

PROVINCIAL GRAND LODGE OF ESSEX



MENTORING SCHEME

PERSONAL DEVELOPMENT PROGRAMME

Brother	
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Initiated	
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PERSONAL MENTOR	
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INTRODUCTION

At the start of the Initiation Ceremony the candidate is told that he can “follow your leader with a firm but humble confidence” and so begins a symbolical journey from darkness to light, from ignorance to Masonic Knowledge. The Mentor will be the new mason’s guide, leader and coach from the point before proposal for membership as a candidate and throughout his Masonic career.

The Mentor will explain not only the workings, traditions and organisation of the Craft, but also lift the veil of allegory and reveal the meaning behind the symbols so that the new mason can enjoy and understand the organisation that he has joined and proceed naturally through the progressive offices and his subsequent career.

Thus the whole focus of Masonic Mentoring is to enable the mason to grow in knowledge, involvement and confidence so that he can benefit from and enjoy his membership.

The Lodge Mentor has essentially an organisational and support role. He is responsible for the operation of the scheme and:

- To make sure that all the members of his Lodge are aware of Mentoring and what benefits it will bring to their Lodge.
 - To appoint and match individual Personal Mentors to Candidates and Initiates.
 - Guide and support the initiate.
 - Encourage wavering or lost members to attend Lodge meetings.
 - Most importantly, try to make sure that this is all done in good heart and with fun.
- Mentoring exists to help develop good masons and support your Lodge. If it works, everyone wins, and the Lodge Mentor has the enviable position in making that happen.

The Personal Mentor is likely to be the Proposer or Secunder however when circumstances inhibit this such as

- The Proposer or Secunder may hold an office in the lodge and may not be able to spend quality time with their Candidate on a Lodge evening;
- The Proposer or Secunder may be relatively new to Freemasonry themselves and may not have the experience and knowledge required;
- A situation may arise where the Proposer or Secunder cannot attend a Lodge, or, as in some cases, stops attending altogether.

It is in such situations that a Mentor is essential, to provide the Candidate with support, advice and above all, friendship.

Please remember this paper is extremely comprehensive. In its downloadable form it is intended to be edited and adapted as necessary to suit the Lodge and the Candidate.

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This scheme is broken down into 5 parts coinciding with the first discrete stages of the Masonic career

STAGE 1 - Recruitment and Initiation

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STAGE 5 – The Lodge Officer

Please remember that Masonry is a worthwhile hobby –we do it because we want to not because we have to -and we strive to make it interesting and enjoyable to the full.

Items in the text displayed e.g. [“Mentoring Aids Before Initiation”](#) can be found on the www.3rlibrary.org.uk or the Provincial website

STAGE 1

Recruitment and preparation for the Ceremony of Initiation

To establish the suitability of the Candidate for membership and provide him with information regarding associated timescales and the costs involved with becoming a member. Prepare him for initiation

The Lodge invests a lot of time and energy in making a Candidate a Master Mason. The importance of good selection cannot be over emphasised. Failure to recruit men of real quality, whilst temporarily alleviating falling membership levels, will not provide the future quality of leadership your Lodge requires. Furthermore, it is likely that such recruits will fail to stay the course and will ultimately add to the retention problem we are specifically trying to address.

Ask yourself 'When did my Lodge last reject an applicant?'

By the end of the interview process, the Committee members should know enough about the applicant to decide if he is suitable. For his part, the applicant should have received sufficient information to decide whether Freemasonry is for him. It is only at this point that the Interview Panel will proceed to an explanation of the balloting procedure and why balloting is necessary to ensure harmony is maintained at all times within the Lodge.

	TASK	Personnel	Complete
1.1	Upon request for Registration Form P, review the Lodge and the Craft's aspirations for quality candidates , qualifications for membership etc. Impress on Proposer the Mentoring Scheme regime. Calculate the cost to the Candidate. Work out a probable programme.	Secretary Lodge Mentor, Proposer Seconder	
1.2	Meet with the Candidate and explain what is expected of him and what he can expect to gain out of freemasonry, the qualifications of membership, time and financial commitments, probable programme, dress standards etc. Go through " Guidance for a Prospective Member " with him. Ensure he believes in a Supreme Being, Establish his motives for wanting to become a Freemason and that his moral and mental standards are satisfactory. Explain that he will be required to attend a formal interview. Finally gauge his suitability for membership and that Freemasonry is suitable for him. Obtain background information; religion, age, occupation, marital status, children etc.	Lodge Mentor, Proposer Seconder	
1.3	Meet with Candidate and his wife/partner to explain freemasonry and what is expected of them particularly in respect of time and financial commitments. Obtain from the Candidate and his wife/partner an undertaking that he can comply with particularly the time commitment.	Lodge Mentor, Proposer Seconder	

	TASK	Personnel	Complete
1.4	<p>Having obtained the undertaking, convene the Lodge Committee to interview the Candidate. Invite the candidate and prepare agenda. Ensure members are properly dressed and briefed on questions to be asked and expected answers.</p> <ol style="list-style-type: none"> 1. Does he believe in a Supreme Being.(Essential qualification) 2. Does he accept that Freemasonry is not concerned with distinctions of creed and that theological and political opinions must not be advanced in Masonic circles? 3. What are his motives for wanting to be a Freemason and is he sure it is not a passing fancy? 4. What does he hope to get out of freemasonry and what does he propose to put into it? 5. Are his moral and mental standards satisfactory 6. Does he accept that Freemasonry is not to be used for commercial or financial gain or for social advancement 7. Does he understand that Freemasonry is in no sense a benefit society or charitable institution and that it is not to be regarded as a kind of insurance for dependants. 8. Is he satisfied that he can afford the expenditure involved without detriment to himself and his existing commitments? 9. Does he appreciate that there are certain Masonic charities, which are supported by, among other methods, the voluntary contributions of members of the Craft? 10. Has he been informed that he would be expected to attend meetings of the Lodge and the instruction class regularly 11. Does he appreciate that circumstances may change but at present can he confirm his assurance and commitment to devote the necessary time to attend these meetings? 12. Will Freemasonry interfere with his job and will getting time off be a problem? 13. Has he discussed the matter with his wife/partner and is she agreeable to your becoming a Freemason? Does she appreciate that you will be away from home on several evenings during the year 14. Is there any special reason why he wants to join this particular Lodge? 15. Are or were any members of his family Freemasons? 16. Has he ever applied to join any other Lodge? (If so details must be given) 17. Has he ever been a member of any association purporting to be similar to Freemasonry? (Co-masons and members of similar organisations cannot be accepted). 18. Are you involved in any other charity or community work? 	Secretary, Lodge Mentor, Proposer, Secunder, Lodge Committee	

	<p>19. Have you an unspent conviction of any offence? 20. Are there any questions he would like to ask us? Explain that there will be a ballot at the following full meeting of the Lodge and why balloting is necessary to ensure harmony is maintained at all times within the Lodge.</p>		
1.5	<p>Inform the Candidate of the successful outcome of the interview (or otherwise) and that the decision will need to be formalised by a ballot for election in open Lodge. Give information about probable initiation dates and overall timescales. (It is strongly recommended that the ballot should not be held on the same evening and immediately prior to the ceremony of Initiation, as to do so assumes the decision of the Lodge will be favourable)</p>	Secretary	
1.6	Identify and nominate a suitable Mentor to the candidate. (If not Proposer)	Lodge Mentor.	
1.7	Mentor contacts Candidate to set up initial meeting to discuss and agree the basis of the relationship, the future agenda frequency and location of meetings etc	Mentor Proposer Secunder	
1.8	<p>Upon election, send the Candidate a congratulatory letter, which should also confirm:</p> <ul style="list-style-type: none"> • Date, time and venue of ceremony. • Dress code. • Whether Candidate has any friends or associates he would wish to invite to attend as his personal guests. • Financial matters needing to be addressed on the evening. • .If not previously dealt with, contact details for Lodge Mentor, or individual Mentor if one has been appointed. 	Secretary	
1.9	Meet with Candidate to explain the general format of the evening and to prepare him for the toasts and for the brief response he will be called upon to make. Inform him that it is usual to thank the Proposer and Secunder and also the Junior Deacon, bearing in mind that at this point he will have little or no idea of the contribution which will be made by the Junior Deacon on the evening. The Candidate may not have any experience of public speaking, so emphasise that the response need only be very brief, as you do not want him to feel anxious about any aspect of the evening. Provide him with copy of Summons..	Mentor. Proposer Secunder	
1.10	Provide the Candidate with support before, during and after the Installation meeting. Arrange to collect the candidate from his home. If it is not possible for you to do so, arrange for another member of the Lodge to pick him up. This is a wonderful opportunity to answer last minute questions and to put him at ease. Prepare the Candidate for the ceremony and make the key introductions before and after the meeting.	Mentor. Proposer Secunder Tyler	
1.11	Discuss with the Worshipful Master the need for him to deliver a Mentor Address to the Candidate at the conclusion of the Ceremony of Initiation. Suggested wording for introduction of Candidate to Mentor	Mentor WM	

STAGE 2

The Entered Apprentice

Commence immediately after the ceremony of Initiation and is ideally completed before the Second Degree.

The purpose is to provide the Entered Apprentice with an understanding of the Ceremony of Initiation, prepare him for the ceremony of Passing, provide him with information about the Lodge and begin the process of integrating him as a member of it.

At first he will be a little bewildered, but he may shortly be asking "How often do we meet and when?" "Who is who?" "What is a Warden, Deacon etc?" "What are the fees used for and how often do I pay them?" "What am I expected to wear and who provides the regalia?" It is important that these very domestic questions are raised and answered at an early stage

The Candidate will eventually need to be familiarised with other elements of the First Degree Ceremony, such as the First Degree Tracing Board:-

It is however, important **not to overburden him at this early stage when he has so much to learn** . An explanation of the First Degree Tracing Board is an excellent subject for an evening when the Lodge has no ceremony to perform and will be found interesting by all the newer members and even by those not so new! The explanation can be divided into constituent parts to involve many members of the Lodge in the work of the evening

	TASK	Personnel	Complete
2.1	Arrange to meet with the Initiate as soon as possible after his ceremony. The meeting should be held in a quiet environment where you are both able to talk freely without embarrassment. The candidate's home, your home or the Masonic Hall are all suitable options and indeed the Masonic Hall has the added advantage of allowing you to point out many of the features you will be discussing. It would be strange if the Candidate did not have many questions at your first meeting and it will therefore be necessary to display considerable patience and understanding, if you are to bring some structure to the meeting without appearing to disregard the Candidate's immediate thirst for knowledge.	Mentor. Proposer Second	
2.2	Congratulating the Candidate on taking his first step in Freemasonry and informing him that he can expect to receive through the post a personal letter from the Provincial Grand Master and a copy of "A Freemasons Companion"	Mentor. Proposer Second	

2.3	<p>Then embark upon a step by step explanation, encouraging the Candidate to question what is being said on each subject –(See Library for items in blue underlined)</p> <ol style="list-style-type: none"> 1. Brief history of Freemasonry and of your own Lodge. If a history of your own Lodge has not been written, then refer to "The Master's Chair". 2. Organisation of the Lodge and duties of the Lodge Officers. Corresponding regalia, aprons, jewels, wands etc. 3. Provide contact details for the Officers of your Lodge and arrange to introduce each of them to the Candidate at the next Lodge meeting. 4. Discuss where the Officers are seated and provide a schematic layout of the Lodge Room (see "A Freemasons Companion"). 5. Symbolic explanation of the Initiation ceremony (two alternatives). Explain the meaning and symbolism contained in the First Degree. Reconfirm grip and word, explain meaning of working tools 6. In many Lodges, a Candidate does not have access to the printed ritual until he is presented with, or allowed to purchase, a ritual book following the completion of his Third Degree. Ensure he is provided with a copy of the ritual immediately following the ceremony of Initiation, so that he may read it and raise any questions while the events are reasonably fresh in his mind. 7. Applying the principles of Freemasonry to our everyday lives. The Charge after Initiation spells out the way in which we should live our lives, so provide a copy and discuss it with the Candidate. 8. Why we use ritual rather than more modern day terminology to convey the aims and ideals of Freemasonry. 9. The structure and importance of the Lodge. Summons. Elections, Ballots, Notices of Motion. How and when the business of the Lodge is conducted, Agenda items and risings. 10. Reading the By Laws and discussion of their significance. e.g. impact on payment of subs, exclusion. 11. Basic Masonic etiquette. 12. Festive Board Explanation of what goes on at the Festive Board, protocols, toasts, Masonic Fire etc. procedure for booking meals, dining list. 13. Inviting Guests brings with it certain responsibilities 14. Arrange for the candidate to make an accompanied visit to a Lodge conducting an Initiation Ceremony as part of the learning process. Visiting other Lodges 15. Provide the Questions and Answers with which the Candidate must be conversant before he is Passed to the Second Degree and help him to learn them. The 	Mentor. Proposer Second	
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	<p>Mentor should discuss with the Candidate the meaning of the questions and answers rather than merely providing the missing words.</p> <p>16. Ensure the Candidate is proficient in the First Degree signs, so that he (and you) will not be embarrassed when he leaves the Lodge after answering his questions and when he re-enters the Lodge before the ceremony of Passing.</p> <p>Provide the words of any Opening and Closing Hymns that are traditionally sung in your Lodge.</p>		
2.4	Explain the role of the Lodge of Instruction, how it's structured, and the benefits of attending, the frequency and dates of meetings, dress code, and introduction to members.	Mentor. Proposer Secunder	
2.5	Set up meeting and hold discussion with the Lodge Almoner and Charity Steward , Reference material from Masonic Charities, Grand Charity Websites. Explain the support available for Brethren and dependants in distressed circumstances	Mentor. Proposer Secunder	
2.6	Establish the Candidate's interests, personal specialisms and how these can potentially be used to contribute to the benefit of the Lodge	Mentor. Almoner, Charity Steward	

STAGE 3

The Fellowcraft

Commence immediately after the ceremony of Passing and is ideally completed before the Third Degree.

The purpose is to provide the Fellowcraft with an understanding of the Ceremony of Passing, including the 2nd Degree Tracing Board, prepare him for the ceremony of raising, and develop his knowledge

Be especially vigilant after the Second Degree ceremony, as the Candidate may not have been quite the centre of attention he was on the evening of his Initiation when everyone wished to talk with him. It is important he does not feel any sense of anti-climax.

	TASK	Personnel	Complete
3.1	Arrange to meet with the Fellow Craft as soon as possible after his ceremony.	Mentor. Proposer Second	
3.2	Congratulating the Candidate on taking his Second step in Freemasonry and becoming a Fellow Craft	Mentor. Proposer Second	
3.3	<p>Embark upon an explanation of the Second Degree ceremony and endeavour to impart as much general Masonic knowledge as the Candidate is able to assimilate without overburdening him—(See Library for items in blue underlined)</p> <ul style="list-style-type: none"> • Symbolic explanation of the Ceremony of Passing (two alternatives) • The Tracing Board in the Second Degree is quite a long piece of ritual, and it is therefore not always delivered when a Candidate is Passed. In some Lodges, it is explained on an evening when there is little other work and, as a result, may be witnessed by several Fellow Crafts for the first time. See an optional shorter explanation of the Tracing Board. • Applying the principles of Freemasonry to our everyday lives. The 2nddegree-wts of this Degree spell out the way in which we should live our lives, so provide a copy and discuss it with the Candidate. • In many Lodges, a Candidate does not have access to the printed ritual until he is presented with, or allowed to purchase, a ritual book following the completion of his Third Degree. Ensure he is provided with a copy of the ritual immediately following the ceremony of Passing, so that he may read it and raise any questions while the events are reasonably fresh in his mind. • Ensure the Candidate is proficient in the Second Degree signs and remind him of those in the First. Make him aware that he will be called upon to demonstrate 	Mentor. Proposer Second	

	<p>both, when he leaves the Lodge after answering his questions and when he re-enters the Lodge before the ceremony of Raising.</p> <ul style="list-style-type: none"> • The Candidate may not have been too aware of his surroundings during and immediately after the Ceremony of Initiation, but will certainly have taken note of many features in the Lodge Room by the time he becomes a Fellow Craft. It is a good time to talk about the Symbolism which forms such an important part of our Freemasonry. • Arrange for the candidate to make an accompanied visit to a Lodge conducting a passing Ceremony as part of the learning process. Visiting other Lodges. • Charity is at the very heart of Freemasonry. It is practiced through the work of the four National Masonic Charities, many Provincial Charities and individual Lodges across the length and breadth of England and Wales. The Masonic Festival system, how targets are set for the Province and Private Lodges • Explain the different Masonic Clothing and Regalia <p>Provide the Questions and Answers with which the Candidate must be conversant before he is Raised to the Third Degree and help him to learn them. The Mentor should discuss with the Candidate the meaning of the questions and answers rather than merely providing the missing words.</p>		
3.4	<p>Discuss with the Worshipful Master the need for him to deliver a Royal Arch Chapter Address to the Candidate at the conclusion of the Ceremony of Raising. Sample Royal Arch Chapter Address</p>	Mentor. Proposer Second	

STAGE 4

Master Mason and beyond

Commence immediately after the ceremony of Raising

The purpose is to provide the Master Mason with an understanding of the Ceremony of Raising, including the 3rd Degree Tracing Board, develop his knowledge, maintain their interest in Freemasonry, encourage their active involvement in the Lodge and Freemasonry generally.

	TASK	Personnel	Complete
4.1	Arrange to meet with the Master Mason as soon as possible after his ceremony.	Mentor. Proposer Seconder	
4.2	Congratulating the Candidate on taking his third step in Freemasonry.	Mentor. Proposer Seconder	
4.3	<p>Embark upon an explanation of the Third Degree ceremony and endeavour to impart as much general Masonic knowledge as the Candidate is able to assimilate without overburdening him—(See Library for items in blue underlined)</p> <ul style="list-style-type: none"> • Symbolic explanation of the Ceremony of Raising (two alternatives) • Applying the principles of Freemasonry to our everyday lives. provide a copy and discuss it with the Candidate. • Ensure the Candidate is proficient in the Third Degree signs and take the opportunity to remind him of those in the First and Second Degree. It is also a good time to remind him of the grip and words of each of the three Degrees. • Ensure that the candidate owns a ritual book of his own. Encourage him to read it in short passages over a period of time and to discuss with you the meaning of those passages and any abbreviations he is as yet unable to understand. • Go through Life as a Master Mason , provide him with a copy • Introduce him to Preceptor of Lodge of Instruction if this has not previously been done. Take him to his first meeting. Make sure he has programme, costs, dress code etc • Ensure he is aware that he is entitled to a Grand Lodge Certificate which will be presented to him in open lodge following an item on the summons • Brief him on Visiting other Lodges and introduce him to the family of his Lodges • Encourage the Candidate to engage in social activities at every opportunity. These may vary considerably from relatively low key Lodge gatherings such as Treasure Hunts etc, through Ladies' Nights, to events such as 'Light Blues' Club or Dinner Dances organised at a 	Mentor. Proposer Seconder Grand Officer. Senior Provincial Officer. Senior Royal Arch Companion.	

	<p>Provincial level. Involvement of the family is important - remember, a mason with a supportive family tends to remain a mason .</p> <ul style="list-style-type: none"> • Appreciate the history and structure of the UGLE, key officers, the Board of General Purposes and other key groups. Understand the structure of its Districts and Lodges overseas. Other Grand Lodges. • The relationship between the United Grand Lodge of England and the Provinces, - respective roles. Provincial Grand Lodge, regalia, who's who, structure and key roles and responsibilities. Number and sizes of Provinces, no of officers, active and past officers. • Introduce the Master Mason to a Grand Officer • Explain the system for awarding Masonic honours, Provincial meetings & social events, accompany new Mason to Provincial Grand Lodge meeting & explain structure etc, Annual programme of social events. • Explore the opportunities for involving the new Mason in Lodge activities by giving them a clear role in the Lodge to maintain their interest, e.g. membership of social committee etc. Presenting the working tools, tracing board etc. • Discussion to establish the new Mason's level of interest in taking office in the Lodge and level of willingness to make a wider contribution • Briefing on recruiting new Masons, how to approach potential candidates, Registration Form "P", and qualifications for membership • Briefing on The Holy Royal Arch and how to join it. Create an awareness of the other degrees in Freemasonry and the qualifications for membership. Understand the impact of over commitment • Briefing on External Relations Talking About Freemasonry, • Conclusion - being a Mason in the world 		
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STAGE 5

The Lodge Officer

To maintain interest and prepare the new Master Mason to take office and participate in the management of the Lodge.

	TASK	Personnel	Complete
5.1	Arrange to meet with the Master Mason when he is nearing Lodge Office with a view to his development of management skills -communication, leadership, interpersonal skills etc	Mentor. Proposer Secunder	
5.2	Embark on a programme of preparation for Lodge Office; <ul style="list-style-type: none"> • Understand the roles and responsibilities of each Lodge Officer, and how progression within the Lodge is planned • Understand the key management roles within the Lodge, Secretary, Treasurer, Director of Ceremonies. <ul style="list-style-type: none"> • Role and structure of the General Purposes Committee. • Role and responsibilities of the WM. • Development of relationships within the "Management Team" • Understanding how order is maintained in the Lodge, disciplinary procedures, role of the Provincial Grand Secretary and UGLE. 	Mentor. Proposer Secunder Key Lodge Officers	
5.3	Embark on a programme of ritual learning and understanding; <ul style="list-style-type: none"> • Create a personalised programme for learning ritual linked to key milestones, e.g. expected appointment as Inner Guard. • Explanation of ritual and floorwork 	Mentor. Proposer Secunder Preceptor	
5.4	Embark on a programme of training to give speeches; <ul style="list-style-type: none"> • Arrange practice sessions • Teach festive board protocols 	Mentor. Proposer Secunder	