
5. Interested in the welfare of others caring.
6. Good morals.
7. Financially responsible.
8. Practices temperance.
9. A charitable nature.
10. Does not gossip or run down his fellow man.
11. Capable of subduing his passions.
12. Not argumentative or controversial

13. Remain true to personal convictions.
14. Industrious in personal life.
15. Involved in community activities.
16. Law abiding citizen.

If you feel he can measure up to these standards, introduce him to our Masonic philosophy, perhaps over a luncheon. Talk about some of the things Freemasonry IS and what Freemasonry IS NOT. Emphasize that this is not a "quick sell" or a high-pressure talk.

Also stress that there are many misconceptions about Freemasonry and you would like to discuss some of the points, which Freemasonry is NOT.

Freemasonry is not not not a religion or a substitute for one, nor is Freemasonry any kind of a cult or offspring of any church. Masonry does not take the place of a church or synagogue, but is its friend and servant. All Masons must believe in Deity. Many Masons go to church regularly and are active workers in their church. Therefore it must be made clear that Freemasonry IS NOT a religion.

Freemasonry is not a secret society. Contrary to widespread belief, Freemasonry is not and never has been a secret organization. Nothing can be further from the truth. There has never been any attempt to hide our existence, our membership, or the aims and purposes of our Fraternity.

Freemasonry is not a political forum. We are not a political party nor do we endorse any political party. However, each individual member is urged, just as everyone else is to take an active part in civic affairs. Many community leaders are Freemasons, as are many of our national leaders.

Freemasonry is not an insurance company. We do not provide any kind of insurance to our members - only the assurance that we will make them better men. Here are some things Freemasonry IS. You will see that the words are mostly adjectives that tell you something about Freemasonry.

Freemasonry is reverence. We all show reverence towards God or a Supreme Being. We all believe in Deity. Many Masons will tell you that they are better men because of their Masonry and that it strengthens their sense of responsibility to God.

Freemasonry is kindness, honesty and fairness, both in our homes and in our business affairs. We expect people to be kind, honest and fair with us in our day-to-day activities, and we are obligated to treat them the same way or better.

These qualities are a vital part of our organization.

Freemasonry is forgiveness - for the shortcomings of our fellowmen in helping - for we help those that are truly in need. We contribute more money to charity than any other organization in the world. In fact, Freemasons, along with our appendant bodies, contribute nearly one half billion dollars each year in support of charities and community service and projects.

You may want to talk about some of the charitable aspects Freemasons support, which may include:

- The Wisconsin Masonic Foundation High School Scholarship Program
- The Wisconsin Masonic Foundation - Medical Fund Matching Fund Program.
- The Wisconsin Masonic Home.
- The telethons in which Wisconsin Freemasons participate.
- Local lodge charitable contributions.
- Supporting Shriner Crippled Children's Hospital and Burn Centers.
- Supporting York Rite Charities.
- Supporting Scottish Rite Charities.

Explain that our fraternal order is constantly in search of new members - good men who are willing to make a difference - to be leaders in Life.

Finally, hand him a Masonic pamphlet. There are a number of good pamphlets that explain our philosophy. Your local lodge Secretary should have a supply on hand. If not, have him contact the Grand Lodge Office to reorder more copies for your lodge.

C. DEFAULTS

Every effort should be made to recover those candidates who are in default. They should receive a personal visit from a member of your lodge (preferably the Worshipful Master) to determine why they are in default. If their working

hours are such that they cannot attend regular posting classes, special arrangements should be made so one of the lodge posters can work with the candidate at his convenience. If the candidate feels he cannot memorize the required posting, reassure him that he does not have to be letter-perfect, that he will not be subjected to any embarrassment. If it is a religious matter, assure him that Freemasonry is not in conflict with the teachings of the Church. If he is Catholic, remind him that the Catholic religion no longer bans membership in the Masonic lodge.

Try to make your visit very friendly, and encourage the candidate to talk freely and determine if any animosity exists between him and any member of the lodge. If there is, attempt to determine how it can be resolved.

The Code provisions relative to advancement are covered in Chapter 76 of the Wisconsin Masonic Code, under "Regulations for Lodges."

D. DELINQUENT MEMBERS

It is indeed a sad note to hear at a lodge meeting about members who are in arrears. Many of them have not been active in attending meetings or functions and, therefore, often times they become neglectful of their responsibility to maintain a current paid membership. Then, too, there are many brothers who are financially strapped - living on fixed incomes and unable to work because of age or disability. However, the Worshipful Master (or one of the lodge officers) should personally interview each member who is delinquent. Make sure that the brother is not in need of financial assistance. This is in accordance with Section 81.03 of the Wisconsin Masonic Code. Often a brother's needs are never known unless a special call is made.

If a brother's residence is beyond travel distance and a personal interview is impractical, it is suggested that a telephone call be placed. A visit should convince the brother of the great investment that he has in Masonry and the values of retaining his membership. If in your interview you find that the delinquent brother is in distress, try to arrange to give him the assistance he needs, but in every case, try to keep the brother interested in your lodge and in the Fraternity. If a delinquency remains after your interview, send the name of the delinquent member to the Grand Secretary. He will send a personal letter to each delinquent brother in an effort to help.

E. MEMBERSHIP PROFILE FORM

The Membership Profile form was devised to help the lodges to ascertain the interest and talents of its members. The intent of this form is to have copies

duplicated and made available to every member to complete and return to the Lodge Secretary. As new members are received into a lodge by affiliation, or by being raised, they should also complete this form and return it to the Lodge Secretary to be placed on file. This file will then provide each lodge with a skill bank that will be a valuable source of information. A copy of this form may be found in Chapter 25 of this HANDBOOK.



WISCONSIN MASONIC HANDBOOK

CHAPTER 23

PRINCE HALL FREEMASONRY



A. INTRODUCTION

With the introduction of Resolution No.16 - To Recognize Prince Hall Masonry in Wisconsin - Representatives to the 145th Annual Communication of the Grand Lodge of Wisconsin F. & A.M. in June 1990, granted recognition to the Most Worshipful Prince Hall Grand Lodge F. & A.M. of Wisconsin, Inc. As of 1991, seven other Grand Jurisdictions have granted recognition to Prince Hall Freemasonry in their respective states: Connecticut (visitation), Nebraska (full fraternal recognition), Washington (visitation), Colorado (visitation), Minnesota (visitation), North Dakota (visitation), and Idaho (full Fraternal recognition). Recognition of Prince Hall Masonry in Minnesota by the Minnesota Grand Lodge includes recognition of Prince Hall lodges in North Dakota, Montana and Canada. The same situation exists in Colorado; Prince Hall Grand Lodge of Colorado has a lodge in Wyoming.

B. PRINCE HALL FREEMASONRY HOW ESTABLISHED

Prince Hall Masonry, whose membership is predominantly made up of black men, traces its origins to March 6, 1775, when Prince Hall, a freeman and fourteen other free black men were initiated into Masonry in Castle William (now Fort Independence) in Boston Harbor by Masonic Lodge No. 441 (attached to the British Garrison 38th Regiment of Foot, as a Military Lodge from the Grand Lodge of Ireland). In 1776, an assembly of unaffiliated black Masons organized African Lodge No.1 in Boston. Eventually, following several lost applications and delays, on September 29, 1784, the lodge was granted a Charter by the Grand Lodge of England as African Lodge No. 459, but was not delivered until three years later. The Charter reached Boston on April 29, 1787.

At this time, African Lodge No. 459 was the only body in Massachusetts, which held a true Warrant from the Grand Master of England, the acknowledged "Mother Grand Lodge of the Masonic World." The actual Charter is in existence today in a safe deposit vault in Boston, and is the only original Charter issued from the Grand Lodge of England in the United States.

On May 18, 1787, African Lodge No. 459 was formally organized in Boston under their England Charter with Prince Hall as Worshipful Master, and a membership of eighteen Masters, four "Crafts," and eleven Entered Apprentices.

African Grand Lodge was organized on June 24, 1791 in Boston, Massachusetts with Prince Hall as Grand Master. Two additional lodges were then established - one in Philadelphia and one in Rhode Island. Following Prince Hall's death in 1807, a delegate convention of the three lodges changed the name to Most Worshipful Prince Hall Grand Lodge F. & A.M. in memory of the founder. All subsequently organized Prince Hall lodges trace their authority back to this Prince Hall Grand Lodge.

C. PRINCE HALL FREEMASONRY IN WISCONSIN

The origins and basis for the establishment of the Grand Lodge of Prince Hall Masons, the ten existing Grand Lodges of Prince Hall Masons from Illinois created F. & A.M. of Wisconsin Inc. under Charter on June 25, 1925. In the year 1878, Brown Lodge No. 25, later to become Widow's Son Lodge No.1, was organized in Milwaukee. In 1893, Triangular Lodge No. 53 was established in Superior; Capital City Lodge No. 75, organized in Madison in 1901; W.K. Kennedy Lodge No. 106, in Beloit, in 1906; L.H. Palmer No. 115 was organized in 1924 in Milwaukee, later becoming Blazing Star Lodge No.4.

A current roster of Prince Hall Lodges is as follows:

Widow's Son Lodge # 1, 1218 West North Ave., Milwaukee, WI 53205 meets second & fourth Tuesday - 7:30 PM;

Capital City Lodge #2, 100 Blair Street, Madison, WI 53703, meets first & third Saturday - 7:00 PM;

W.B. Kennedy Lodge #3, 1127 Eclipse Ave., Beloit, WI 53511, meets first and third Saturday - 7:00 PM;

Blazing Star Lodge #4, 1218 West North Ave., Milwaukee, WI 53205, meets first & third Tuesday - 7:30 PM;

Corinthian Lodge #5, 1218 West North Ave., Milwaukee, WI 53205, meets first & third Thursday - 7:30 PM;

Southgate Lodge #6, 1848 Mead Street, Racine, WI 53403, meets second & fourth Saturday - 7 :00 PM;

Ashlar Lodge #7, 1218 West North Ave., Milwaukee, WI 53205, meets second & fourth Thursday - 7:30 PM;

Tyre Lodge #8, 1218 West North Ave., Milwaukee, WI 53205, meets second & fourth Friday - 7:30 PM;

Joppa Lodge #9, 4054-58 7th Ave., Kenosha, WI 53140, meets first and third Sunday - 7:00 PM;

King David Lodge#10, 1218 West North Ave., Milwaukee, WI 53205, meets second & fourth Tuesday - 7:30 PM;

True Square Lodge #11,1218 West North Ave., Milwaukee, WI 53205, meets

first and third Tuesday - 7:30 PM.

On June 18, 1990, the delegates at the Annual Communication of the Most Worshipful Prince Hall Grand Lodge F. & A.M. of Wisconsin, Inc. voted to adopt a resolution granting the same fraternal recognition to the Grand Lodge of Wisconsin F. & A.M. This historic action by both Grand Jurisdictions now allows visitation between the two Grand Lodges and their respective constituent lodges. It was mutually agreed that the only form of recognition required would be a current dues card, as is the practice in the Grand Lodge of Wisconsin.



WISCONSIN MASONIC HANDBOOK

CHAPTER 24

AUTOMATING YOUR LODGE



A. INTRODUCTION

The information age is upon us and computerization is a great tool for all Lodges to utilize. The BLIS program is a good beginning, but is just a peek at the uses of a computer of a Lodge. The BLIS program tracks the Lodge membership and business of the Lodge for the secretary to use. The computer could also be used for the lectures and presentations, to track Lodge projects (fund raisers), email information between brothers or Lodges, web pages for the Lodge and calendaring. The list is only restricted to the operators ability and imagination. It can save postage and printing costs, improve communication time and expand activities.

B. BLUE LODGE INFORMATION SYSTEM (B.L.I.S.)

The Blue Lodge Information System (BLIS) is an easy to use computer program for the Blue Lodges in the state of Wisconsin. This program provides your Lodge secretary with the tools to maintain and manage member information that is required to efficiently run your lodge.

BLIS provides:

- The ability to maintain address information and a complete record of the Masonic history of each member.
- The ability to maintain address information for the "Widows" of the lodge as well as "Friends" and "Other" organizations.
- An event calendar function that will allow you to maintain and publish a Lodge Calendar.
- Numerous reports such as a Lodge Phone Directory, Masonic Years of Service Report, Past Masters Report, Birthday Listing, Outstanding Dues owed to the Lodge and a Calendar of Events to just name a few.
- For the printing of mailing labels for such groupings as your Trestle Board, Committee Meeting announcements, Dues Statement mailings.

Your purchase of this system from the Grand Lodge Of Wisconsin, entitles you to lifetime support and the initial load of your lodge members, past and present, into

your database. You are also authorized to share this program and database with any other officer or member of your lodge. It is the Secretary's responsibility to provide updates of the application as need be and regular backups of the database to all other authorized users within his lodge.

System Requirements

In order to install and properly operate BLIS, your PC system must meet the following requirements:

- An IBM PC or 100% compatible PC with at least 25 MB of hard disk space available.
- 32 MB or more of internal RAM
- Microsoft Windows 95 or better. (BLIS has been successfully installed on all versions of Windows from 95 to XP)
- Any printer supported by Windows
- A mouse, or equivalent pointing device, compatible with Windows

If you desire to email reports to your fellow members or to participate in the BLIS discussion group then you will also need a modem supported by Windows and an Internet Service Provider.

Note: BLIS has been successfully installed on a Macintosh using a PC emulator by several of our brothers. However, the Grand Lodge does not support this configuration, as we do not have any way to duplicate the environment. If any lodge would want to go this route, the Grand Lodge can provide you with the names of the other lodges using this configuration.

Technical Support

The Grand Lodge of Wisconsin is your source for all technical support. We have tried to provide a trouble free application and superior documentation. However, should you find yourself with a technical question that you couldn't answer please contact us.

For those problems to which you do not need an immediate answer, send an electronic email to glo@wisc-freemasonry.org. Your question will be forwarded internally to appropriate staff person to answer your question. Please include in your email, your name, your lodge, and a phone number where you can be reached in the event we need clarification.

If your problem is an urgent one, then call the Grand Lodge at 1-800-242-2307 Monday through Friday between 8:30 AM and 4:00 PM. And every attempt will be made to get you an expedited answer to your problem.

Grand Lodge Website

The Grand Lodge website is maintained to give members information about the Wisconsin Masonry. Any information you would like on the web page for your lodge can be submitted to the Grand Lodge at glo@wisc-freemasonry.org or by sending the information to the Grand Lodge Free and Accepted Masons of Wisconsin 36275 Sunset Drive, Dousman, WI 53118.

Information on the website includes:

1. The Grand Master - This section includes the Grand Master messages printed in the Masonic Journal.
2. The Grand Secretary - This section includes messages from the Grand Secretary, which are especially important to lodge secretaries.
3. The Grand Lodge Officers - This section contains a list of the Grand Lodge Officers including the District Deputies with their email addresses.
4. The Past Grand Masters – includes all living Past Grand Masters and their year as Grand Master.
5. Wisconsin Masonic Charities – This is a comprehensive section dedicated to our charities. It has the following Wisconsin Masonic Charities: Masonic Foundation, Wisconsin Medical Fund, Masonic Service and Assistance, The Masonic Home, The Soccer Foundation and Pillars of the Future.
6. Appendant and Affiliated Bodies – This section contains web links to many other Masonic Bodies
7. Blue Lodge Information System – The upgrades and changes to the BLIS program are found here.
8. Special Events – This lists special events, dates and contacts.
9. Lodges – This is a comprehensive list of all Wisconsin Lodges, addresses, meeting times, email contacts and web sites.
10. Grand Lodge Store – This section contains materials for your lodge and any members.
11. Library – This page is not yet complete, but will contain the educational materials available from the Grand Lodge Library.
12. Masonic Journal – This section is dedicated to the information found in the current Masonic Journal and also in past issues.
13. History – This is a brief history of Wisconsin Masonry.
14. Favorite Links – Links to other Masonic interests.
15. Future Dates – This is a list of all future dates that have been submitted to the Grand Lodge.

C. OTHER USES FOR COMPUTERIZATION

The computer along with the Internet brings the industrious and inquisitive Mason a wealth of information that is easy to access, from the ease of keeping your Lodge member information with the BLIS program to researching ancient Masonry on various websites. Computerization should be a priority of all Mason's to help themselves and the Lodges in seeking more Masonic knowledge and becoming more efficient and effective.

Some uses include:

- Lodge WebPages
- BLIS for the Lodge secretary
- Historical data collection
- Grand Lodge activities
- Tracking fund-raiser costs and profits
- Lodge budgeting
- Keeping current degree team names and phone numbers
- Presentations
- Tracking Lodge activities
- Emailing Lodge members
- Emailing other Lodges
- Coordinating activities with other Lodges or appendant bodies.
- Lodge Trestle board
- Communicating with the Grand Lodge or its officers
- The Internet for Masonic research
- Masonic information of Lodges throughout the world through the Internet

WISCONSIN MASONIC HANDBOOK
CHAPTER 25
APPENDIX FORMS



The following forms are to be used as applicable:

26. [Agenda Work Sheets](#)
27. [Certificate of Adoption of Perpetual Membership Plan](#)
28. [Degree Parts Checklist](#)
29. [Delinquency Notice](#)
30. [Dispensation](#)
31. [Exhibit Masonic Booth Application](#)
32. [Grand Lodge Supply List](#)
33. [Lodge Budget Work Sheet](#)
34. [Lodge Officer Listing for Directory](#)
35. [Lodge Scholarship News Release](#)
36. [Masonic Book Survey/Questionnaire](#)
37. [Masonic Last Rites Form](#)
38. [Masters Letter to Members](#)
39. [Membership Profile](#)
40. [Petition for Pleural Membership](#)
41. [PMP Application](#)
42. [Resignation Certificate](#)
43. [Spruce-up Contest Sheet](#)
44. [To My Survivors](#)
45. [Transfer Certificate](#)
46. [Petition for Transfer of Membership](#)
47. [Lodge Questionnaire](#)
48. [Lodge Petition](#)
49. [Pink Slip for Grand Secretary](#)
50. [Dispensation for Man To Mason Class](#)



AGENDA WORKSHEETS

Date _____

Open at stated time: (H.B. square, compasses, hat, tiler's sword, flag)

Pledge of allegiance to the flag: (flag presentation, if desired: Brother S.D.)

Welcome to members and introduction of guests:

Minutes of last stated communications and all intervening communications:

Brother Secretary

Treasurer's report: Brother Treasurer

Presentation of bills: Brother Secretary

Reading of Grand Master's message: Brother _____

Correspondence: Brother Secretary

Report of sickness or distress: Brother Chaplin

Memorials: Brother Chaplin

Reading of Petitions: Brother Secretary (see 1. reverse side)

Report of Interviewing Committee: (see 1. reverse side)

Balloting on Petitions: Brother S.D. (Election; clear) (Transfer; 4/5)

(Plural; 4/5) (Restoration; 2/3) (Default; 3/4) (Advancement over objection: 3/4)

Trustees report: _____

Committee reports: _____

Old business: _____

New business: _____

Masonic education program or informational program:

Conferring of degrees: (see 2. & 3. reverse side)

Retire flag: (if presented) Brother S.D.

Closing

1. Interview Committee Assignments:

Candidate	Date Due	Counselor	Chairman	Member	Member

2. Posting Assignments:

Candidate	Counselor	Poster	Examination Schedule	Degree Schedule

3. Working tools for degrees

- ENTERED APPRENTICE 24 inch gauge-common gavel
- FELLOW CRAFT plumb-square-level
- MASTER MASON all implements of Masonry especially the trowel



CERTIFICATION OF ADOPTION OF PERPETUAL MEMBERSHIP PLAN

I DO HEREBY CERTIFY that I am duly elected and acting Secretary of _____ Lodge # _____ Free and Accepted Masons of Wisconsin and as such Secretary have custody of the minutes of said Lodge, and

that:

1. At a stated communication of said Lodge held on the ___ day of _____, 20__ a resolution was presented to adopt the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin, and that said resolution was recorded in the minutes.
2. That the proposed resolution was thereupon laid over to a designated subsequent stated communication held on ___ day of _____, 20__ for vote thereon.
3. That more than 10 days prior to the date designated for action on said resolution, namely on ___/___/20__ written notice thereof was given to all members by mail.
4. That there were present at said stated communication on ___/___/20__
5. _____ members, of which _____ voted in favor of said resolution and _____ voted against it, and it was duly adopted.
6. That said resolution is herewith submitted to the Grand Master for approval; together with the following enclosures:
 - a. Copy of Resolution; and
 - b. Copy of Notice to members.

Dated at _____ Wisconsin, on _____, day of _____, 20__.

(Lodge Seal)

Secretary _____

Approved: _____ Grand Master

COMPLETE THIS CERTIFICATION IN DUPLICATE. SEND BOTH TO THE GRAND LODGE AND ONE WILL BE RETURNED FOR YOUR FILES

DEGREE PARTS CHECKLIST

Entered Apprentice Degree

- Master- _____
- Senior Warden- _____
- Junior Warden- _____
- Treasurer- _____
- Secretary- _____
- Chaplain- _____
- Senior Deacon- _____
- Junior Deacon- _____
- Senior Steward- _____
- Junior Steward- _____

Second Section

- Historical Lecture- _____

Third Section

- Slide Lecture - _____
- Charge- _____

Fellowcraft Degree

First Section

- Master- _____
- Senior Warden- _____
- Junior Warden- _____
- Treasurer- _____
- Secretary- _____
- Chaplain- _____
- Senior Deacon- _____
- Junior Deacon- _____
- Senior Steward- _____
- Junior Steward- _____

Second Section

- Master- _____
- Senior Warden- _____
- Junior Warden- _____
- Senior Deacon- _____
- Charge- _____

Master Mason Degree

First Section

- Master- _____
- Senior Warden- _____
- Junior Warden- _____
- Treasurer- _____
- Chaplain- _____
- Senior Deacon- _____
- Junior Deacon- _____
- Senior Steward- _____
- Junior Steward- _____

Second Section

- Master- _____
- Junior Warden- _____
- Senior Deacon- _____
- King Solomon- _____
- King Hiram- _____
- Scribe- _____
- First Craftsman- _____
- Second Craftsman- _____
- Ja- _____
- Jo- _____
- Jm- _____
- Seafaring Man- _____
- Fellowcrafts- _____

Lectures

Second Section

- Historical Lecture- _____

Third Section

- Picture Lecture- _____
- Charge- _____
- Apron Address- _____
- Bible Presentation- _____

60 DAY NOTICE OF DELINQUENCY IN PAYMENT OF DUES

Date _____/_____/20____

Dear Brother: _____,

According to the records of this lodge, you are indebted for dues in the total sum of
\$ _____ for the years of _____.

If you have good and sufficient reason for not paying these dues, it is your duty to so inform the Worshipful Master. If not, and in accordance with the Masonic Code of the State of Wisconsin, your Lodge will have no choice but to suspend you from membership in the Fraternity, suspension is to take effect 60 days from the date of this notice.

We urge you to give this matter very careful consideration, since you may be affecting another's welfare, as well as your own. Not only would you automatically be dropped from membership in all the other Bodies of Masonry, such as the Scottish Rite, York Rite, Shrine, or Low 12 Club, to name only a few, but a niece or grand-daughter may be depending on your membership in the Masonic Fraternity to enable her to join the appendant Body of her choice.

May we hear from you before we are forced to take action?

Fraternally,

_____, Worshipful Master

Attest: _____, Secretary

(SEAL)



OFFICIAL DECISIONS AND DISPENSATIONS REQUESTS FOR OFFICIAL DECISIONS AND DISPENSATIONS

All requests for Official Rulings, Decisions. Interpretations of Masonic Law, and Dispensations must be forwarded direct to the Grand Master, as he is the only one who can make such decisions when the Grand Lodge is not in session.

Requests for Dispensations are required to be written on special "Request for Dispensation" form.

Request for Dispensation

All requests for dispensations are to be sent to the Grand Master at the Grand Lodge Office

To M.W. _____

GRAND MASTER OF MASONS OF THE STATE OF WISCONSIN

From _____ Lodge No. _____ F & A. M., District No. _____

A DISPENSATION IS HEREBY REQUESTED FOR THE FOLLOWING REASON:

Ref: Chapter _____ of the Masonic Code of Wisconsin

This _____ day of _____ A. L. 60__ A.D. 20__

(Lodge Seal)

(Signed) _____
Worshipful Master

(Signed) _____
Secretary

APPLICATION TO USE MASONIC EXHIBIT BOOTH

APPLICANT'S NAME: _____

HOME ADDRESS: _____

CITY AND ZIP CODE: _____

HOME PHONE: _____

BUS. PHONE: _____

MASONIC BODY REQUESTING BOOTH: _____

If more than one group -list them all)

FUNCTION WHERE BOOTH IS TO BE USED: _____

DATES BOOTH IS TO BE USED: _____

PICK UP DATE: _____

RETURN DATE: _____

STATEMENT OF RESPONSIBILITY

1. I agree to take responsibility of the BOOTH and see that it gets reasonable care while in my custody.
2. I will see that those who staff the BOOTH will always conduct themselves so as to bring credit to the Fraternity.
3. I will arrange to have the BOOTH returned promptly when and where instructed.
4. I will give 72 hours notice to cancel.

Signed: _____

*The Booth and related equipment is shipped by common carrier PREPAID and is to be returned the same way.

GRAND LODGE SUPPLY LIST

36275 Sunset Dr., Dousman, WI 53118

Name _____

Lodge _____ # _____

Mailing Address: _____

		Quantity	Amount
1. Heirloom Masonic Bible (CALL: Heirloom Bible Pub. 1.800-676-2448			
2. Small King James Version Bible (includes postage).....	11.00 ea.		
3. Masonic Code of Wisconsin (complete).....	7.50 ea. .		
4. Masonic Code (insert pages only).....	5.00 ea.		
5. Masonic Code Correspondence Course.....	4.50 ea.		
6. Multiple Letter Cipher.....	7.50 ea.		
7. Wisconsin Masonic Handbook (includes postage).....	20.00 ea.		
8. Inserts only	12.00 ea,		
9. Covers only.....	8.00 ea.		
10. Masonic Education Correspondence Course	4.00 ea.		
11. Wisconsin Program (complete)	10.00 ea.		
12. Wisconsin Program (insert pages only).....	2.50 ea		
13. Posting Keys: E.A., F.C. or M.M.75 ea.		
14. "Let There Be Light" (inserts only/set of 4).....	2.00 set		
15. Clergy and the Craft.....	6.00 ea.		
16. The Craft and Its Symbols	8.75 ea.		
17. Is It True What They Say About Freemasonry? (Includes postage).....	9.50 ea.		
18. Forward Freemasonry.....	39.95 ea.		
<u>MANUALS AND HANDBOOKS</u>			
19. Area Administrator's Handbook.....	1.00 ea.		
20. Secretary's Handbook (Revised 1999).....	1.00 ea.		
21. Senior Warden's Handbook.....	1.00 ea.		
22. Trustees Handbook.....	1.00 ea.		
23. Three Minute Mason.....	1.00 ea.		
24. Chaplain's Prayer Book.....	1.00 ea.		
<u>PAMPHLETS</u>			
25. Story of Freemasonry50 ea.		
26. Interesting Facts About Freemasonry.....	.50 ea.		
27. 101 Questions About Freemasonry.....	2.00 ea.		
28. Pocket Masonic Dictionary	1.00 ea.		
29. What Is A Mason20 ea..		
30. Friend-to-Friend10 ea.		
31. Who Are The Masons?15 ea.		
32 There Is No Sin In Symbols.....	.20 ea .		
33 Facts About Freemasonry	N/C		
34. Freemasonry.	N/C		
35 Should I Ask?	N/C		
36 Masonic Charities	N/C.		
37 To the Wife of a New Mason	N/C		

FORMS

38. Petition for Degrees50/dz ..	_____	_____
39. Petition Interview Forms (4 to a set)10 ea..	_____	_____
40. Petition for Transfer of Membership50 dz.	_____	_____
41. Notice of Election-Request for Transfer50 dz..	_____	_____
42. Petition for Affiliation to Plural Membership50 dz..	_____	_____
43. Transfer Certificate50 dz.	_____	_____
Certificate of Resignation50 dz.	_____	_____
45. Certificate of Plural Membership Termination50 dz.	_____	_____
46. Notice to Appear for Degrees	N/C	_____	_____
47. 60 Day Notice of Delinquency in payment of Dues	N/C ..	_____	_____
48. Notice of Suspension for Non-Payment of Dues	N/C ...	_____	_____
49. Suggestions for Lodges having Dedications-Cornerstones and/or Centennials	N/C	_____	_____
50. Suggested Form of Lodge By-Laws	N/C	_____	_____
51. Procedure for Amendment of Constituent Lodge By-Laws	N/C.....	_____	_____
52. Certificate of Membership	N/C...	_____	_____
53. Master Mason Certificate of Proficiency	N/C .	_____	_____
54. Past Master Certificate Card	N/C..	_____	_____
55. Past Master Certificate (Additional)75 ea.	_____	_____
(I free to each Lodge yearly is automatically mailed late fall)			
56. 25. Year Member Card	N/C	_____	_____
57. 50. Year Membership Certificate	N/C..	_____	_____
(Request must include member name and M.M. Degree date)			
58. Certificate of Appreciation	N/C ..	_____	_____
59. The Master's Award (includes postage)	2.00 ea..	_____	_____
60. Ancient Craft Masonry Master Mason Certificate (includes postage)	2.00 ea.	_____	_____
61. Mason of the Year Award (includes postage)	2.00 ea.	_____	_____
<u>MISCELLANEOUS SUPPLIES</u>			
62. List of Grand Lodges recognized by Grand Lodge	8.00 ea.	_____	_____
63. Grand Lodge Proceedings (Current + Previous Year)	2.00 ea.	_____	_____
64. Address Labels to Grand Lodge OfficeN/C .	_____	_____
65. Masonic Record Cards (per 50 cards)	2.25..	_____	_____
66. Pink Computer Cards	N/C	_____	_____
67. Masonic Lodge Service Award (Postage included) ,	15.00 ea.	_____	_____
68. Friend's Night Invitations15 ea.	_____	_____
69. Perpetual Member Pin	3.50 ea.	_____	_____
70. Widow's Pins (Postage included)	6.50 ea.	_____	_____
71. Our Tribute of Affection booklet	1.25 ea.	_____	_____
72. Masonic Flag (Plain + \$5.00 Postage & Handling)	45.00 ea.	_____	_____
73. Masonic Flag (W/Gold Fringe + \$5.00 Postage & Handling).....	55.00 ea.	_____	_____
74. Masonic Car Emblem	6.00 ea.	_____	_____
75. 150 th Anniversary Toasting Cannon	25.00 ea.	_____	_____
76. Toasting Cannon Bags	12.00 ea	_____	_____
77. Unseen Journey Video Tape	29.95 ea.	_____	_____
78. Friend-to-Friend Video Tape	12.00 ea.	_____	_____

Revised 2003 (All Prices are subject to change.)

LODGE BUDGET WORKSHEET

INCOME

1. Sales (of Assets)	_____
2. Cost of Goods Sold	_____
3. Gross Income from Sales (Item 1 less Item 2)	_____
4. Dues Received (inc. per Capita)	_____
5. Degree and Petition Fees	_____
6. Subtotal Item 4 and 5	_____
7. Contributions and Gifts Rec'd	_____
8. Interest from Savings and Temporary Cash Investments	_____
9. Dividends and Interest from Investments	_____
10. a. Rents Received	_____
b. Less: Rental Expenses	_____
c. Net Rents IO(a) - IO(b)	_____
11. Maintenance Reimbursement from other Bodies	_____
12. Social Reimbursement from all Sources	_____
13. Other Income	_____
14. Subtotal Items 11-13	_____
15. Total Income (add items 3, 6, 7, 8, 9, 10(c) and 14)	_____

EXPENSES

16. a. Assistance to Indigent Individuals b. Contributions and Gifts Paid	_____
17. Grand Lodge Assessments	_____
18. Compensation of Officers	_____
19. Other Salaries and Wages	_____
20. Payroll Taxes	_____
21. Supplies	_____
22. Telephone	_____
23. Postage and Shipping	_____
24. Rent and/or Real Estate Taxes	_____
25. Utilities: (Heat, light, water)	_____
26. Insurance	_____
27. Equipment and Building Maintenance	_____
28. Printing	_____
29. Depreciation	_____
30. Travel and Annual Communication Expense	_____
31. Interest Expenses	_____
32. Social	_____
33. Mortgage Payments	_____
34. Miscellaneous	_____
35. Total Expenses (Add Items 16-34)	_____
36. NET GAIN (LOSS) (Item No. 15 less Item 35).	_____

LODGE OFFICER LISTING FOR 20__ DIRECTORY

_____ LODGE NO. _____ F. & A.M.

MEETING NIGHTS: _____

TIME: _____

LODGE DARK DURING WHAT MONTHS? _____

LODGE _____ ADDRESS: _____

Street Town-Village-City Zip

PHONE NUMBER of TEMPLE or MASONIC CENTER, IF ANY: _____ - _____ - _____

W.M.: _____

ADDRESS: _____

Street Town-Village-City Zip

Res. Tel.: _____ - _____ - _____

Bus. Tel.: _____ - _____ - _____

S.W.: _____

ADDRESS: _____

Street Town-Village-City Zip

Res. Tel.: _____ - _____ - _____

Bus. Tel.: _____ - _____ - _____

J.W. _____

ADDRESS: _____

Street Town-Village-City Zip

Res. Tel.: _____ - _____ - _____

Bus. Tel.: _____ - _____ - _____

SERETARY: _____

ADDRESS: _____

Street Town-Village-City Zip

Res. Tel.: _____ - _____ - _____

Bus. Tel.: _____ - _____ - _____

TRUSTEE: _____

ADDRESS: _____

Street Town-Village-City Zip

Res. Tel.: _____ - _____ - _____

Bus. Tel.: _____ - _____ - _____

LODGE LETTERHEAD

FOR IMMEDIATE RELEASE:

_____ AWARDED MASONIC SCHOLARSHIP

ANYTOWN, WI - _____ was named recipient of a Wisconsin Masonic Scholarship. The scholarship is being awarded by _____ Lodge # _____ in cooperation with the Wisconsin Masonic Foundation. The announcement was made recently by _____, Master of _____ Masonic Lodge.

Mr./Ms. _____ son/daughter of Mr. and Mrs. _____ will receive a grant of \$ _____. _____ will graduate from _____ high school in June. She/He is planning on attending _____ where she/he will major in _____.

_____ is one of 200 Wisconsin students who are receiving similar scholarships this year. Lodge Master _____ said, "As concerned members of our community we want to insure that deserving students such as _____ have the opportunity to go on to the school of their choice. As Freemasons, we believe it is important to support our students. We are pleased to add _____'s name to our list of Masonic scholars."

The Wisconsin Masonic Foundation and local Masonic Lodges has provided scholarship grants each year to deserving students for many years.

Masonic Lodges and appendant organizations across the United States contribute nearly one billion dollars each year in support of charities and community service and projects.

MASONIC BOOK SURVEY/QUESTIONNAIRE

Dear Brother:

We hope you found this list of Masonic books useful in your studies. If you are not acquainted with these books, we hope it will stimulate an interest to discover more.

Your assistance is needed to help us determine if the books chosen are relevant and useful. Please help us out by filling out this questionnaire and returning it to:

The Grand Lodge Free & Accepted Masons of Wisconsin
 ATTN: Education Committee
 36275 Sunset Drive
 Dousman, Wisconsin 53118

Keep Drop Didn't Read

	Coil	Coil's Masonic Encyclopedia			
	Claudy	The Little Masonic Library			
	K.T. USA	Masonic Americana Vol I & II			
	Denslow	10,000 Famous Freemasons			
	Walkes	Black Square & Compasses			
	Haggard	The Clergy & the Craft			
	Roberts	The Craft & its Symbols			
	Wes Cook	Colonial Freemasonry			
	Roberts.	House Undivided			
	Horne	King Solomon's Temple			
	Carr	The Freemason at Work			
	Roberts	Freemasonry in American History			
	Newton	The Men's House			
	Roberts	The Mystic Tie			
	Roberts	Brother Truman			
	Haffner	Workman Unashamed			
	Newton	The Builders			
	Robinson	Born in Blood			
	Carr	Collected Prestonian Lectures			
		Volumes I, II, III			
	di Bernardo	Freemasonry & its Image of Man			
	Hall	The Lost Keys of Freemasonry			
	Hall	The Secret Teachings of All Ages			
	Baigent/Leigh	The Temple and the Lodge			
	Smith	Whither Are We Traveling			

	Smith	Why This Confusion in the Temple			
	Roberts	Masonry Under Two Flags			
	Claudy	The Master's Book			
	G.L. Iowa	Story of Freemasonry (pamphlet)			
	G.L. Iowa	Interesting Facts About Freemasonry (pamphlet)			
	M.S.A.	101 Questions About Freemasonry (pamphlet)			
	M.S.A.	Pocket Masonic Dictionary			

- I. Did you find a particular book helpful? Which one(s)?
2. Are there other books you would like to see included? If so, what are they and where can they be purchased?
3. Will you keep this book for your library?
4. Do you have Masonic books in good/excellent condition which you would like to donate to the Grand Lodge Library? If so, what are they and how may we contact you?
5. Does your lodge have a library?
6. 'Is it used by the members of the lodge?
7. Please add any comments or suggestions.

Thank you for your help.

MASONIC LAST RITES REQUEST FORM

Completion and submission of the form is not required. It is intended to provide comfort and relief for your family and loved ones at a time when you will be unavailable to guide them. Should you decide to complete this form, please give careful thought to your responses. Make a copy for your personal records and any other individual or group you deem necessary. Give or send the completed form to your Lodge for their safekeeping. In the event of your death, your Lodge will then be able to assist your family with the requested arrangements.

Completing this form is not required in any way, it is merely provided for your convenience as an act of brotherly love and fraternal friendship by _____ Lodge #__.

To the Brothers of _____ Lodge No. ____, members of my immediate family, members of the clergy and the proprietors of the funeral home, upon my death I would like to have:

____Masonic Funeral Services conducted at the funeral home.

____Masonic Funeral Services conducted at my place of worship along with my religious memorial rites, if possible.

____Masonic Funeral Services conducted at my lodge with my religious memorial rites, if possible.

____Masonic graveside Services.

____No Masonic Services.

I would like to be remembered in my Masonic eulogy for having:

* _____
* _____
* _____
* _____
* _____

I would like the following Brothers to serve as pallbearers at my funeral (if able and willing):

** _____
* * _____
* * _____
* * _____
* * _____
* * _____

Besides being a member of my Lodge, I am also member of the following Masonic Lodges or appendant organizations:

Organization:

Location:

** _____

** _____

** _____

** _____

I request:

- * _____ My Masonic Apron be placed on my person or laid within the casket and buried with me.
- * _____ My Masonic Apron be given to my family after the service.
- * _____ Other symbolic Masonic items (Aprons, Fez, Sword, etc.) be placed in the casket with me.
- * _____ Other symbolic Masonic items be left on my body during the service and then given to:

_____ Other Masonic items (pins, jewelry, books and literature, etc.) should be given to:

_____ I would like memorials given at my funeral sent to:

I request that my Lodge and or appropriate appendant body be informed that I have made provision for future benefit for it, as discussed with family or noted in my personal and or legal papers or noted below.

I would like the following special requests and or provisions:

* _____

* _____

* _____

* _____

Signature: _____ Date: _____

Witness: _____ Date: _____

My Lodge can be reached by calling or contacting the following individuals:

LODGE LETTERHEAD

(DATE)

(Inside Address)

Dear Brother _____,

For innumerable generations, human beings have sought knowledge, organized themselves into societies, built a better future for their children and have shown others the light of God through friendship and brotherly love. They have done this individually and through institutions. You are part of such a voice. You are a builder of hope, your own and the worlds.

But, our lodge's voice is not as good as it could be. We are deprived of your talent and contribution. We miss your unique contributions of spirit and physical support. We need you, and I, as your master, need you.

I say to you that our brotherhood is important to our society and to mankind. And, our institution is most effective and persuasive in its contributions to the good of mankind when our fellowship is united.

I want to (again) meet you. I want to grasp your hand in friendship. I seek your contribution of strength, which comes when you take your rightful place at meetings and the ever, important degree work. Do you remember the legend of the Knights of the Round Table? When they formed their noble circle, their land was at peace and full of plenty. But when the circle was broken by the absence of just one, then their spiritual strength was depleted and the land suffered.

If you don't come to lodge because you can't or don't like to drive at night, please don't be embarrassed. Call me in advance and I will try to arrange a ride for you. If you don't come to lodge because you somehow feel awkward or shy due to a long absence, trust in the truth that your brethren are genuinely uplifted by your presence. If you or any member of your family is ill or troubled, we sincerely want to know.

Please read your monthly bulletins, keep the current one at hand, and come to lodge as often as you can. If you have forgotten the meanings and spirit of Freemasonry, which only you as a member can comprehend, then you owe it to yourself to enter into the lodge and to feel the oneness, to reacquaint yourself with the ancient tradition.

You are very special and I tell you here and now you will always be welcomed in

Lodge. It doesn't matter to me if the last time you sat at the sidelines was the day you undertook your last degree. The past cannot be changed. The present is where we have to work. What we do **NOW** affects the future.

I am honored to be the Worshipful Master of our lodge. The stewardship of our lodge for this year has been placed in my hands. I am only your brother but it is now my duty to continue the structure, which Freemasonry seeks to build. For a year's time, I must direct construction. I can only do that effectively if I have the manpower and your wise counsel to help accomplish the work. I am now summoning you to strap on your apron and to bring those most wondrous tools, your mind and your gracious heart, to the work place of our institution. I ask that you do everything in your power to attend at least one of our monthly meetings and to come to any degree work during the year I am Master.

Thank you in advance for your support and assistance during the coming year. I truly appreciate it.

Fraternally,

Your Worshipful Master

Membership Profile

DATE OF BIRTH _____ LODGE _____ # _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

INITIATED _____

PASSED _____

RAISED _____

PAST MASTER YES NO YEAR _____

ARE YOU A MEMBER OF ANY OTHER MASONIC RELATED ORGANIZATION?

YES NO

ORGANIZATION _____

HIGHEST OFFICE HELD _____

WHAT IS YOUR VOCATION _____

WHAT IS YOUR AVOCATION? _____

WHAT ARE YOUR OTHER INTERESTS/HOBBIES? _____

WOULD YOU BE INTERESTED IN PARTICIPATING IN ANY DEGREE WORK?

YES NO

DEGREE _____ PART _____

WOULD YOU BE WILLING TO VOLUNTEER YOUR TIME TO OTHER LODGE
ACTIVITIES? YES NO

IF SO, WHAT WOULD YOU BE WILLING TO DO?

LODGE SET-UP

ASSIST WITH MEALS

COMMITTEE WORK

OTHER

WOULD YOU BE INTERESTED IN BECOMING A LODGE OFFICER? - YES NO
A GRAND LODGE OFFICER? - YES NO

PETITION FOR AFFILIATION TO PLURAL MEMBERSHIP

WISCONSIN MASONIC CODE Section 55.02(c) involuntary loss of membership in any lodge in which he is affiliated, whether located in Wisconsin or in any other Grand Jurisdiction, shall automatically forfeit his membership in all lodges located in Wisconsin.

Date _____

To the Worshipful Master, Wardens and Brethren of _____ Lodge No. _____

I fraternally represent that I am a Master Mason, now a member of _____ Lodge No. _____ located at _____.

that I am desirous of becoming a plural member of your Lodge and, if elected, will cheerfully conform to the by-laws of the Lodge and the laws of the Grand Lodge F. & A. M. of Wisconsin.

Full Name _____ Age _____
(PRINT) First Middle Surname

I was born at _____ on the _____ day of _____
Month Year

I reside at _____
No. Street City-Town-Village Zip Code

My occupation _____ Avocation _____

I am employed by _____ Social Security # _____
..... optional

My telephone numbers are: Residence _____ Business _____

Degree Dates: E.A. _____ F.C. _____ M.M. _____

Spouse's Name. _____

Recommended by: _____

Signature _____

NOTE: *The following jurisdictions do not permit plural memberships: Pennsylvania, Tennessee, and West Virginia.*

After election to plural membership complete the following portion and forward to the Grand Secretary, 3627 5 Sunset Drive, Dousman, Wisconsin 53118.

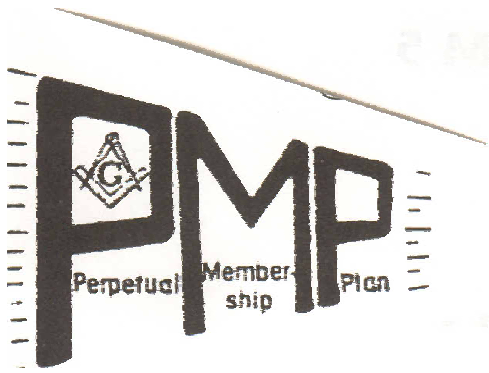
(DETACH FOR LODGE FILE)

NOTICE OF ELECTION

To the Worshipful Master, Wardens and Brethren of _____ Lodge No. _____ F. & A. M. located at _____.

Your worthy Brother _____ has petitioned our Lodge for Plural Membership. His petition was granted on _____.

_____, Secretary _____ Lodge No. _____, Wisconsin



Grand Lodge Free and Accepted Masons Of Wisconsin

APPLICATION FOR PERPETUAL MEMBERSHIP

Name: _____

Address: _____

Lodge Name and Number: _____

Date of Birth: _____ Age: _____

I declare I am a Master Mason in good standing of _____ Lodge # _____ F. & A.M. of Wisconsin and am desirous of becoming a Perpetual Member. I further state my annual payment to my Lodge in the amount of \$ _____ (Lodge dues plus per capita) has been paid for the current year. I submit with this application \$ _____ as a total one time payment for Perpetual Membership.

Date: _____ Signed: _____

Age	Dues including Per Capita	Multiple	Total Fee
_____	_____	X	= _____

Deferred Payment Plan

Age	Dues including Per Capita	Multiple	Total Fee	Payment
_____	_____	X	= _____	÷ 4.61 = _____

The single sum payment for my age is \$ _____ I submit with this application \$ _____ as initial payment (purchase price divided by 4.61) to be followed by 5 additional payments in the same amount on the annual anniversary date of this application.

Signed: _____ Date: _____

Attest (Secretary) _____

SUMMARY OF PERPETUAL MEMBERSHIP FOR MASTER MASONS

INTRODUCTION

Perpetual Membership may be obtained by a Master Mason who is a member of a Wisconsin Lodge if his Lodge has adopted the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin. .

Perpetual Memberships are totally voluntary in two respects. First, a Lodge, at its option, may adopt a Perpetual Membership plan. Second, after a Lodge has adopted a Plan, a Master Mason in that Lodge, at his Option, may purchase a Perpetual Membership.

If a Lodge has adopted a Perpetual Membership Plan, some of its members may obtain a Perpetual Membership, while others may decide to continue to pay annual Lodge dues and Grand Lodge per capita tax.

BASIC CONCEPT

The name, Perpetual Membership, accurately describes the Plan. By making a one-time payment, the Master Mason obtains a Perpetual Membership in his Lodge and no further dues or per capita tax need be paid. His membership in his Lodge and the Masonic fraternity may be terminated only for un-Masonic conduct or in certain other rare situations.

The one-time payment is invested by the Grand Trustees with similar funds. The Grand Trustees then make annual payments to the Lodge and the Grand Lodge for dues and per capita tax. If the income earned by the Grand Trustees exceeds projected obligations, excess revenue distributions may be made to the Participant's Lodge. Payments by the Grand Trustees continue in perpetuity. They do not stop at the death of the Participant in the Plan.

Perpetual Membership is more than just a life membership or a method of prepayment of dues. A Master Mason who purchases a Perpetual Membership has provided for his own Masonic financial security and he has established an endowment for the future benefit of his Lodge and the Masonic fraternity.

PURCHASE PRICE

The Lodge determines the purchase price of a Perpetual Membership. A Lodge cannot establish a purchase price below the minimum amount determined in accordance with the Masonic Code of Wisconsin. Such minimum purchase price is determined by multiplying the sum of the existing Lodge dues and existing Grand Lodge per capita tax factor by a factor set forth in the following table.

MEMBER'S ATTAINMENT OF AGE	FACTOR
19-33	20
34-41	19
42-48	18
49-54	17
55-60	16
61-and older	15



THE GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN

CERTIFICATE OF RESIGNATION

This is to certify that _____ a member in good standing of _____ Lodge, No. _____ F. & A.M., under the jurisdiction of the Grand Lodge of Wisconsin, having discharged all indebtedness against him and being free from all charges, has resigned from membership in said Lodge, and has voluntarily relinquished all claim to any of the rights and benefits of Freemasonry.

In testimony whereof, this certificate is granted him, and the Master and Secretary of the said Lodge have hereunto subscribed their names and affixed the Lodge Seal at this _____ day of _____ in the year _____.

Attest: _____ W.M

_____ Secretary

(Seal)

Membership Restoration: A request to restore membership may be made at anytime, by submitting a petition to any Wisconsin Lodge; asking that resignation be cancelled and membership restored. [Reference: Sec. 82.08]

SPRUCE-UP CONTEST ENTRY AND EVALUATION SHEETS

LODGE NAME _____ # _____

ADDRESS _____

CITY _____ ZIP _____

1. Major Projects (Describe): _____

2. Other Improvements (List): _____

3. Before and after pictures included Yes No

4. Names of all organizations participating in Spruce-Up activities: _____

5. Reasons why I believe our Lodge should receive the District Spruce-Up Award.

6. Give name and manner in which award is to read: _____

Signed: _____

Title: _____

TO MY SURVIVORS

TO MY SURVIVORS - Upon my death, please notify the following Masonic organizations of which I am a member.

My lodge can be contacted by calling the current Secretary or the Grand Lodge of Wisconsin, F. & A.M., 1-800-242-2307.

Lodge Name: _____ # _____

Lodge Secretary: _____

Telephone #: _____

Scottish Rite Valley: _____

York Rite: _____

Shrine: _____

Other: _____

I REQUEST A MASONIC MEMORIAL SERVICE

Yes No

MEMBER NAME: _____

ADDRESS: _____

CITY/STATE: _____ ZIP: _____

Grand Lodge Free and Accepted Masons of Wisconsin

CERTIFICATE OF TRANSFER OF MEMBERSHIP

To the Worshipful Master, Wardens and Brethren of _____ Lodge No. _____,
Free and Accepted Masons of Wisconsin.

This is to certify that Brother _____ a Master Mason (E.A. or F.C.) in good standing in _____ Lodge No. _____ located at _____, Wisconsin, and not under charges nor indebted to his Lodge, is, by his own request, granted this certificate for the purpose of becoming a member of your Lodge, the same to become effective as of the date of issuing this certificate.

Date of Birth. _____ . Place of Birth _____

Degrees received in _____ Lodge No. _____, located at _____

Elected on _____ Initiated on _____ Passed on _____ Raised on _____

Demitted _____ Suspended _____
Expelled _____ Restored _____

In Testimony Whereof, the Worshipful Master and Secretary of _____ Lodge No. _____ have hereunto subscribed their names and affixed the Lodge seal, this _____ day of _____, 20_____.

[Seal]

Signed _____ W.M.

Printed name

Attest _____ Secretary

Printed name



When transferring to a Lodge in another Jurisdiction return this form to the Grand Secretary for Certification. This is to certify that the Lodge named on the reverse side of this Transfer Certificate is a regular Lodge working under the jurisdiction of the Grand Lodge of Wisconsin.

(Signed) _____ *Grand Secretary*

WHEN TRANSFERRING FROM ONE WISCONSIN LODGE TO ANOTHER WISCONSIN LODGE, THE ORIGINAL LODGE WILL REMIT THE AMOUNT OF THE PER CAPITA TAX TO THE RECEIVING LODGE, WITH THE TRANSFER CERTIFICATE AND MEMBERSHIP COMPUTER CARD.

PETITION FOR TRANSFER OF MEMBERSHIP OR AFFILIATION TO MEMBERSHIP

Date _____

To the Worshipful Master, Wardens and Brethren of _____ Lodge No. _____
I. Fraternaly represent that I am a Master Mason (E.A. or F.C.) now or late a member of
_____ Lodge No. _____ located at _____.
I am desirous of becoming a member of your Lodge and if elected will cheerfully conform to the
by-laws of the Lodge and the laws of the Grand Lodge of F. &A.M. of Wisconsin.

Recommended by _____

Signed _____

Address _____

NOTICE OF ELECTION

To the Worshipful Master, Wardens and Brethren of _____ Lodge No _____
F. & A. M located at _____

Your worthy Brother _____ has petitioned our Lodge for
Transfer of Membership. His petition was granted on _____.

_____, Secretary

_____, Lodge No _____ F. &A.M. Wisconsin

REQUEST FOR TRANSFER

To the Worshipful Master, Wardens and Brethren of _____ Lodge No. _____
F. & A. M. located at _____. I fraternaly represent that I am a member
of the above named Lodge; that I am desirous of terminating my membership therein; I
respectively request that a Transfer Certificate be granted.

Date at _____ this _____ day of _____, 20 _____

Sign name in full _____

Lodge Member Questionnaire

Name

First	Middle	Last
-------	--------	------

Address

Alternate address _____

Time leaving for alternate address _____ Returning _____

Home Phone _____ Work Phone _____

Fax Phone _____ Cell Phone _____ email address _____

Date of birth _____ Place of Birth _____

Social Security # _____ Anniversary Date _____
optional

Spouse Name _____ Profession _____

Avocation (Hobbies) _____

Other activities you are interested in _____

Call for Funerals Y N Other Masonic Events Y N

Masonic Affiliations: Scottish Rite _____ York Rite _____
Date Started Date started

Shrine _____ OES _____ Other _____
Date Started Date Started Date Started

Plural Membership? Lodge _____ # _____

Date you entered this Lodge _____ Past Master? Lodge

_____ Year(s) as Master _____

List any children, grandchildren, stepchildren you would like listed with their birthday and relationship and any notations about them. (On reverse side)

Please fill this out and return to your Lodge secretary ASAP so he can enter this information into the BLIS program you bought for him to use or into the history of your Lodge.

WISCONSIN PETITION FOR DEGREES

FEES FOR DEGREES

Petition \$ _____
E.A..... \$ _____
F.C..... \$ _____
M.M..... \$ _____
Geo. Wash. Mem. \$ _____
TOTAL \$ _____



Date _____

To the Worshipful Master, Wardens and Brethren of _____ Lodge No. _____
Free and Accepted Masons. I, the undersigned, respectfully state, that, unbiased by friends, and uninfluenced by mercenary motives, I freely and voluntarily offer myself as a candidate for the Degrees of Masonry; that I am prompted to solicit this privilege by a favorable opinion conceived of the institution, a desire for knowledge, and a sincere wish of being serviceable to my fellow creatures, and should this petition be granted, I will cheerfully conform to all the ancient established usages and customs of the Fraternity.

Full Name _____ Age _____
First Middle Surname

I was born at _____ on the day of _____ Month _____ Year _____

I _____ reside _____ at _____
No. Street City-Town-Village Zip Code

My _____ occupation _____ is _____

I am employed by _____ Soc. Sec. # _____

My telephone numbers are: Residence _____ Business _____

I have resided at the address given for the last _____ years past. Spouse's Name _____

For the five years last past I resided at the following addresses and places.

Have you ever before petitioned any Lodge for the Masonic Degrees? Yes No

If you did, give name, number and location of the Lodge with full explanation

Have you ever been convicted of a felony? Yes No

If yes, explain _____

All the statements I have made in this petition are true and correct to the best of my knowledge.

Signature _____

We, the undersigned, are personally acquainted with the above named petitioner, and from our confidence in his integrity do cheerfully recommend him as a proper candidate for the Degrees of Masonry.

Signature _____ From _____ Lodge, No. _____

Print Signature _____

Signature _____ From _____ Lodge, No. _____

Print Signature _____

RECOMMENDATION OF COMMITTEE

The undersigned Committee, to whom was referred the above petition, after due consideration, report the same back to the Lodge, and recommend that the prayer of the petitioner be _____

PETITION

Of _____

Received and Referred _____

COMMITTEE

Bro. _____

Bro. _____

Bro. _____

Elected _____

Rejected _____

Objection Filed _____

DEGREES CONFERRED

E.A. _____

Examined _____

F.C _____

Examined _____

M.M. _____

Examined _____

GRAND LODGE F. & A.M. WISCONSIN PINK SLIP FOR GRAND SECRETARY

LODGE _____ # _____
 MEMBER NAME _____
 ADDRESS #1 _____
 CITY _____ STATE _____ ZIP _____
 ADDRESS #2 _____
 CITY _____ STATE _____ ZIP _____
 DATE OF BIRTH _____
 PLACE OF BIRTH _____
 VOCATION _____
 AVOCATION _____
 SPOUSES NAME _____ (IF APPLICABLE)
 E-MAIL _____
 RES PHONE _____ BUS PHONE _____

	DATE	STATE		LODGE
ELECTED _____	_____	_____	_____	_____
EA _____	_____	_____	_____	_____
FC _____	_____	_____	_____	_____
MM _____	_____	_____	_____	_____
AFFILIATED _____ (BY TRANSFER)	_____	_____	_____	_____

	TRANSFERRED	RESIGNED	SUSPENDED
DATE _____	_____	_____	_____
STATE _____	_____	_____	_____
LODGE _____	_____	_____	_____

REINSTATED
 DATE _____ STATE _____ LODGE _____

NEW REINSTATED AFFILIATED OUT OF STATE OMMITTED MEMBER



DESPENSATION REQUEST FOR MAN TO MASON CLASS

(Name of requester) (Lodge and number) (Date)

Date of Class _____

To be held where? _____

Expected number of candidates _____

Sections of code affected _____

Lodges to confer degree _____

EA _____

FC _____

MM _____

(Attach completed degree assignment forms)

Date of rehearsal practice _____

To be held where? _____

(District Lecturer or his appointee WILL attend rehearsal)

This form has been reviewed and is approved by:

(District Deputy) (Date)

(District Lecturer) (Date)

(Grand Lecturer) (Date)

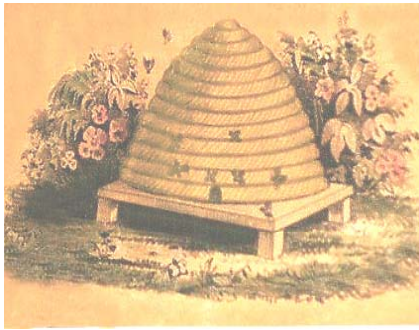
(Grand Master) (Date)

WISCONSIN MASONIC HANDBOOK
CHAPTER 26
ELECTRONIC FORMS



The following forms are to be used as applicable:

[Agenda Worksheet](#)
[Certificate of Adoption of PMP](#)
[Degree Parts Check List](#)
[Delinquency Notice](#)
[Dispensation](#)
[Exhibit Masonic Booth Application](#)
[Grand Lodge Supply List](#)
[Lodge Budget Worksheet](#)
[Lodge Officer Listing for Directory](#)
[Lodge Scholarship News Release](#)
[Masonic Book Survey/Questionnaire](#)
[Masonic Last Rites Form](#)
[Master's Letter to Members](#)
[Membership Profile](#)
[Petition For Pleural Membership](#)
[PMP Application](#)
[Resignation Certificate](#)
[Spruce-up Contest Sheet](#)
[To My Survivors](#)
[Certificate of Transfer](#)
[Petition of Transfer of Membership](#)
[Lodge Member Questionnaire](#)
[Lodge Petition](#)
[Pink Slip for Grand Secretary](#)
[Dispensation for Man To Mason](#)



AGENDA WORKSHEETS

Date

Open at stated time: (H.B. square, compasses, hat, tiler's sword, flag)

Pledge of allegiance to the flag: (flag presentation, if desired: Brother S.D.)

Welcome to members and introduction of guests:

Minutes of last stated communication and any intervening communications:

Treasurer's report: Brother Treasurer

Presentation of bills: Brother Secretary

Reading of Grand Master's message: Brother

Correspondence: Brother Secretary

Report of sickness or distress: Brother Chaplin

Memorials: Brother Chaplin

Reading of Petitions: Brother Secretary (see 1. reverse side)

Report of Interviewing Committee: (see 1. reverse side)

Balloting on Petitions: Brother S.D. (Election; clear) (Transfer; 4/5)

(Plural; 4/5) (Restoration; 2/3) (Default; 3/4) (Advancement over objection: 3/4)

Trustees report:

Committee reports:

Old business:

New business:

Masonic education program or informational program:

Conferring of degrees: (see 2. & 3. reverse side)

Retire flag: (if presented) Brother S.D.

Closing:

I. Interview Committee Assignments:

Candidate	Date Due	Counselor	Chairman	Member	Member

2. Posting Assignments:

Candidate	Counselor	Poster	Examination Schedule	Degree Schedule

3. Working tools for degrees:

- ENTERED APPRENTICE 24 inch gauge-common gavel
- FELLOW CRAFT plumb-square-level
- MASTER MASON all implements of Masonry especially the trowel



CERTIFICATION OF ADOPTION OF PERPETUAL MEMBERSHIP PLAN

I DO HEREBY CERTIFY that I am duly elected and acting Secretary of Lodge # _____ Free and Accepted Masons of Wisconsin and as such Secretary have custody of the minutes of said Lodge, and that:

1. At a stated communication of said Lodge held on the _____ day of _____, _____ a resolution was presented to adopt the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin, and that said resolution was recorded in the minutes.
2. That the proposed resolution was thereupon laid over to a designated subsequent stated communication held on _____ day of _____, _____ for vote thereon.
3. That more than 10 days prior to the date designated for action on said resolution, namely on _____, _____ written notice thereof was given to all members by mail.
4. That there were present at said stated communication on _____, _____.
5. _____ members, of which _____ voted in favor of said resolution and _____ voted against it, and it was duly adopted.
6. That said resolution is herewith submitted to the Grand Master for approval; together with the following enclosures:
 - a. Copy of Resolution; and
 - b. Copy of Notice to members.

Dated at _____ Wisconsin, on _____, day of _____, _____.
(Lodge Seal) Secretary _____

Approved: _____ Grand Master

COMPLETE THIS CERTIFICATION IN DUPLICATE. SEND BOTH TO THE GRAND LODGE AND ONE WILL BE RETURNED FOR YOUR FILES

DEGREE PARTS CHECKLIST

Entered Apprentice Degree

- Master-----
- Senior Warden----
- Junior Warden-----
- Treasurer-----
- Secretary-----
- Chaplain-----
- Senior Deacon-----
- Junior Deacon-----
- Senior Steward----
- Junior Steward----

Second Section

- Historical Lecture-

Third Section

- Slide Lecture -----
- Charge-----

Fellowcraft Degree

First Section

- Master-----
- Senior Warden----
- Junior Warden----
- Secretary-----
- Chaplain-----
- Senior Deacon-----
- Junior Deacon-----
- Senior Steward----
- Junior Steward----

Second Section

- Master-----
- Senior Warden-----
- Junior Warden-----
- Senior Deacon-----
- Charge-----

Master Mason Degree

First Section

- Master-----
- Senior Warden----
- Junior Warden----
- Secretary-----
- Chaplain-----
- Senior Deacon----
- Junior Deacon----
- Senior Steward----
- Junior Steward----

Second Section

- Master-----
- Junior Warden----
- Senior Deacon----
- King Solomon----
- King Hiram-----
- Scribe-----
- First Craftsman----
- Second Craftsman-
- Ja-----
- Jo-----
- Jm-----
- Seafaring Man-----
- Fellowcrafts-----

Lectures

Second Section

- Historical Lecture---

Third Section

- Picture Lecture-----
- Charge-----
- Apron Address-----
- Bible Presentation--

60 DAY NOTICE OF DELINQUENCY IN PAYMENT OF DUES

Date _____

Dear Brother: _____,

According to the records of this lodge, you are indebted for dues in the total sum of _____
for the years of _____.

If you have good and sufficient reason for not paying these dues, it is your duty to so inform the Worshipful Master. If not, and in accordance with the Masonic Code of the State of Wisconsin, your Lodge will have no choice but to suspend you from membership in the Fraternity, suspension is to take effect 60 days from the date of this notice.

We urge you to give this matter very careful consideration, since you may be affecting another's welfare, as well as your own. Not only would you automatically be dropped from membership in all the other Bodies of Masonry, such as the Scottish Rite, York Rite, Shrine, or Low 12 Club, to name only a few, but a niece or grand-daughter may be depending on your membership in the Masonic Fraternity to enable her to join the appendant Body of her choice.

May we hear from you before we are forced to take action?

Fraternally,

_____, Worshipful Master

Attest: _____, Secretary

(SEAL)



OFFICIAL DECISIONS AND DISPENSATIONS

REQUESTS FOR OFFICIAL DECISIONS AND DISPENSATIONS

All requests for Official Rulings, Decisions, Interpretations of Masonic Law and Dispensations must be forwarded direct to the Grand Master, as he is the only one who can make such decisions when the Grand Lodge is not in session.

Requests for Dispensations are required to be written on special "Request for Dispensation" form.

REQUEST FOR DISPENSATION

All requests for dispensations are to be sent to the Grand Master at the Grand lodge Office

TO: M.W.G.M.

GRAND MASTER OF MASONS OF THE STATE OF WISCONSIN

FROM: Lodge #

Address:

A DISPENSATION IS HEREBY REQUESTED FOR THE FOLLOWING REASON:

Ref: Chapter _____ of the Mason Code of Wisconsin

This _____ day of _____ A.D. _____ A.L.

(Signed) _____, Worshipful Master

(Signed) _____, Secretary

(Lodge Seal)

APPLICATION TO USE MASONIC EXHIBIT BOOTH

APPLICANT'S NAME:

HOME ADDRESS:

CITY AND ZIP CODE:

HOME PHONE:

BUS. PHONE:

MASONIC BODY REQUESTING BOOTH:

(If more than one group -list them all)

FUNCTION WHERE BOOTH IS TO BE USED:

DATES BOOTH IS TO BE USED:

PICK UP DATE:

RETURN DATE:

STATEMENT OF RESPONSIBILITY

1. I agree to take responsibility of the BOOTH and see that it gets reasonable care while in my custody.
2. I will see that those who staff the BOOTH will always conduct themselves so as to bring credit to the Fraternity.
3. I will arrange to have the BOOTH returned promptly when and where instructed.
4. I will give 72 hours notice to cancel.

Signed: _____

*The Booth and related equipment is shipped by common carrier PREPAID and is to be returned the same way.

GRAND LODGE SUPPLY LIST

36275 Sunset Dr., Dousman, WI 53118

Name

Lodge

Mailing Address:

Quantity Amount

1. Heirloom Masonic Bible (CALL: Heirloom Bible Pub. 1.800-676-2448
2. Small King James Version Bible (includes postage).....11.00 ea.
3. Masonic Code of Wisconsin (complete)..... 7.50 ea.
4. Masonic Code (insert pages only).....5.00 ea.
5. Masonic Code Correspondence Course.....4.50 ea.
6. Multiple Letter Cipher.....7.50 ea.
7. Wisconsin Masonic Handbook (includes postage).....20.00 ea.
8. Inserts only12.00 ea,
9. Covers only.....8.00 ea.
10. Masonic Education Correspondence Course4.00 ea.
11. Wisconsin Program (complete)10.00 ea.
12. Wisconsin Program (insert pages only).....2.50 ea.
13. Posting Keys: E.A., F.C. or M.M.75 ea.
14. "Let There Be Light" (inserts only/set of 4)..... 2.00 set
15. Clergy and the Craft.....6.00 ea.
16. The Craft and Its Symbols8.75 ea.
17. Is It True What They Say About Freemasonry? (includes postage).....9.50 ea.
18. Forward Freemasonry.....39.95 ea.
- MANUALS AND HANDBOOKS**
19. Area Administrator's Handbook.....1.00 ea.
20. Secretary's Handbook (Revised 1999).....1.00 ea.
21. Senior Warden's Handbook.....1.00 ea.
22. Trustees Handbook.....1.00 ea.
23. Three Minute Mason.....1.00 ea.
24. Chaplain's Prayer Book.....1.00 ea.
- PAMPHLETS**
25. Story of Freemasonry50 ea.
26. Interesting Facts About Freemasonry..... .50 ea.
27. 101 Questions About Freemasonry.....2.00 ea.
28. Pocket Masonic Dictionary1.00 ea.
29. What Is A Mason20 ea.
30. Friend-to-Friend10 ea.
31. Who Are The Masons?15 ea.
- 32 There Is No Sin In Symbols..... .20 ea
- 33 Facts About Freemasonry N/C
34. Freemasonry. N/C
- 35 Should I Ask? N/C
- 36 Masonic Charities N/C

37 To the Wife of a New Mason N/C

FORMS

- 38. Petition for Degrees50/dz.
- 39. Petition Interview Forms (4 to a set)10 ea.
- 40. Petition for Transfer of Membership50 dz.
- 41. Notice of Election-Request for Transfer50 dz.
- 42. Petition for Affiliation to Plural Membership50 dz.
- 43. Transfer Certificate50 dz.
- 44. Certificate of Resignation50 dz.
- 45. Certificate of Plural Membership Termination50 dz.
- 46. Notice to Appear for Degrees N/C
- 47. 60 Day Notice of Delinquency in payment of Dues N/C
- 48. Notice of Suspension for Non-Payment of Dues.....N/C
- 49. Suggestions for Lodges having Dedications-Cornerstones and/or Centennials N/C
- 50. Suggested Form of Lodge By-Laws N/C
- 51. Procedure for Amendment of Constituent Lodge By-Laws N/C
- 52. Certificate of Membership N/C
- 53. Master Mason Certificate of Proficiency N/C
- 54. Past Master Certificate Card N/C
- 55. Past Master Certificate (Additional)75 ea.
(I free to each Lodge yearly is automatically mailed late fall)
- 56. 25. Year Member Card N/C
- 57. 50. Year Membership Certificate N/C
(Request must include member name and M.M. Degree date)
- 58. Certificate of Appreciation N/C
- 59. The Master's Award (includes postage) 2.00 ea.
- 60. Ancient Craft Masonry Master Mason Certificate (includes postage) ... 2.00 ea.
- 61. Mason of the Year Award (includes postage)2.00 ea.

MISCELLENEOUS SUPPLIES

- 62. List of Grand Lodges recognized by Grand Lodge8.00 ea.
- 63. Grand Lodge Proceedings (Current + Previous Year).....2.00 ea.
- 64. Address Labels to Grand Lodge Office N/C
- 65. Masonic Record Cards (per 50 cards)2.25
- 66. Pink Computer Cards N/C.
- 67. Masonic Lodge Service Award (Postage included) ,.....15.00 ea.
- 68. Friend's Night Invitations15 ea.
- 69. Perpetual Member Pin 3.50 ea.
- 70. Widow's Pins (Postage included) 6.50 ea.
- 71. Our Tribute of Affection booklet 1.25 ea.
- 72. Masonic Flag (Plain + \$5.00 Postage & Handling) 45.00 ea.
- 73. Masonic Flag (W/Gold Fringe + \$5.00 Postage & Handling).....55.00 ea.
- 74. Masonic Car Emblem 6.00 ea.
- 75. 150th Anniversary Toasting Cannon 25.00 ea.
- 76. Toasting Cannon Bags 12.00 ea
- 77. Unseen Journey Video Tape 29.95 ea.
- 78. Friend-to-Friend Video Tape 12.00 ea.

Revised 2003 (All Prices are subject to change.)

LODGE BUDGET WORKSHEET

INCOME

1. Sales (of Assets)
2. Cost of Goods Sold
3. Gross Income from Sales
(Item 1 less Item 2)
4. Dues Received (inc. per Capita)
5. Degree and Petition Fees
6. Subtotal Item 4 and 5
7. Contributions and Gifts Rec'd
8. Interest from Savings and
Temporary Cash Investments
9. Dividends and Interest
from Investments
10. a. Rents Received
b. Less: Rental Expenses
c. Net Rents IO(a) - IO(b)
11. Maintenance Reimbursement from
other Bodies
12. Social Reimbursement from
all Sources
13. Other Income
14. Subtotal Items 11-13
15. **Total Income**
(add items 3, 6, 7, 8, 9, 10(c) and 14)

EXPENSES

16. a. Assistance to Indigent Individuals
b. Contributions and Gifts Paid
17. Grand Lodge Assessments
18. Compensation of Officers
19. Other Salaries and Wages
20. Payroll Taxes
21. Supplies
22. Telephone
23. Postage and Shipping
24. Rent and/or Real Estate Taxes
25. Utilities: (Heat, light, water)
26. Insurance
27. Equipment and Building Maintenance
28. Printing
29. Depreciation
30. Travel and Annual Communication
Expense
31. Interest Expenses
32. Social
33. Mortgage Payments
34. Miscellaneous
35. **Total Expenses (Add Items 16-34)**
36. **NET GAIN (LOSS)**
(Item No. 15 less Item 35).

LODGE OFFICER LISTING FOR 2003 DIRECTORY

LODGE NO. F. & A.M.

MEETING NIGHTS:

TIME:

LODGE DARK DURING WHAT MONTHS?

LODGE ADDRESS:

Street

Town-Village-City

Zip

PHONE NUMBER of TEMPLE or MASONIC CENTER, IF ANY:

W.M.:

ADDRESS:

Street

Town-Village-City

Zip

Res. Tel.: - -

Bus. Tel.: - -

S.W.:

ADDRESS:

Street

Town-Village-City

Zip

Res. Tel.: - -

Bus. Tel.: - -

J.W.:

ADDRESS:

Street

Town-Village-City

Zip

Res. Tel.: - -

Bus. Tel.: - -

SERETARY:

ADDRESS:

Street

Town-Village-City

Zip

Res. Tel.: - -

Bus. Tel.: - -

TRUSTEE:

ADDRESS:

Street

Town-Village-City

Zip

Res. Tel.: - -

Bus. Tel.: - -

LODGE LETTERHEAD

FOR IMMEDIATE RELEASE:

AWARDED MASONIC SCHOLARSHIP

ANYTOWN, WI - was named recipient of a Wisconsin Masonic Scholarship. The scholarship is being awarded by Lodge # in cooperation with the Wisconsin Masonic Foundation. The announcement was made recently by , Master of Masonic Lodge.

Mr./Ms. son/daughter of Mr. and Mrs. will receive a grant of \$. will graduate from High School in June. She/He is planning on attending where she/he will major in .

 is one of 200 Wisconsin students who are receiving similar scholarships this year. Lodge Master said, "As concerned members of our community we want to insure that deserving students such as have the opportunity to go on to the school of their choice. As Freemasons, we believe it is important to support our students. We are pleased to add 's name to our list of Masonic scholars."

The Wisconsin Masonic Foundation and local Masonic Lodges has provided scholarship grants each year to deserving students for many years.

Masonic Lodges and appendant organizations across the United States contribute nearly one billion dollars each year in support of charities and community service and projects.

MASONIC BOOK SURVEY/QUESTIONNAIRE

Dear Brother:

We hope you found this list of Masonic books useful in your studies. If you are not acquainted with these books, we hope it will stimulate an interest to discover more.

Your assistance is needed to help us determine if the books chosen are relevant and useful. Please help us out by filling out this questionnaire and returning it to:

The Grand Lodge Free & Accepted Masons of Wisconsin
 ATTN: Education Committee
 36275 Sunset Drive
 Dousman, Wisconsin 53118

Keep Drop Didn't Read

	Coil	Coil's Masonic Encyclopedia			
	Claudy	The Little Masonic Library			
	K.T. USA	Masonic Americana Vol I & II			
	Denslow	10,000 Famous Freemasons			
	Walkes	Black Square & Compasses			
	Haggard	The Clergy & the Craft			
	Roberts	The Craft & its Symbols			
	Wes Cook	Colonial Freemasonry			
	Roberts.	House Undivided			
	Horne	King Solomon's Temple			
	Carr	The Freemason at Work			
	Roberts	Freemasonry in American History			
	Newton	The Men's House			
	Roberts	The Mystic Tie			
	Roberts	Brother Truman			
	Haffner	Workman Unashamed			
	Newton	The Builders			
	Robinson	Born in Blood			
	Carr	Collected Prestonian Lectures			
		Volumes I, II, III			
	di Bernardo	Freemasonry & its Image of Man			
	Hall	The Lost Keys of Freemasonry			
	Hall	The Secret Teachings of All Ages			
	Baigent/Leigh	The Temple and the Lodge			
	Smith	Whither Are We Traveling			
	Smith	Why This Confusion in the Temple			
	Roberts	Masonry Under Two Flags			
	Claudy	The Master's Book			
	G.L. Iowa	Story of Freemasonry (pamphlet)			
	G.L. Iowa	Interesting Facts About Freemasonry (pamphlet)			

	M.S.A.	101 Questions About Freemasonry (pamphlet)			
	M.S.A.	Pocket Masonic Dictionary			

I. Did you find a particular book helpful? Which one(s)?

2. Are there other books you would like to see included? If so, what are they and where can they be purchased?

3. Will you keep this book for your library?

4. Do you have Masonic books in good/excellent condition which you would like to donate to the Grand Lodge Library? If so, what are they and how may we contact you?

5. Does your lodge have a library?

6. 'Is it used by the members of the lodge?

7. Please add any comments or suggestions.

Thank you for your help.

MASONIC LAST RITES REQUEST FORM

Completion and submission of the form is not required. It is intended to provide comfort and relief for your family and loved ones at a time when you will be unavailable to guide them. Should you decide to complete this form, please give careful thought to your responses. Make a copy for your personal records and any other individual or group you deem necessary. Give or send the completed form to your Lodge for their safekeeping. In the event of your death, your Lodge will then be able to assist your family with the requested arrangements.

Completing this form is not required in any way, it is merely provided for your convenience as an act of brotherly love and fraternal friendship by Lodge # _____ .

To the Brothers of Lodge No. _____ members of my immediate family, members of the clergy and the proprietors of the funeral home, upon my death I would like to have:

- Masonic Funeral Services conducted at the funeral home.
- Masonic Funeral Services conducted at my place of worship along with my religious memorial rites, if possible.
- Masonic Funeral Services conducted at my lodge with my religious memorial rites, if possible Masonic graveside Services.
- No Masonic Services.

I would like to be remembered in my Masonic eulogy for having:

I would like the following Brothers to serve as pallbearers at my funeral (if able and willing):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Besides being a member of my Lodge, I am also member of the following Masonic Lodges or appendant organizations:

Organization	Location
*	
*	
*	
*	
*	

I request:

- My Masonic Apron be placed on my person or laid within the casket and buried with me.
- My Masonic Apron be given to my family after the service.
- Other symbolic Masonic items (Aprons, Fez, Sword. etc.) are placed in the casket with me.
- Other symbolic Masonic items be left on my body during the service and then given to:

Other Masonic items (pins, jewelry, books and literature, etc.) should be given to:

I would like memorials given at my funeral sent to:

I request that my Lodge and or appropriate appendant body be informed that I have made provision for future benefit for it, as discussed with family or noted in my personal and or legal papers or noted below.

*
*
*
*

I would like the following special requests and or provisions:

Signature: Date:

Witness: Date:

My Lodge can be reached by calling or contacting the following individuals:

LODGE LETTERHEAD

(DATE)

(Inside Address)

Dear Brother _____,

For innumerable generations, human beings have sought knowledge, organized themselves into societies, built a better future for their children and have shown others the light of God through friendship and brotherly love. They have done this individually and through institutions. You are part of such a voice. You are a builder of hope, your own and the worlds.

But, our lodge's voice is not as good as it could be. We are deprived of your talent and contribution. We miss your unique contributions of spirit and physical support. We need you, and I, as your master, need you.

I say to you that our brotherhood is important to our society and to mankind. And, our institution is most effective and persuasive in its contributions to the good of mankind when our fellowship is united.

I want to (again) meet you. I want to grasp your hand in friendship. I seek your contribution of strength, which comes when you take your rightful place at meetings and the ever, important degree work. Do you remember the legend of the Knights of the Round Table? When they formed their noble circle, their land was at peace and full of plenty. But when the circle was broken by the absence of just one, then their spiritual strength was depleted and the land suffered.

If you don't come to lodge because you can't or don't like to drive at night, please don't be embarrassed. Call me in advance and I will try to arrange a ride for you. If you don't come to lodge because you somehow feel awkward or shy due to a long absence, trust in the truth that your brethren are genuinely uplifted by your presence. If you or any member of your family is ill or troubled, we sincerely want to know.

Please read your monthly bulletins, keep the current one at hand, and come to lodge as often as you can. If you have forgotten the meanings and spirit of Freemasonry, which only you as a member can comprehend, then you owe it to yourself to enter into the lodge and to feel the oneness, to reacquaint yourself with the ancient tradition.

You are very special and I tell you here and now you will always be welcomed in

Lodge. It doesn't matter to me if the last time you sat at the sidelines was the day you undertook your last degree. The past cannot be changed. The present is where we have to work. What we do **NOW** affects the future.

I am honored to be the Worshipful Master of our lodge. The stewardship of our lodge for this year has been placed in my hands. I am only your brother but it is now my duty to continue the structure, which Freemasonry seeks to build. For a year's time, I must direct construction. I can only do that effectively if I have the manpower and your wise counsel to help accomplish the work. I am now summoning you to strap on your apron and to bring those most wondrous tools, your mind and your gracious heart, to the work place of our institution. I ask that you do everything in your power to attend at least one of our monthly meetings and to come to any degree work during the year I am Master.

Thank you in advance for your support and assistance during the coming year. I truly appreciate it.

Fraternally,

Your Worshipful Master

Membership Profile

DATE OF BIRTH LODGE #

NAME

ADDRESS CITY STATE ZIP

INITIATED

PASSED

RAISED

PAST MASTER YES NO YEAR

ARE YOU A MEMBER OF ANY OTHER MASONIC RELATED ORGANIZATION?

ORGANIZATION

HIGHEST OFFICE HELD

WHAT IS YOUR VOCATION

WHAT IS YOUR AVOCATION?

WHAT ARE YOUR OTHER INTERESTS/HOBBIES?

WOULD YOU BE INTERESTED IN PARTICIPATING IN ANY DEGREE WORK?
YES NO

DEGREE PART

WOULD YOU BE WILLING TO VOLUNTEER YOUR TIME TO OTHER LODGE
ACTIVITIES? YES NO. IF SO, WHAT WOULD YOU BE WILLING TO DO?
LODGE SET-UP ASSIST WITH MEALS
COMMITTEE WORK OTHER

WOULD YOU BE INTERESTED IN BECOMING A LODGE OFFICER?
YES NO

A GRAND LODGE OFFICER? – YES NO

PETITION FOR AFFILIATION TO PLURAL MEMBERSHIP

WISCONSIN MASONIC CODE Section 55.02(c) involuntary loss of membership in any lodge in which he is affiliated, whether located in Wisconsin or in any other Grand Jurisdiction, shall automatically forfeit his membership in all lodges located in Wisconsin.

Date

To the Worshipful Master, Wardens and Brethren of Lodge No.

I fraternally represent that I am a Master Mason, now a member of Lodge No
located at .

that I am desirous of becoming a plural member of your Lodge and, if elected, will cheerfully conform to the by-laws of the
Lodge and the laws of the Grand Lodge F. & A. M. of Wisconsin.

Full Name Age
(PRINT) First Middle Surname

I was born at on the day of .
Month Year

I reside at No. Street City-Town-Village Zip Code

My occupation is Avocation

I am employed by Social Security #

My telephone numbers are: Residence - - Business - -

Degree Dates: E.A. F.C. M.M.

Spouse's Name. .

Recommended by:

Signature _____

Print Signature

NOTE: *The following jurisdictions do not permit plural memberships: Pennsylvania, Tennessee, West Virginia.*

After election to plural membership complete the following portion and forward to the Grand Secretary, 3627 5 Sunset Drive, Dousman, Wisconsin 53118.

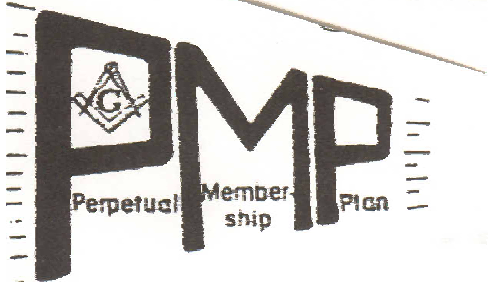
(DETACH FOR LODGE FILE)

NOTICE OF ELECTION

To the Worshipful Master, Wardens and Brethren of Lodge No F. & A. M. located at .

Your worthy Brother has petitioned our Lodge for Plural Membership. His petition was granted on .

Secretary Lodge No , Wisconsin



*Grand Lodge
Free and Accepted
Masons
Of Wisconsin*

APPLICATION FOR PERPETUAL MEMBERSHIP

Name:
Address:

Lodge No.

Date of Birth: Age:

I declare I am a Master Mason in good standing of Lodge No. F. & A.M. of Wisconsin and am desirous of becoming a Perpetual Member. I further state my annual payment to my Lodge in the amount of \$ (including lodge dues and per capita tax) has been paid for the current year. I submit with this application \$ as a total one time payment for Perpetual Membership.

Signed _____ Date:

Age: Dues Including Per Capita Tax Multiple Total Fee

Deferred Payment Plan

Age: Dues Including Per Capita Tax Multiple Total Fee

Total Fee $\div 4.61 =$

The single sum payment for my age is \$. I submit with this application as initial payment (purchase price divided by 4.61) to be followed by 5 additional payments in the same amount on the annual anniversary date of this application.

Signed: _____ Date:

Attest: _____ Secretary

SUMMARY OF PERPETUAL MEMBERSHIP FOR MASTER MASONS

INTRODUCTION

Perpetual Membership may be obtained by a Master Mason who is a member of a Wisconsin Lodge if his Lodge has adopted the Perpetual Membership Plan of the Grand Lodge F. & A.M. of Wisconsin. .

Perpetual Memberships are totally voluntary in two respects. First, a Lodge, at its option, may adopt a Perpetual Membership plan. Second, after a Lodge has adopted a Plan, a Master Mason in that Lodge, at his Option, may purchase a Perpetual Membership.

If a Lodge has adopted a Perpetual Membership Plan, some of its members may obtain a Perpetual Membership, while others may decide to continue to pay annual Lodge dues and Grand Lodge per capita tax.

BASIC CONCEPT

The name, Perpetual Membership, accurately describes the Plan. By making a one-time payment, the Master Mason obtains a Perpetual Membership in his Lodge and no further dues or per capita tax need be paid. His membership in his Lodge and the Masonic fraternity may be terminated only for un-Masonic conduct or in certain other rare situations.

The one-time payment is invested by the Grand Trustees with similar funds. The Grand Trustees then make annual payments to the Lodge and the Grand Lodge for dues and per capita tax. If the income earned by the Grand Trustees exceeds projected obligations, excess revenue distributions may be made to the Participant's Lodge. Payments by the Grand Trustees continue in perpetuity. They do not stop at the death of the Participant in the Plan.

Perpetual Membership is more than just a life membership or a method of prepayment of dues. A Master Mason who purchases a Perpetual Membership has provided for his own Masonic financial security and he has established an endowment for the future benefit of his Lodge and the Masonic fraternity.

PURCHASE PRICE

The Lodge determines the purchase price of a Perpetual Membership. A Lodge cannot establish a purchase price below the minimum amount determined in accordance with the Masonic Code of Wisconsin. Such minimum purchase price is determined by multiplying the sum of the existing Lodge dues and existing Grand Lodge per capita tax factor by a factor set forth in the following table.

MEMBER'S ATTAINMENT OF AGE	FACTOR
19-33	20
34-41	19
42-48	18
49-54	17
55-60	16
61-and older	15



THE GRAND LODGE FREE AND ACCEPTED MASONS OF WISCONSIN

CERTIFICATE OF RESIGNATION

This is to certify that _____ a member in good standing of _____ Lodge, No. _____ F. & A.M., under the jurisdiction of the Grand Lodge of Wisconsin, having discharged all indebtedness against him and being free from all charges, has resigned from membership in said Lodge, and has voluntarily relinquished all claim to any of the rights and benefits of Freemasonry.

In testimony whereof, this certificate is granted him, and the Master and Secretary of the said Lodge have hereunto subscribed their names and affixed the Lodge Seal at this _____ day of _____ in the year _____.

Attest: _____ W.M

_____ Secretary

(Seal)

Membership Restoration: A request to restore membership may be made at anytime, by submitting a petition to any Wisconsin Lodge; asking that resignation be cancelled and membership restored. [Reference: Sec. 82.08]

SPRUCE-UP CONTEST ENTRY AND EVALUATION SHEETS

LODGE NAME #

ADDRESS

CITY ZIP

1. Major Projects (Describe):

2. Other Improvements (List):

3. Before and after pictures included Yes No

4. Names of all organizations participating in Spruce-Up activities:

5. Reasons why I believe our Lodge should receive the District Spruce-Up Award.

6. Give name and manner in which award is to read:

Signed: _____

Title:

TO MY SURVIVORS

TO MY SURVIVORS - Upon my death, please notify the following Masonic organizations of which I am a member.

My lodge can be contacted by calling the current Secretary or the Grand Lodge of Wisconsin, F. & A.M., 1-800-242-2307.

Lodge Name: #

Lodge Secretary:

Telephone #:

Scottish Rite Valley:

York Rite:

Shrine:

Other:

I REQUEST A MASONIC MEMORIAL SERVICE

Yes No

MEMBER NAME:

ADDRESS:

CITY/STATE: ZIP:

Grand Lodge Free and Accepted Masons of Wisconsin

CERTIFICATE OF TRANSFER OF MEMBERSHIP

To the Worshipful Master, Wardens and Brethren of _____ Lodge No _____, Free and Accepted Masons of Wisconsin.

This is to certify that Brother _____ a Master Mason (E.A. or F .C.) in good standing in Lodge No. _____ located at _____, Wisconsin, and not under charges nor indebted to his Lodge, is, by his own request, granted this certificate for the purpose of becoming a member of your Lodge, the same to become effective as of the date of issuing this certificate.

Date of Birth. _____

Place of Birth _____

Degrees received in _____ Lodge No. _____, located at _____

Elected on _____ Initiated on _____ . Passed on _____ Raised on _____ .

Demitted _____ Suspended _____
Expelled _____ Restored _____

In Testimony Whereof, the Worshipful Master and Secretary of _____ Lodge No _____ have hereunto subscribed their names and affixed the Lodge seal, this _____ day of _____, _____.

[Seal]

Signed _____ W.M.

Printed name _____

Attest _____ Secretary

Printed name _____



When transferring to a Lodge in another Jurisdiction return this form to the Grand Secretary for Certification. This is to certify that the Lodge named on the reverse side of this Transfer Certificate is a regular Lodge working under the jurisdiction of the Grand Lodge of Wisconsin.

(Signed) _____ *Grand Secretary*

WHEN TRANSFERRING FROM ONE WISCONSIN LODGE TO ANOTHER WISCONSIN LODGE, THE ORIGINAL LODGE WILL REMIT THE AMOUNT OF THE PER CAPITA TAX TO THE RECEIVING LODGE, WITH THE TRANSFER CERTIFICATE AND MEMBERSHIP COMPUTER CARD.

PETITION FOR TRANSFER OF MEMBERSHIP OR AFFILIATION TO MEMBERSHIP

Date

To the Worshipful Master, Wardens and Brethren of Lodge No.
I. Fraternaly represent that I am a Master Mason (E.A. or F.C.) now or late a member of
 Lodge No. located at . I am desirous of becoming a member of your Lodge
and if elected will cheerfully conform to the by-laws of the Lodge and the laws of the Grand
Lodge of F. &A.M. of Wisconsin.

Recommended by

Signed _____

Address

NOTICE OF ELECTION

To the Worshipful Master, Wardens and Brethren of Lodge No F. & A. M located
at

Your worthy Brother has petitioned our Lodge for Transfer of Membership. His petition
was granted on .

Secretary

Lodge No F. &A.M. Wisconsin

REQUEST FOR TRANSFER

To the Worshipful Master, Wardens and Brethren of Lodge No. F. & A. M. located
at . I fraternaly represent that I am a member of the above named Lodge; that I am desirous
of terminating my membership therein; I respectfully request that a Transfer Certificate be
granted.

Date at this day of ,

Sign name in full _____

WISCONSIN PETITION FOR DEGREES

FEES FOR DEGREES

Petition \$
E.A..... \$
F.C..... \$
M.M..... \$
Geo. Wash. Mem. \$
TOTAL \$



Date

To the Worshipful Master, Wardens and Brethren of _____Lodge No _____ Free and Accepted Masons. I, the undersigned, respectfully state, that, unbiased by friends, and uninfluenced by mercenary motives, I freely and voluntarily offer myself as a candidate for the Degrees of Masonry; that I am prompted to solicit this privilege by a favorable opinion conceived of the institution, a desire for knowledge, and a sincere wish of being serviceable to my fellow creatures, and should this petition be granted, I will cheerfully conform to all the ancient established usages and customs of the Fraternity.

Full Name _____Age _____
First Middle Surname

I was born at _____ on the day of _____ Month _____ Year

I reside at _____ No. Street _____ City-Town-Village _____ Zip Code

My occupation is _____
I am employed by _____ Soc. Sec.# _____ (optional)

My telephone numbers are: Residence _____ Business _____

I have resided at the address given for the last _____ years past. Spouse's Name _____

For the five years last past I resided at the following addresses and places.

Have you ever before petitioned any Lodge for the Masonic Degrees? Yes No

If you did, give name, number and location of the Lodge with full explanation

Have you ever been convicted of a felony? Yes No
If yes, explain

All the statements I have made in this petition are true and correct to the best of my knowledge.

Signature _____

We, the undersigned, are personally acquainted with the above named petitioner, and from our confidence in his integrity do cheerfully recommend him as a proper candidate for the Degrees of Masonry.

Signature _____ From _____ Lodge, No. _____

Print Signature

Signature _____ From _____ Lodge, No. _____

Print Signature

RECOMMENDATION OF COMMITTEE

The undersigned Committee, to whom was referred the above petition, after due consideration, report the same back to the Lodge, and recommend that the prayer of the petitioner be

PETITION

of

Received and Referred

COMMITTEE

Bro.

Bro.

Bro.

Elected

Rejected

Objection Filed

DEGREES CONFERRED

E.A.

Examined.....

F.C.....

Examined

M.M.....

Examined

**GRAND LODGE F. & A.M. WISCONSIN
PINK SLIP FOR GRAND SECRETARY**

LODGE #

MEMBER NAME

ADDRESS #1

CITY STATE ZIP

ADDRESS #2

CITY STATE ZIP

DATE OF BIRTH

PLACE OF BIRTH

VOCATION

AVOCATION

SPOUSES NAME (IF APPLICABLE)

E-MAIL

RES PHONE BUS PHONE

DATE STATE LODGE

ELECTED

EA

FC

MM

AFFILIATED
(BY TRANSFER)

TRANSFERRED RESIGNED SUSPENDED

DATE

STATE

LODGE

REINSTATED

DATE STATE LODGE NEW REINSTATED AFFILIATED OUT OF
STATE OMMITTED MEMBER



DESPENSATION REQUEST FOR MAN TO MASON CLASS

(Name of requester)

(Lodge and number)

(Date)

Date of Class

To be held where?

Expected number of candidates

Sections of code affected

Lodges to confer degree

EA

FC

MM

(Attach completed degree assignment forms)

Date of rehearsal practice

To be held where?

(District Lecturer or his appointee WILL attend rehearsal)

This form has been reviewed and is approved by:

(District Deputy)

(Date)

(District Lecturer)

(Date)

(Grand Lecturer)

(Date)

(Grand Master)

(Date)