



22nd MASONIC DISTRICT PAST MASTERS CONVOCATION MASTERS-ELECT PACKET FOR 2017-2018



All Masters-elect should:

- **Read this document carefully** and consult it as a “to do” list for reference during the upcoming year
- **Share this information with your officers and members**
- **Consult with your assigned District Deputy Grand Master** who can answer any questions you may have and help you make your year a success!
- **Print this document** and have it available for the convocation and your lodge meetings as a support for operations, scheduling and as a guidebook for planning
- **Bookmark www.gloho.com** and use it as the gateway to all things Grand Lodge of Ohio

Good luck and have a great year!

I. YOUR LODGE'S INSTALLATION

This is an occasion for your lodge to shine and present itself at its best! It is a time for celebration. Here are some tips for success:

- Following your election of officers, you must provide your members an opportunity to object to the installation of any officer (see Chapter 18 of the Code) **Get it done before installation!**
- Ensure that you plan the installation carefully:
 - Script your agenda according to the Code section “Annual Installation of Lodge Officers” and Officers Manual #1
 - Communicate with your assigned DDGM so he can help smooth out the details and plan to open your lodge if it is an open installation
 - Be aware of the comfort and enjoyment of your guests – adequate seating, no excessive waiting, keep the program organized
 - Have ready your certificate of election
 - Communicate the confirmed date and time to the District Webmaster coganj@sbcglobal.net
 - Confirm the attendance of your competent installing team (knowledgeable, experienced)
 - Have a prepared senior deacon who knows who is in attendance and follows the proper introductions listed in Officers Manual #1. Plan to know when the brethren rise and who gets recognized where and how.
 - All officers must be installed within 60 days of the annual election [Code section 18.01(b)].
 - District Lodge Installations and Inspections has been posted on the 22nd District Website and can be found at <http://ohiodistrict22.org>. Please check your dates!
 - In the case of open installations, hearty applause in lieu of Grand Honors will be given (no Public Grand Honors.)

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II. YOUR LODGE MISSION

According to your charter and our Grand Master, your lodge's mission is primarily making masons in due and proper form; caring for distressed master masons, their widows and orphans; complying with their own by-laws and the Grand Lodge code and requirements; promoting the welfare and happiness of their members; spreading the cement and support of brotherly love within and without their communities

III. LODGE INSPECTIONS

This is an occasion to demonstrate to your Grand Master that your lodge is fulfilling its charter. Remember:

Inspection is not a goal. It is a snapshot in time.

- Your Lodge Secretary and Treasurer should have made their reports at your annual meeting in November. While some lodges operate on a later closing fiscal year, ensure that:
- The 2018 Secretary's Annual Inspection Report and the 2018 Treasurer's Annual Inspection Report **MUST BE FILED** with your assigned DDGM **no later than January 8, 2018**. Forms are available at www.gloho.com/inspection-reports
- Your lodge inspection has been scheduled by your assigned DDGM based primarily on input received from you last summer.
- You will be assigned a pre-inspection date typically before or after a stated meeting to review the Lodge records and identify potential problems with sufficient lead time prior to the date of your inspection so that any irregularities can be corrected prior to the actual inspection.
- All speaking parts in the inspection degrees including the lecture and charge must be delivered by members of the lodge being inspected (including dual and plural members of your Lodge). Honorary members cannot deliver any of the speaking parts in the inspecting degree. There is no limit to the number of lecturers, but please exercise discretion for the candidate's perception
- Please ensure that the candidate's VSL is in place for his use on the altar. Other VSL's are permitted simultaneously
- Plan to be closed by 9:30pm, if possible.
- Bible, apron, and LEO and gift presentations are at the discretion of the Worshipful Master and are allowed
- Introductions preceding the degree work must be limited **ONLY** to those listed in Officers Manual #1. Introductions of others (e.g. your PMs, 50+ members, etc.) can be done between degree sections.
- The Grand Master can be expected to visit any of our Lodges at any time. After all, this is his District. Be ready!

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IV. AWARDS NIGHT

The presentation of 50, 60, 65, 70, and 75-year recognition pins and certificates are an important and honored responsibility for every Lodge. These are awards from THE GRAND LODGE, but planned by each local Lodge for its own members

- To honor 50, 60 and 65-year awards, a Grand Lodge representative (your DDGM or a current Grand Line Officer) **must** be involved to make the presentation
- In honor of 70 or 75 years of membership, the DDGM is specifically charged to ensure that presentation of the award is scheduled as soon as possible with a Grand Line Officer or Past Grand Master. A special memento has been created for each of the honorees.
- Ensure that the Award certificates are properly framed for presentation
- Have the recipient invite his guests and have him plan to speak about the occasion
- An 80-year presentation is the exclusive jurisdiction of the Grand Master. It is not a pin, but is a specially prepared clock. If any Lodge has such a presentation, plans should be made early for proper presentation.
- The 25-, 35- and 40-year pins are NOT presented by the Grand Lodge, but are the gift of the local Lodge, if the Lodge chooses to do so. Therefore, a Grand Lodge representative (your DDGM) is not required for these presentations. Please plan the logistics of this event early in your Masonic year.
- **Notify your assigned DDGM of upcoming 50-year or over award presentations as soon as possible. Notify him about any changes in event date, time, or agenda and attendance of recipients**

V. MASONIC FUNERAL SERVICES

This is, perhaps, the most important public activity that a lodge can perform. Our brother's dearest companions have requested you perform this last honor and the utmost in preparation and respectful conduct are required

- A masonic last rites form is available for the living to provide information to the survivors to facilitate the planning of the service
- Ensure a good turnout - contact the brethren by phone and email
- Send out a notice in the GL Communicator
- Rehearse beforehand with the secretary, chaplain and deacons – don't "wing it"
- It is the Worshipful Master's responsibility to respond and ensure that the service takes place without a hitch
- Forms and a service are available at: www.gloho.com/funerals-memoriam

VI. MEMBERSHIP

Membership acquisition and retention is probably the greatest challenge facing our Fraternity. Here are links to our Grand Master's "Replace Yourself" program and other information to support your lodge's endeavors in this area:

- Replace Yourself – Our Grand Master's program to sustain, grow and improve membership in our great fraternity – www.replaceyourself.org

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- RYP activity is mandatory for the GM Lodge Award in 2018
- We represent our Grand Master's home district. We MUST lead the way in RYP in the state! Take this as a challenge! Do not let it slip by...
- **The Lost 30** – 30% of our candidates never become members
 - This drop-out rate is unacceptable – some are uncontrollable, i.e. relocation, illness; others are controllable
 - Act on the Non-Completes (NC) that can be controlled
 - Find out why
 - Make it matter
 - Secretary to maintain list of NC and document actions taken – This will be inspected!
- Our District Replace Yourself Representative is WB David Wilkinson, paintsmylife@gmail.com
- Other tools - Membership Guidebook; Making a Masonic Phone Call, Membership Implementation Guide – www.gloho.com/tools/document-library/category/21-membership-development

VII. THE GRAND MASTER'S AWARD PROGRAMS

Recognizing the achievements of others and promoting our core values are some of the most important activities we undertake as Freemasons. Here are some programs where we strongly encourage your lodge participation:

2018 Grand Master's Lodge Award

- A points-based cafeteria plan that encourages development in the key areas as identified in section II, "YOUR LODGE MISSION"
 - www.gloho.com/awards/315-gm-lodge-award
 - The period for consideration shall be August 1, 2017 through July 31, 2018.
 - **Submissions are due by August 1, 2018.**

2018 Rufus Putnam Distinguished Service Award

- The highest honored award presented by the Grand Lodge of Ohio
- Presented to any living person who has rendered distinguished service in some field of endeavor beneficial to mankind, or has distinguished himself in service to the Fraternity
- Non-masons are eligible
- One recipient is nominated in each District
- Award presented at the Grand Lodge Communication in October
- <http://www.gloho.com/awards/35-rufus-putnam-award>
- **Return form to DDGM no later than June 30, 2018**

2018 Grand Master's Medal of Honor Award

- Recognition of a member of the Fraternity who has shown exemplary service to his lodge and the fraternity over the span of his membership.

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- He cannot be a present or past Grand Lodge officer
- Preference to brethren not otherwise recognized or even past master.
- www.gloho.com/awards/326-grand-master-s-medal-of-honor-award
- **Return form to DDGM no later than June 30, 2018**

Grand Master's Excellence in Youth Awards

To recognize excellence and leadership in members of the three Masonic youth groups - The Order of DeMolay, International Order of Job's Daughters and the International Order of The Rainbow for Girls.

- Each Lodge will nominate three youth leaders (a DeMolay, a Job's Daughter, and a Rainbow) from local youth groups.
- A maximum of three awards will be selected for presentation in the District, one for each organization represented in the District.
- Recognize outstanding service to, and leadership in our youth programs, along with active participation and leadership in school and community activities.
- The award is intended to encourage recipients to maintain their interest and participation in the youth groups, and ultimately in adult Masonic bodies.
- The recipients must be of at least high school age, but no older than 19.
- Nomination forms are available at: www.gloho.com/awards-dl
- Completed forms to be returned to the Deputies **by March 16, 2018**.
- The Grand Master will personally present these awards at the Masonic District's reception
- The nominating Lodge should be present at the Grand Master's Reception, and cover the costs of the dinner of the recipient and up to two family members.

Local Patriot Award

This year, there will be a very special award to be presented to one deserving person in each District at the GM reception. It is not necessary that this person be a Mason It is suggested that the recipient may be any person, male or female, regardless of race, creed or color, who has distinguished themselves through their Military Service (or Safety Service).

Preference should be given to persons who have received a military award. For example: Medal of Honor, Military Cross, Silver Star, Bronze Star, Purple Heart, former POW, etc.

- Nominations to be sent to your DDGM by **March 16, 2018**
- The District Deputies are charged with the responsibility of selecting the recipient.
- They will collaborate with lodges who may put forth a candidate that they would sponsor for the GM reception
- The Grand Master will present this award personally during the Grand Master's Reception when possible

Community Builder's Award

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This program is intended to increase the level of community visibility of symbolic Lodge Masonry. The program demonstrates that Masonry advocates good citizenship and recognizes deserving individuals for their contributions and efforts. ***Your DDGMs strongly encourage your Lodge to participate in the Community Builder's Award program.***

- There are many dedicated, hard-working men and women in every community who have served others with no expectation of return
- Acknowledge that Masons are proud not only of our own good work, but of all who build our communities into better places for all people
- Nomination by lodge membership
- Simple vote for recipient
- The award should be presented at an open meeting. A dinner presentation would be an appropriate time. Include and introduce spouses.
- www.gloho.com/awards/32-community-service-award

VIII. GRAND LODGE CHARITIES

To relieve the distressed is a duty incumbent upon all men, but particularly upon Freemasons who are linked together by an indissoluble chain of sincere affection. Work with your lodge to do just that!

Donations via credit card can be made here: www.gloho.com/donate-online

By check to: GL Charitable Foundation, One Masonic Drive, Springfield, Ohio 45504 with the specific charity listed on the memo line

Grand Lodge Scholarships

Offering support to the continued education of need-based graduating high school students:

- Two \$1,200 Scholarships will be granted in each of the Masonic Districts in the Grand Lodge of Ohio – one to a male student and one to a female student.
- Each scholarship will be paid directly to the recipient.
- Only recipients will be notified. *Non-recipients will not be notified.*
- Applications are available at: www.gloho.com/scholarship-foundation
- Submit your applications to your assigned District Deputy Grand Master not later than **February 17th 2018**.

Special Olympics

This year we are again asking the Lodges and individual Brethren to support this worthwhile cause with the same enthusiasm as in the past.

- More information: www.gloho.com/special-olympics
- The **deadline** for Special Olympics donations this year is **June 1, 2018**.
- Please forward your donations to the Grand Lodge of Ohio Charitable Foundation.
- Make sure that the amount for Special Olympics is listed separately

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- If an individual writes a check, it should be made out to Grand Lodge Charitable Foundation, with "Special Olympics" and the Lodge number marked in the memo section
- Please do not combine charitable gifts into one check.

Masonic Model Student Assistance Program

The Masonic Model Student Assistance Program (MMSAP) is an intensive workshop for educators to learn how to identify, intervene with, and create appropriate referrals for students that may be at risk for substance abuse, depression, suicide, or violence.

- This three- day workshop trains a Core Team of five to eight educators from a school in how to intervene early and effectively with students that display patterns of behaviors that threaten their success at school.
- Schools that have successfully implemented and maintained an MMSAP Core Team have:
 - Increased Attendance
 - Improved Academics
 - Increased Graduation Rates
 - Decreased Behavioral Problems
- www.gloho.com/masonic-model-sap

Grand Lodge Charitable Foundation

To invite, solicit, acquire, receive and accept gifts, bequests, devises, and contributions and contract with donors for charitable, educational and scientific purposes. This is our Grand Master's and Grand Lady's Charity for this year

- Donations to this fund can be made through the Grand Lodge
- Current contributions are \$0.31 per member/ \$50 per lodge 😞 We can do better!
- Amazon Smile – Select the GL Charitable Foundation – no cost to you when you purchase!
- All requests to the Grand Lodge Charitable Foundation should be processed through your Lodge's assigned District Deputy Grand Master
- www.gloho.com/charitable-foundation1

Ohio Masonic Home

Our great charity we commit to supporting from our first day as a Master Mason

- www.ohiomasonichome.org

IX. COMMUNICATION PROCEDURE

Worshipful Masters should make sure that the members of their Lodges follow the correct chain of communication to resolve issues or answer Masonic questions with which they may be concerned. It follows this order ONLY (if the party cannot answer the question it goes to the next level):

1. Brother puts question to Worshipful Master
2. Worshipful Master considers the question while consulting on the Masonic Code

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3. Worshipful Master puts the question to the DDGM
4. DDGM attempts to provide the answer
5. DDGM puts the question to the District Advisor
6. District Advisor attempts to provide the answer
7. District Advisor puts the question to the Grand Master for his final answer
- **No Deviations will be allowed**; if any of the listed participants skips any of the next level(s), the issue will be rejected back down to them with instructions to follow this order

X. PARADES, PATRIOTIC, AND CIVIC EVENTS

Please plan to engage your lodge in participation of these important community services.

- Lodges do not need to seek a dispensation to wear their aprons/regalia in parades, patriotic, and civic events or to meet as masons in celebration of Sts. Johns Day, June 24th.
- Contact your assigned District Deputy Grand Master at least two weeks prior to the event to seek permission to wear such regalia in public
- The assigned DDGM will decide on appropriate use and reply with an email either granting or denying use of regalia in public. No forms need to be filed in such instances.

XI. GRAND LODGE COMMUNICATOR

The Grand Lodge of Ohio provides an excellent tool called the Grand Lodge Communicator that allows Lodges to create mass communications in an easy web interface that can reach Lodge members via email or text message.

- Please have your dues card handy and log into <http://ohglportal.com> to register your account
- All data on members is pulled from the Grand Lodge MORI system, so it is critically important that your Lodge Secretary ensure that Lodge members' email and cell phone numbers are inserted and maintained so that they receive proper communications from you Lodge as well as Grand Lodge

XII. EDUCATION

Lodge Education

Brethren come to lodge to learn about our fraternity and other interesting current events! Be creative and expand your horizon and those of your Brethren

- Your District Education Officer is the primary resource person for items relating to Masonic Education
- Your DEO will provide information and training in "Principles Proficiency"
- The DEOs will again be inspecting the lodge education program and making their report to your assigned DDGM
- Use the tools available on the web

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- **Freemason University** was created to provide access to essential tools for those who would seek growth in our Craft
- The Grand Lodge Committee on Education and Information continues to invest in new programs on this web site for the edification of the Brethren.
- There are Three Primary Modules: Leadership, Management and Ritual
- Your District Education Officers are able to provide copies of the videos for use on a laptop upon email request.
- <http://freemasonuniversity.com>

XIII. SCHEDULE OF IMPORTANT ACTIVITIES

Important dates around the state and District are announced and updated frequently on the District Website

- www.ohiodistrict22.org
- This is the official source for all District Event information
- Your lodge owns the information about its event that is posted there
- It is your responsibility to ensure its accuracy to your plans

ACTION	DATE	COMMENT
TWR - EA	1/11/2018	Clifton-Gaston Allen
TWR - MM	1/16/2018	Mid-Century Lodge
TWR - FC	1/17/2018	Forest City Lodge
Leadership Meeting 1	1/20/2018	Parkside Lodge
Grand Lodge Scholarship nomination(s) due	2/17/2018	Send completed form(s) to assigned DDGM
Excellence in Youth Award nominations due	3/16/2018	Send completed form(s) to assigned DDGM
Local Patriot Award nomination due	3/16/2018	Send completed form(s) to assigned DDGM
Leadership Meeting 2	4/14/2018	University Heights Lodge
Grand Masters Reception	4/21/2018	Location TBD
Special Olympics donations due	6/1/2018	
Leadership Meeting 3	6/23/2018	Black River Lodge
Rufus Putnam Award nomination due	6/30/2018	Send completed form(s) to assigned DDGM
Grand Masters Medal of Honor nomination due	6/30/2018	Send completed form(s) to assigned DDGM
Grand Masters Lodge Award submission due	8/1/2018	Send completed form(s) to assigned DDGM
Leadership Meeting 4	10/6/2018	J.W. Barkley Lodge
Grand Lodge Communication	10/12/2018	10/12 - 10/13 Kalahari Resort, Sandusky, OH

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XIV. USEFUL WEBSITES

- <http://replaceyourself.org> – member oriented website headquarters of Replace Yourself Program
- <http://freemason.com> – public website for the Grand Lodge of Ohio
- <http://glohio.com> – member-oriented website for the Grand Lodge of Ohio
- <http://ohglportal.com> – Grand Lodge Communicator
- <http://ohiodistrict22.org> – District 22 website and calendar – **check often!**
- <https://www.facebook.com/grandlodgeohio> - Grand Lodge Facebook page
- <https://twitter.com/grandlodgeohio> - Grand Lodge Twitter page
- <http://freemasonuniversity.com> – educational material for Lodge members
- <http://masonsleadbetter.com> – Masonic leadership training