



# Wiltshire Freemasons

Engage | Encourage | Educate

## The Lodge Mentor

Guidance notes



2023



Integrity



Respect



Friendship



Charity

[www.wiltshirefreemasons.org.uk](http://www.wiltshirefreemasons.org.uk)

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## Congratulations on being appointed a Lodge Mentor.



I am pleased to be able to pen the forward to this booklet outlining the role and duties of a Lodge Mentor, and I am particularly delighted to congratulate you on being appointed to this very important office in the Lodge.

These notes are intended to be an introduction to your role. You will receive more detailed information from the Provincial or Divisional Mentor. They may run workshops and seminars to help you to understand your role further and provide material to help you with your work.

Your role is to co-ordinate mentoring within your Lodge, and to make sure that the mentoring process is not only implemented, but that it also works effectively in your Lodge. You have an incredibly important part to play in engaging with new and existing members of the Lodge.

Mentoring has three stages. The first stage is for each candidate to understand the basic elements that are involved in being a Freemason. It is really about making the new member feel welcome, making sure he is fully aware of what we do in our meetings and giving him a sense of belonging. A candidate should always be made aware of his financial and time commitment to both the Lodge and Freemasonry.

The second stage is to encourage the member to participate in Lodge events. This includes Lodge of instruction, rehearsals, meetings, and social events. Freemasonry does have a serious side to it, but we should always remember that there should always be room for fun and enjoyment.

The third stage is to give the new Mason the confidence to speak to family and friends about the organisation he has joined.. Something which applies equally to all of us. We all need to understand how to talk to non Masons about what Freemasonry means. This understanding should lead to the ability to answer questions about some of the many myths that non Masons have - so that right from the start, members can answer without embarrassment the questions about the so-called funny handshakes, and the rolled up trouser leg. We are not talking about an in depth knowledge, but more, a common understanding.

It is not only new members that need the services of a Mentor. Many Lodge officers would benefit from having a personal mentor, particularly the Wardens as they approach the Chair. The Lodge Mentor must also be aware that many Brethren once they have been Master feel that there is no further role for them and they drift away from the Lodge. You should look to these Brethren to act as personal mentors either for Candidates, joining members or new Lodge officers.

I trust you will work closely with the Royal Arch representative and introduce new Master Masons to the Royal Arch at the most appropriate time for the Brother concerned.

Most importantly, try to make sure that everything you do is done in good heart and that it is enjoyable. Mentoring exists to help develop good Masons. When it works, everyone wins, and you will be in the enviable position of making that happen.

Sincerely and fraternally

A handwritten signature in black ink that reads "John Reid". The signature is written in a cursive, flowing style.

John Reid

**Provincial Grand Master**

## A message from Simon Leighfield.



When I am asked to name the office within the Province which I thought offered the most personal reward to the holder, my answer would unhesitatingly be – The Mentor.

The reason for this is quite straightforward and can be found in the words of the Charge to the Initiate which is delivered in the North East corner.

The exhortation to the new Freemason is that he "*may raise a superstructure perfect in its parts and honourable to the builder*". To do this, the new Freemason must of necessity be guided by an experienced Brother who can 'show him the ropes' by offering advice, and demonstrate by example what it means to make a daily advancement in Masonic knowledge.

New Freemasons don't want to be managed, they like to be led, coached and mentored; they value engagement and experience as the most effective strategies for learning. I believe Mentors, whether Lodge or Personal will recognise that true education does not consist merely in the sharing of a few facts of Masonic history, literature, or the learning of ritual and ceremonial, but in the development of a Freemason's character.

The Lodge Mentor has an important role to help identify members who may be unhappy in the Lodge or no longer attend for a variety of reasons. It is therefore important that Mentors, are familiar with The Members' Pathway particularly programme.

To help and assist Lodge Mentors, the Learning and Development Team working with the Mentoring Team has put together this booklet of guidance notes. For some of you the suggested actions may seem a statement of the obvious, while for others they will act as confirmation that what they thought they should be doing was right all along.

An example that springs to mind is the suggestion that the Initiate is asked to bring a spare pair of trousers to which he won't mind the leg being rolled up. Equally, in a recent meeting the warm Lodge Room caused an Initiate to perspire quite freely and a replacement shirt would have made him a lot more comfortable.

I am confident that the Wiltshire Mentoring Team, led by David Little, and ably assisted by a team of experienced Freemasons, provides the right blend of experience and practical knowledge to work with Lodge Mentors and engage with members to make sure that every Brother enjoys his Freemasonry and derives satisfaction from it. In turn the new made Freemason becomes a lasting, committed and contributing member of the Lodge.

Thank you for your incredible work implementing the Mentoring process as part of The Member's Pathway Programme.

A handwritten signature in cursive script that reads "Simon".

Simon Leighfield  
Deputy Provincial Grand Master

## INTRODUCTION TO MENTORING.

**Mentoring** is one of the most powerful personal development tools available to forward looking organisations the world over, and yet it is not a 'new fangled idea' having been in use for hundreds of years. Freemasonry is no different to any other progressive organisation in wishing to use a proven method to engage, encourage and educate new and younger Freemasons.

Mentoring is certainly nothing to be afraid of. It is simply a process where an individual can pass on knowledge, skills and experience to a less experienced person. The aim of mentoring is equally simple, it is to maximise the benefit and enjoyment Brethren get from Freemasonry.

In order to emphasise the importance of The mentoring role, in 2012 the United Grand Lodge of England (UGLE) authorised a change in the Constitution to permit the appointment of both a Provincial, and a Lodge Mentor.

To be truly effective, mentoring must first have the support of the Lodge as a whole and then have the right person in post. Being a Mentor takes a special type of mindset and approach. In support of this the Province recommends that the collar should only be awarded to those Brethren whom the Worshipful Master believes possess the appropriate skills and attributes to fulfil the role effectively.

Entering Freemasonry can be a daunting and, often, overwhelming experience. The very nature of Freemasonry often leads men to join, with little, or no idea, of what is fully expected of them. As a result a number of new initiates leave Freemasonry prior to collecting their Grand Lodge Certificate.

It is everyone's responsibility to welcome newer members into the Lodge and to make sure that they have a continual sense of belonging. The Lodge Mentor has a vital role to play, as it is his responsibility to implement the Mentoring process.

It is important to bear in mind that all members, whether newly initiated or established can benefit from mentoring as they progress in their respective offices and roles.

The Lodge Mentor co-ordinates the allocation of an appropriate personal mentor for every Candidate and continuously supports and monitors their progress. A personal mentor should be there to guide, answer questions and help develop a new members' knowledge, especially during their formative years and even thereafter.

A personal mentor does not take the place of a Proposer or Secunder – often referred to as the sponsors, although it is very often the case that the personal mentor will be one or both of them. However, there are occasions when they may not be suitable due to inexperience or other valid reasons. It should be noted that sponsors will continue to play an important role in providing support and guidance throughout a candidate's journey in Freemasonry.

The future growth and well being of Wiltshire Freemasonry is very much in the hands of our newer Brethren, but in whose hands are they? Who is shaping the Freemason who will go on to shape the future of the Order?

A Mentor, be it Lodge Mentor or a personal mentor, will not only be helping the new Mason to embark on a full and enjoyable career in Freemasonry, they will also be safeguarding the future of the Lodge and the Institution. Most importantly, we should all try to make sure that Mentoring is done in good heart and with fun. Mentoring exists to help develop good Freemasons, and support a Lodge.

Mentoring can be described as the mortar that helps bind us together and when it works well, this is to the advantage of the candidate and the Lodge.

## **THE LODGE MENTOR.**

### **1. The role:**

- To implement and co-ordinate Mentoring within the Lodge.
- To promote a planned approach to Mentoring so that all members receive the information, personal contact and encouraging support appropriate to their individual needs.
- To help new members to enjoy their Freemasonry and derive satisfaction from it, so that they become lasting, committed and contributing members.

### **2. Reporting to:**

- The Worshipful Master. Supported by the Provincial Mentor and his team.

### **3. Measure of success:**

- Retention of new members in the Lodge to have increased within one, three, five and ten years of joining.
- New members regularly attending Lodge meetings and Lodge rehearsals

### **4. Responsibilities:**

- To promote the use of structured Mentoring with the Lodge
- To identify and allocate a suitable member to be each new Candidate's personal mentor.
- To identify Brethren in the Lodge whom it is thought may benefit from the Mentoring Programme and allocate a suitable personal mentor
- To provide each personal mentor with the information, guidance, training and support that they may require. Including support materials such as welcome letters and Provincial booklets for personal mentors and new members
- To encourage other members of the Lodge to support personal mentors.
- To organise and support Lodge events and activities aimed at supporting new members.
- To monitor the success of mentoring and prepare and submit an Annual Report before the end of the calendar year for the Divisional Mentor.
- To liaise and support the Lodge Membership Officer in the implementation and delivery of the Members' Pathway.
- Liaise with the Provincial Mentor and members of his team as necessary.

### **5. Skills and qualities:**

- Preferably an active member of the Royal Arch.
- A respected member of the Lodge.
- Knowledgeable and experienced as a Freemason.
- Knows members well, including individuals' strengths and capabilities.
- Approachable, encouraging and supportive to personal mentors.

## THE MEMBERS' PATHWAY AND MENTORING.

Mentoring is no longer a stand-alone process, it is now totally linked to the UGLE Members' Pathway initiative, and requires the Lodge Mentor to work closely with the Lodge Membership Officer (if appointed) and a Lodge Membership Committee (if established).

The Members' Pathway consists of a number of elements. The first element is designated **PLAN**. The second is titled **ATTRACT** and is the remit of the Lodge Membership Officer, although the main elements of attracting men to Freemasonry will generally be undertaken by the Provincial Membership Team. The third element is **ENGAGE** and it is this part of the process that falls to the Lodge Mentor to implement.

The fourth part of the Pathway is designated **RETRIEVE** and is identified as the primary responsibility of the Province, but the Lodge Mentor has an important role in this step, to help identify members who may be unhappy in the Lodge or no longer attend for a variety of reasons. It is therefore important that Mentors are familiar with The Members' Pathway programme.

There is a wealth of resource available to aid the Mentoring process. Examples of these are listed in the Provincial Mentoring Booklets. In particular, the Preceptor's Page on the Provincial website. The UGLE information website 'Solomon' has a number of papers which can be used for personal study or shared in Lodge or at Lodge of Instruction/Improvement.

1. Nuggets 2. Papers 3. Presentations 4. Demonstrations & videos 5. Quizzes 6. Q&A

Mentoring is vital to the development of each and every Brother. It can support and strengthen a young Lodge and help rejuvenate an established Lodge.

### The aim of Mentoring.

Is to maximise the benefit and enjoyment of each Lodge member as they make progress during their journey in Pure and Ancient Freemasonry by ensuring that members in each Lodge and throughout the Province are better able to **UNDERSTAND** the Principles of our Institution; be fully **INVOLVED** and can more easily **PARTICIPATE** in the activities of their Lodges and the Province.

It is also important that members **ENJOY** their Freemasonry as they develop their Masonic careers in the Three Degrees and the Royal Arch. Finally it is vital that members feel a strong sense of **BELONGING** in their Lodge so that they become lasting, committed and contributing Freemasons

### A Mentor has the following primary objectives.

To support all members of the Lodge.

1. To work with senior members of the Lodge.
2. To give direct personal support to new Lodge members.
3. To make direct connections with all officers in the Lodge and promote a team approach to guiding Freemasons along their chosen path.
4. To engage with the Provincial Mentor so that they are better able to give support to members.
5. To direct the experience, knowledge and resources available throughout the Province to the Lodge and to ensure they have all the resources they need to be fully effective in their role.

## HELPING THE NEW CANDIDATE - THE INITIATE.

We all know that 'first impressions count' and this is definitely the case with the man who is a candidate for Freemasonry. What happens on the evening of his Initiation, both good and not so good, will stay with him for the rest of his life and it is the Lodge's responsibility to make sure his experience is memorable for all the right reasons. For this reason it is important that the expectations of the candidate and the Lodge are carefully managed.

Preparing the candidate for his first encounter with the Lodge (at his Initiation) starts well before the actual meeting.

**Note:** It is important that Brethren work together. Some of the items/points mentioned are undertaken by the Tyler. However, the offer of assistance should be accepted in the spirit it is made.

### 1. Before the meeting - here are some items/points for you to consider.

1. Does the candidate need a lift to the meeting, if so can you help arrange for a Brother to do this?
2. If he is driving to the meeting advise him where he should park his car.
3. Offer him a drink.
4. Introduce him to the Master, the Director of Ceremonies, the Tyler, and the Junior Deacon.
5. Ask the Tyler and the Junior Deacon to explain their role in the ceremony.
6. Have his proposer/second or another member of the Lodge sit with him before he is invited into the Lodge Room. Remember the Tyler will be busy and would appreciate some support.
7. Remind him that he will need some cash for the alms and any charity donation.
8. Explain that in the dining room he will have to make a short speech in response to a toast. It is always best to give the candidate a form of words to speak as opposed to expecting him to think of something to say on the evening.
9. Explain that his clothing will be re-arranged\* and that he will have to wear a blindfold. Assure him that nothing untoward or improper will take place during the ceremony.
10. Assist the Tyler (if he requires any help) in preparing the candidate for his Initiation. Make sure the candidate is comfortable with the process.
11. Make sure the candidate has a pair of white gloves to put on before he re-enters the Lodge. (this does not apply to all Lodges in the Province).
12. Make sure the candidate has a Provincial tie which he should wear when he re-enters the Lodge.

**Note:** Some candidates are very particular about their clothes (this certainly applies to service and uniformed personnel). It might be useful to suggest to the candidate that they bring a spare pair of trousers which they don't mind a leg being rolled to the knee, and a spare white shirt.



## 2. During and after the actual ceremony (check with the Lodge Director of Ceremonies)

1. It is perfectly acceptable that you enter the Lodge Room (as discreetly as possible) when the candidate is admitted. It is advisable to reserve a seat close to the door.
2. At the conclusion of the ceremony it is perfectly acceptable that you leave the Lodge Room either slightly before or at the same time as the candidate, and assist the Tyler in restoring the candidate to his 'personal comfort'.
3. Prior to his re-admission it is good practice to coach the new Freemason on how to perform the First Degree salute. This can be demonstrated by either the Tyler or the mentor.
4. The candidate will receive two further presentations before he is invited to take his seat in the north east part of the Lodge. It is perfectly acceptable and desirable for you or another Brother to sit with the newly made Freemason.
5. Make sure the new Freemason has a copy of the words for the Closing Ode.

**Note:** If a Provincial Ruler is in attendance, he may invite the Initiate to join him as part of the outgoing procession. This privilege can only be offered by a Provincial Ruler.

## 3. After the meeting – in the bar.

This will be the second opportunity to introduce the newly made Brother to members of the Lodge

1. Explain the protocol in the dining room especially how to perform Masonic Fire.

**Note:** While it can be humorous to watch a brother struggle with the technique, it can be quite upsetting to the Brother concerned.

2. He will enter the dining room with the Master.
3. He will sit on the top table. If possible let him know who will be sitting to his right.
4. He will receive a toast.
5. He will respond to his toast.

**Note:** It is increasingly common that the Initiate will have been given a card printed with some appropriate words.

6. He will be offered the opportunity to buy raffle tickets.

**Note:** Take the time to explain the purpose of the raffle and advise him that buying a strip of tickets is usual .and that he must not feel obliged to go beyond that.

#### 4. At the end of the evening.

1. Congratulate the new Brother on his response to the toast and ask him if he enjoyed the experience.
3. Invite him to attend an Initiation at another Lodge.
4. Remind him of the date of the next meeting and assure him of a warm welcome.
5. Remind him to reply to the Summons and especially to complete the dining form.
6. Remind him to bring his white gloves to the next meeting.
7. Encourage him to buy a Provincial tie (if he hasn't already got one) and ask him to wear it when attending a Lodge meeting.
8. Introduce him to the Lodge Charity Steward.
9. Introduce him to the Lodge Almoner.

**Note:** We treat a new Brother as a 'hero' on the night of his Installation and then neglect him afterwards. We need to be better than that.

#### 5. At the next meeting (and thereafter).

Make sure there is a designated member to host the new member. Remember, the new Freemason is precisely that – 'new' and he won't really know anyone or what he is expected to do.

1. Show him where and how to sign the attendance register. **Note:** It is not a good look for the new member to have to leave the Lodge to sign the attendance register.
2. Provide him with an Entered Apprentice Freemason's apron. Help him to put it on and arrange the flap according to the practice in the Lodge. **Note:** It's an apron and not a sporran. The top of the apron should touch the middle button of his jacket.
3. Make sure that he is wearing white gloves. **Note:** If that is the practice in your Lodge.
4. Make sure he is comfortable in correctly performing the First Degree salute. **Note:** Don't be reluctant to take him into a side room and demonstrate the proper method.
5. Provide him with the words of the opening and closing odes. They are printed in both the Entered Apprentice booklet and the booklet titled Now You Are A Wiltshire Freemason.
6. If your Lodge sings the National Anthem, explain it is expected that he will stand perfectly upright with his hands by his side when singing it.
7. Remind him that alms are collected at the end of the meeting.
8. Walk out with him. Don't leave him to wander aimlessly, and remember he is unlikely to know the Lodge procedure.

## 6. At the next and subsequent dining.

1. Having been the centre of attraction at his Initiation it is important that the new member is not left to feel 'unimportant' at the next or subsequent meetings especially in the dining room.
2. Remember, that unless he was introduced by friends, he will have no natural circle in which to fit. It is important that every Brother is made to feel welcome and an integral part of the Lodge.
3. It is wrong to isolate a newly made Brother (however inadvertently) simply because to integrate him might upset the status quo or prove difficult to achieve.

**Note:** We are all Brothers, equally entitled to the same regard.

## 7. Additional ideas.

1. Send the new member a card welcoming him to the Lodge. Include a Lodge calendar to remind him of the meetings he will be expected to attend.
2. Provide the new member with a list of officers (available from the year book or the Lodge Secretary).
3. Inform him that he will receive by post a copy of FMT (Freemasonry Today) from the UGLE, and on a monthly basis from the Lodge Secretary the Provincial newsletter **In touch>On line**.
4. Encourage him to attend Lodge of Instruction and meeting rehearsals.
5. If the Lodge has a Whats App group - remember to include the newly made Freemason as a member.

# WILTSHIRE FREEMASONS



This booklet is one of a series produced and published as part of THE MEMBERS' PATHWAY by the Provincial Communication Team on behalf of the Provincial Membership Team, the Provincial Mentoring Team, and the Provincial Learning and Development Team.

Five of the booklets are specifically written to help a Freemason understand the important step he has taken and to answer a few of the many questions he may be asking about the ceremony he has experienced and Freemasonry in general. None of the booklets claim or intend to be the definitive or absolute answer to every question. Freemasonry being a progressive science the booklets offer its members the opportunity to make a daily advancement in Masonic knowledge.

The series of booklets also include GUIDANCE NOTES for Officers of the Lodge. The guidance reflect the wishes of the Provincial Grand Master and it is hoped that Lodge Officers will actively support the practical advice, tips and hints contained in the notes.

Errors and omissions are inevitable. If you spot a mistake or consider something of importance has been missed out, please contact the editor [pcowiltshire@gmail.com](mailto:pcowiltshire@gmail.com)