

ROAD TO THE EAST

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Registration Information



Road To The East

Grand Lodge Committee on Leadership and Educational Services

The "Road To The East" is a Prospective Master's Training Seminar. Designed for both First-time and Past Masters who are destined for the East within the next 2 years.

All Prospective Masters are encouraged to complete the "Road To The East" Lodge Officer Training Program. The majority of the materials for the program are contained within "The Twenty-four Inch Gauge" (June 1998 Edition). Read the "Table of Contents" (page 300) and Session Overviews for information on Training and Course Materials. Other reference materials are the "Masonic Law of New York" (Constitutions 1991), "The Standard Work and Lectures" (Ritual Book 1996), and the "The Monitor" (Book Six 1993), copies of which are available in each Lodge, or may be ordered from Lodge Supplies (see order form on page 111).

All page references within this course are made to the above publications as revised on the dates listed. If you are using older editions for reference, you must search the chapter or table of contents for proper page numbers.

When registering for the "Road To The East," make certain you indicate which edition of the "The Twenty-four Inch Gauge" you *will* be using for the course. The "June 1998 Edition" is the easiest to work from and contains the text material. Users of the "December 1995 Edition" will receive a "Road To The East" packet. Users of the "August 1993 Edition" will receive a "Supplement to The Twenty-four Inch Gauge," a "Road to the East" packet and the "Grand Marshal's Guide to Masonic Protocol." If you have a "**June** 1993 Edition," please purchase a newer edition -- no supplement is available for this edition. (*The "June 1993 Edition" were free promotional copies given to the 1992 - 1994 Grand Lodge Officers.*)

To register, complete the information on the "Registration Form," (next page) and mail it, along with your check, to the Committee on Leadership and Educational Services.

Once registered, you will be notified of training sessions in your area. Your District may already have one scheduled. Check with your District Deputy or Staff Officer for information on training programs or write to the committee.



Registration Form

Road To The East

Grand Lodge Committee on Leadership and Educational Services

Name: _____

Address: _____

Phone: _____

Lodge: _____ No: _____

Office Held: _____

Important: Which Edition of "The Twenty-four Inch Gauge" will you be using for this course? (*Edition Date* is printed on the top left hand corner of the Cover Page.)

December 1995

June 1998

Title Bro. W.: V.:W.: R.:W.:

District: _____

Enclose a \$5.00* check, payable to: **"GRAND LODGE OF NEW YORK F&AM"**

Mail this Registration Form along with your check upon course completion to:

**LOUIS S. JUERS
58 SCHOFIELD STREET
BRONX, NY 10464-1530**

* Price of the "Road To The East" is subject to change without notice.

Session 1: Overview and nuts & bolts

Session Goals

This goal of this session is to provide an overview of the “Road to the East,” along with its text and resource materials. This session provides a Vision for what a “good” or “working” Lodge is concerned with. It presents a baseline for a balanced effort in achieving Lodge success. The training team will decide how much time or emphasis will be placed on each subject.

Distribute all course materials

Topics to be covered

Duties and prerogatives of the Worshipful Master

Overview of the Masters Job

Review “The Master's, Senior Warden's and Junior Warden's Checklists”

Review “A Snapshot of the 24 Inch Gauge”

What is the “right stuff” that every Lodge should have?

- ◆ How to do a Brother Bring a Friend Night
- ◆ The elements of Membership Retention
- ◆ What Community Projects are available?
- ◆ How do the Mentoring and Membership Loss Prevention programs work?
- ◆ How to create teamwork in the Lodge
- ◆ How to begin to form an officers team

Materials List for resource material, discussion, and home study

The materials list is presented in order of topic listed above. It provides a rich array of resources to work from. The district training team will choose which resources to highlight.

- “Officers and Duties”, “Main Duties of Officers” Chapter 4, on pages 125 & 126
- Duties & Responsibilities of a Master, (Generic Job Descriptions), on pages 359-362
- “Duties of the Worshipful Master” and “Prerogatives of the Worshipful Master”, in the “The Monitor” (Book Six), pages 6-3 through 6-14
- “Dare to be Different” (STB) on pages 379-382
- Check Lists for Master & Wardens, on pages 304-309
- “Brother Bring a Friend Night” (STB), Chapter 2, on pages 53-54
- “Brother Bring a Friend Night: Keys to Victory” on pages 340-358
- Snapshot: Mentoring Program, on page 311
- “Mentoring Program” Chapter 2, on pages 34-49
- Snapshot of 24 Inch Gauge, on page 310
- “With Heart & Hands . . .” Guide to Community Service, on pages 371-378
- “Masonic Membership Loss Prevention Program” Chapter II, on pages 77-85

Check List for Junior Wardens

The Following "HAVE YOU?" questions are intended to assist the Junior Warden in preparing for his service in the West and the East. The sooner a Junior Warden can answer all of these questions with a loud "YES!" the more successful his journey to the East will likely be.

Brother Junior Warden, HAVE YOU:

- Realized that you are third in command of the Lodge and must prepare in case its government devolves upon you?
- Understood that you are the "Social Director" of the Lodge and responsible for the work of the Stewards in providing and supervising refreshment for the Craft?
- Completed the Leadership Development Course?
- Read the Lodge By Laws? Do you understand them in terms of your responsibilities?
- Obtained and read the 24 Inch Gauge and the Constitutions/Handbook of Masonic Law?
- Become familiar with the LSOME book and Tape, Shepherding Program and Membership Loss Prevention Program?
- Started to think about a theme for your year in the East?
- Started to think about setting clear and quantifiable goals for your term with achievable objectives?
- Started to talk to the officers and key members of the Lodge in setting those goals and agreeing to the theme and objectives?

- Started putting on paper a draft of a planned and balanced program for your year. Remember to include at a minimum; your Installation, Annual Meeting, Official Visit, 2 sets of Degrees (whether or not you have a candidate), Rehearsals for the degrees, at least one Brother Bring a Friend Night, Open meetings which the Ladies can attend, Masonic Education Programs, Community Service programs such as VA Visitations, Awards Nights, Blood Drives, Drug Prevention Programs and a De Witt Clinton Award?
- Started talking to your potential Officer Line with the permission of the Master?
- Scheduled a meeting with the Secretary to maximize cooperation and communication and to fully understand the functions of his of office?
- Become part of the budgetary process of the Lodge?
- Become involved in the training of the Junior Officers of your Lodge?
- Started to think about which Committees you will continue in their present form or change to meet a new need, or better achieve the theme and goals you are planning?
- Thought about potential personnel for these committees?
- Created a personal calendar to keep track of important District and Grand Lodge events
- Studied the ritual of opening and closing for the West and East as well as your own chair in such a way as to produce pride from your Brethren?
- Memorized each officer's part in the opening and closing of Lodge to prepare you to correct and improve their ritual if need be? Have you emphasized the importance of rendering the meaning of the ritual by going slowly, being clear, being able to be heard and the use of appropriate inflection?

Check List for Senior Wardens

The following "HAVE YOU?" questions are intended to assist the Senior Warden in preparing for his service in the East. The sooner a Senior Warden can answer all of these questions with a loud "YES!" the more successful his term will likely be.

Brother Senior Warden, HAVE YOU:

- Completed the Leadership Development Course?
- Read the Lodge By Laws? Do you understand them in terms of your responsibilities?
- Obtained and read the 24 Inch Gauge and the Constitutions/Handbook of Masonic Law?
- Become familiar with the LSOME book and Tape, Shepherding Program and Membership Loss Prevention Program?
- Set clear and quantifiable goals for your term with achievable objectives?
- Involved the officers and key members of the Lodge in setting those goals and agreeing to the objectives?
- Started scheduling a planned and balanced program for your year to include at a minimum your Installation, Annual Meeting, Official Visit, 2 sets of Degrees (whether or not you have a candidate), Rehearsals for the degrees, at least one Brother Bring a Friend Night, Open meetings which the Ladies can attend, Masonic Education Programs, Community Service programs such as VA Visitations, Awards Nights, Blood Drives, Drug Prevention Programs and a De Witt Clinton Award?
- Contacted the DDGM or DDGM designate to set your Official Visit Date?
- Solidified your Officer Line by personally confirming each appointment?
- Created job descriptions for all of your Officers clearly outlining their duties, ritual responsibilities and accountability system?

- Scheduled several Officer meetings to share feedback with the Masters permission?
- Scheduled a meeting with the Secretary to maximize cooperation and communication?
- Participated in the budgetary process of the Lodge to insure that funding is secure for your program?
- Scheduled a meeting with your Past Masters to maximize cooperation, communication and support with the permission of the Master?
- Prepared a mailing to ALL of the Brethren to explain your program and ask for their support?
- Decided which committees you will continue in their present form or change to meet a new need?
- Enlisted the personnel for these committees?
- Created a personal calendar to keep track of important District and Grand Lodge events?
- Studied the ritual of opening and closing in such a way as to produce pride from your Brethren?
- Memorized each officer's part in the opening and closing of Lodge to prepare you to correct and improve their ritual if need be? Have you emphasized the importance of rendering the meaning of the ritual by going slowly, being clear, being able to be heard and the use of appropriate inflection?
- Prepared to submit your articles to your local Masonic publication or have outlines ready for your Lodge communication or meeting notice? Do you have the deadline date well marked on your calendar
- Scheduled your Installation date, decided on an open or closed installation and picked your installing team in conjunction with the Master?

Check List for the Worshipful Master

The following “HAVE YOU?” questions are intended to assist the Worshipful Master elect or Worshipful Master in making his year in the East more productive. The sooner a Master can answer all of these questions with a loud “YES!” the more successful his term will likely be.

Worshipful Master, HAVE YOU:

- Completed the Leadership Development Course? Have your Officers taken it?
- Read the Lodge By Laws and the relevant sections of the Constitutions/Handbook of Masonic Law?
- Understood all of your duties, responsibilities and prerogatives?
- Obtained and reviewed the 24 Inch Gauge?
- Implemented the LSOME Book and Tape, Shepherding Program and Membership Loss Prevention Program?
- Set clear and quantifiable goals for your term with achievable objectives?
- Involved the officers and key members of the Lodge in setting goals and agreeing to objectives so that the whole line is in full and active support of your plan?
- Implemented and communicated a planned and balanced program for your year to include at a minimum your Installation, Annual Meeting, Official Visit, 2 sets of Degrees (whether or not you have a candidate), Rehearsal dates for the degrees, at least one Brother Bring a Friend Night, Open meetings which the Ladies can attend, Masonic Education Programs, Community Service programs such as VA Visitations, Awards Nights, Blood Drives, Drug Prevention Programs and a De Witt Clinton Award? *Realized that it is never to late to include these programs?*
- Contacted the DDGM or DDGM designate to set your Official Visit Date?
- Read and reviewed the “Check list for Worshipful Masters regarding Official Visits”?

- Solidified your Officer Line by personally confirming each appointment?
- Created job descriptions for all of your Officers clearly outlining their duties, ritual responsibilities and accountability system?
- Scheduled monthly Officer meetings to share feedback?
- Designated a mentor for each line officer?
- Scheduled a meeting with the Secretary to maximize cooperation and communication including the establishment of weekly communication to talk about correspondence and other issues? Scheduled a meeting with your Past Masters to maximize cooperation, communication and support?
- Participated in the budgetary process of the Lodge to insure that funding is secure for your program?
- Enlisted the personnel for those committees which are relevant to the Lodge and it's interests?
- Created a personal calendar to keep track of important District and Grand Lodge events?
- Studied the ritual of opening and closing in such a way as to produce pride from your Brethren?
- Memorized each officer's part in the opening and closing of Lodge to prepare you to correct and improve their ritual if need be? Have you emphasized the importance of rendering the meaning of the ritual by going slowly, being clear being able to be heard and the use of appropriate inflection?
- Prepared to submit your articles to your local Masonic publication or have outlines ready for your Lodge communication or meeting notice? Do you have the deadline date well marked on your calendar?
- Contacted the DDGM, DDGM designate, Staff Officer or Staff Officer designate to discuss any issues where you might need his or their support in specific areas, or determine from them any critical District goals or expectations that they may want you or the Lodge to meet?

Established a method to follow up on each committee, officer or function to ensure all important activities are moving according to plan?

SNAPSHOT: “The 24-Inch Gauge”

A Lodge Resource Handbook

Purpose: To provide leaders of the Lodge (Lodge Officers, Past Masters, Committeemen, Team Players) with a basic understanding of Lodge organization including methods of operation, programs, Masonic education, leader role, preparation, responsibility, communication as well as the role of Grand Lodge and resources available across the country. It also serves as the major resource material for the revised Leadership Development Course.

Objective: To help steer the Lodge onto a course of revitalization, relevance and purpose, by addressing member needs, thence providing member satisfaction.

The Meeting *Chapter 1*
This is where you start the process of ensuring that each meeting is an EVENT that justifies our members' investment of time, thence enhancing their Masonic Experience.

Membership and Attendance *Chapter 2*
The Greater the attendance the greater the fellowship, the greater the Masonic experience, the greater the resources for gaining new members. The true value of a new member is the gift of himself. His gift benefits the Lodge and the Craft when he perceives a value in participating in his Lodge. Part of the solution to attendance is ensuring your Lodge members understand the membership process, or membership management, and that they then make proper membership management a priority. This chapter lays the foundation.

Further Light. *Chapter 3*
Freemasonry is an educational institution. Masonic Education for new members and our leaders is essential.

Successful Lodge Leadership *Chapter 4*
Basic elements of Lodge operation and leadership. Masonry builds leaders. Freemasonry is a Fraternal Association of Leaders. The Lodge is the means.

Quizzes *Chapter 5*
Painless education for both new and experienced members. Also, a great backup program for emergencies.

Programs for Tiled and Open Meetings. *Chapters 6 & 7*
The programs offered for tiled and open meetings are not only successful, but from them an outline of virtually any program can be developed. These programs are not written in stone. This is where the program committee (those responsible for a particular evening or program) can modify these programs to fit the needs of the Lodge ensuring the entire evening becomes an EVENT to remember.

The Masonic Service Association. *Chapter 8*
The MSA is your connection to Short Talk Bulletins, Digests and Charts, providing the What and How. You use them to answer the Why, Where and When.

“Road To The East” *Appendix A*
A Prospective Master’s Training Seminar. Designed for both First-time and Past Masters who are destined for the East within the next 2 years. See Registration Information on page 301.

“The Leadership Development Course” (LDC) *Appendix B*
Developed for all Masons who want to take a proactive role in their lodge and Freemasonry. While it is designed for Seminar Presentation, a home correspondence course is available for those who cannot attend a formal seminar. Although space is provided for its insertion, the LDC is not contained in this handbook and must be ordered separately. See Information/Registration Form on page 401.

Snapshot: Mentoring Program

The Mentoring Program is designed to:

- ◆ Ensure that a new Brother is not left feeling unprepared to make the most of his membership.
- ◆ Ensure that every Candidate is properly instructed in the fundamentals of the Craft.

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

A Mentoring Program together with the Lodge System of Masonic Education provides the necessary methodology to guarantee that every candidate and/or Brother is properly instructed in the fundamentals and workings of the Craft.

Duty of the Master (suggested):

- ◆ To assign the Mentors and monitor the program to ensure its success.

Duty of the Senior Warden (suggested):

- ◆ To develop a continuing education program that includes the Leadership Development Course.

Duty of the Junior Warden (suggested):

- ◆ To serve as the Leader of the Masonic Education Team.

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

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

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

The Candidate meets with the Mentor or Mentor a minimum of FIVE times. A recommended time limit for all the sessions is One Hour, not to exceed One and One-half hours including discussion. They meet: 1) Prior to the First Degree, 2) Following the First Degree, prior to the Second Degree, 3) Following the Second Degree, prior to the Third Degree, 4) Following the Third Degree, 5) One Month after the fourth session for a continuing Education Program as designed by the Lodge.

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

Consult the Mentoring Program for full description. See page 34.