

**OPERATIONS
MANUAL
and
BY-LAWS
for the
LODGES OF INSTRUCTION**

Compiled by the
Masonic Education Committee
of the
Grand Lodge of Masons in Massachusetts

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Grand Master

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PREFACE

The original Lodge of Instruction system was first conceived in 1842 for the sole purpose of exemplifying the ritual to secure uniformity in the work. These Lodges of Instruction were held at irregular intervals in many of the districts throughout the state, and were designated by name; for example, the Highland Lodge of Instruction; and an annual session was held by Grand Lodge in Boston in December under the direction of the Grand Lecturers with their participation. This system was superseded by the exemplification now held annually in each Masonic district.

The more recent system of Lodges of Instruction was instituted in 1927 for an entirely different purpose: to instruct candidates, members and officers in the symbolic meaning of the ritual, and in Masonic history, philosophy, customs, and administration. In fact, it aimed to provide Masonic education in its broadest aspects. Its organization and administration are specifically provided for in Sections 259, 341-346 of the Grand Constitutions.

In 1996, the system of Lodges of Instruction was changed in favor of a more flexible system of Masonic Forums. These Forums operated under the same supervision as the former Lodges of Instruction, but were permitted a wider selection of Masonic and non-Masonic topics. The public was allowed to attend many of the regular meetings to showcase some of the inner-workings of the Fraternity in response to many allegations of secrecy voiced during that period.

In 2008, the Masonic Lodges of Instruction were restyled back to Lodges of Instruction and were geographically realigned into 32 districts which corresponded with the new Grand Lodge district alignment that was implemented in 2009. Meetings may be accessible by non-masons unless specifically designated for masons only.

Grateful acknowledgement is made to those who assembled the Operational Manual for the Masonic Forum, both in its original form and the revised edition.

2009 LODGES OF INSTRUCTION COMMITTEE

R.W. James K. Ray, Chairman

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R. W. Mark Watson

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R. W. Jay Jolicoeur

R.W. Wayne Vinton

Wor. George Haile

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FOREWORD

This manual is a guideline with recommendations to be used in Lodges of Instruction by the officers and District Deputy Grand Master who oversees the operation of the Lodge of Instruction within his district. In addition, it shall constitute the by-laws of every District Lodge of Instruction.

A copy is presented to each elected officer of each Lodge of Instruction and to the District Deputy Grand Master as property of the Lodge. These copies are to be duly transmitted to a successor or new Lodge of Instruction officer or to the incoming District Deputy Grand Master at the beginning of his term of office.

The Grand Lodge Education Committee may amend, alter, add to or delete from this manual when deemed necessary.

First Printing, April, 1999
Revised, April 2003, January 2005, October 2009 (ver 4.1)

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GOVERNANCE AND OFFICERS

MISSION STATEMENT

The Lodge of Instruction has been established to reinforce and encourage the practice of our Masonic tenets. It accomplishes this by providing education for candidates and information for officers, members, families and guests in a friendly and social atmosphere.

LODGE OF INSTRUCTION WARRANT

Each district shall be responsible for conducting a Lodge of Instruction and it shall be authorized to hold meetings through a Warrant issued by the Grand Master. The Warrant remains the property of the Lodge of Instruction and is to be treated and maintained as any Lodge Charter.

LODGE OF INSTRUCTION GOVERNING STRUCTURE

The Lodge of Instruction governing structure as imparted by Grand Lodge is as follows:

1. Grand Master
2. District Deputy Grand Master
3. Chairman of the Lodges of Instruction

DISTRICT LODGE OF INSTRUCTION GOVERNING STRUCTURE

Each District Lodge of Instruction shall be governed by its elected officers and the Executive Committee (*please refer to page 9*). The elected officers shall be the Worshipful Master, Senior Warden, Junior Warden and Secretary/Treasurer.

DISTRICT DEPUTY GRAND MASTER

The District Deputy Grand Master will oversee and be responsible for the operation of the Lodge of Instruction in his district. He will promote attendance at the Lodge of Instruction throughout his district. He will also be the liaison to the Chairman of the Lodges of Instruction. His supervisory responsibilities are summarized as follows:

1. His primary responsibility is to ensure that the Lodge of Instruction is active, operational and viable during the Masonic year from September through June.
2. He will see that the Lodge of Instruction operates according to the Policies and Procedures as set out in this Manual for Lodges of Instruction.
3. He will impart the requirement of mandatory attendance by Lodge Masters, Wardens, Officers, and candidates.
4. He will have the authority to cancel a scheduled meeting of the District Lodge of Instruction should he decide, after consulting with the Worshipful Master, that doing so will be in the best interest and safety of the membership due to adverse weather conditions in the area. Such cancelled meetings will not be rescheduled. (*Please see Make-Up Classes on page 18.*)
5. He will evaluate and recommend, if warranted, that at the end of the Lodge of Instruction year the outgoing Worshipful Master be recognized for his service to receive a Certificate of Appreciation from the Grand Master and Director of Education. During his evaluation, he should consult with the Chairman of

the Lodges of Instruction to determine if, from the viewpoint of the Education Committee, all conditions have been adhered to and all reports have been filed as required.

6. Above all, he must do everything in his capacity to promote and keep the District Lodge of Instruction active and operational. He is the catalyst that will unite the Lodges within the district to ensure the success of the Lodge of Instruction at all times.
7. The District Deputy Grand Master may remove any elected or appointed officer of the Lodge of Instruction for just cause. However, that action should be ratified at a duly convened Executive Committee meeting held for that purpose and with the concurrence of Chairman of the Lodges of Instruction. (*See also Election of Officers, page 15.*)

CHAIRMAN OF LODGES OF INSTRUCTION/ COMMITTEE

1. The Chairman of the Lodges of Instruction will provide policy and procedures for the Lodges of Instruction.
2. The Committee will receive all reports from the Lodges of Instruction,
3. The Chairman has approval authority on scheduled speakers and events.

EXECUTIVE COMMITTEE

The Executive Committee shall consist of the Worshipful Master, Senior Warden, Junior Warden and Secretary/Treasurer of a District Lodge of Instruction as well as the Worshipful Masters, Senior Wardens and Junior Wardens of the constituent Lodges, and the District Deputy Grand Master, *ex officio*. The responsibilities of the Executive Committee are as follows:

1. The District Deputy Grand Master will chair and moderate the meetings of the Executive Committee. The Secretary/Treasurer will serve as the recording Secretary of the Executive Committee meetings.
2. The District Deputy Grand Master will call the Executive Committee together at least twice during the Masonic year. One meeting shall be in March for the naming of a Nominating Committee. The second shall be in May to receive nominations for and elect a slate of officers for the ensuing year. The Nominating Committee shall seek the most qualified and interested Past Masters to be elected to serve as District Lodge of Instruction officers. One member of each constituent Lodge of the district should be on the Nominating Committee
3. The District Deputy Grand Master may call additional Executive Committee meetings as he sees fit or as conditions warrant. (*A good example would be immediately following a Quarterly Communication of Grand Lodge where important information must be conveyed to the members.*)
4. The Executive Committee shall also assist in planning the educational program by recommending various topics desired for presentation during the upcoming Masonic year. The Senior Warden may consider such recommendations in planning his program.
5. Finances for a District Lodge of Instruction shall be finalized no later than the June meeting of the Executive Committee (or last meeting of the year) and approved by the Committee. This approves the operational expenses for the upcoming year and therefore the amount due by each constituent Lodge. All payments by the constituent Lodges must be made in advance and are due to the District Lodge of

Instruction by October 31st of the current Masonic year. Expenses for the District will NOT be charged through the Lodge of Instruction annual bill. District wide events MAY be billed separately by the LOI with the concurrence of the Executive Committee. If it is the practice of the Lodge of Instruction to take the speaker to dinner, no more than two (2) members of the Lodge of Instruction will be paid for by the Lodge of Instruction plus the speaker.

6. Each member of the Executive Committee shall have one vote. No proxies or substitutes are allowed as part of the Executive Committee. No votes are allowed by mail and an officer must be present in order to vote. A majority of the members of the Executive Committee shall constitute a quorum and may act. The District Deputy Grand Master does not normally have a vote as part of the Executive Committee even *if he is a duly elected officer of the Lodge of Instruction or a senior officer of a constituent Lodge eligible to be on the Executive Committee*. In the event of a tie in votes on a subject in question, the District Deputy Grand Master shall then have the deciding vote to break the tie.
7. The Executive Committee of the District Lodge of Instruction may, at the May meeting of the Lodge, along with the input of the District Deputy Grand Master, decide *if* attendance awards are to be presented. They shall also decide what form of recognition shall be presented to the constituent Lodge or Lodges with the best acceptable attendance for the current year in support of the District Lodge of Instruction. This recognition may be in the form of an attendance certificate, special gavel or trophy to be passed from Lodge to Lodge on a monthly or annual basis.

WORSHIPFUL MASTER

The Worshipful Master will conduct the business and programming of his Lodge of Instruction according to the procedures delineated within this manual, and as follows:

1. He will ensure that at each meeting of his Lodge of Instruction, his officers are present prior to the opening of the Lodge meeting and that they are prepared to perform their respective duties prior to and during the Lodge of Instruction meeting.
2. He will appoint a lead instructor to ensure that qualified instructors are available at every meeting to conduct the necessary classes for the candidates attending. He shall assure himself that the classes are being conducted in a professional and educational manner for the benefit of the candidates, in accordance with the agenda/curriculum approved by the Grand Lodge, Lodges of Instruction Committee.
3. He is responsible for the annual program of his Lodge of Instruction and shall ensure that it meets the minimum requirements of form and format as indicated in Appendix 1 of this manual. He shall provide printed copies of the annual program (*by a commercial printer if necessary*) for distribution by the Secretary/Treasurer to a minimum of all the line officers of the constituent Lodges comprising the District Lodge of Instruction.
4. He will have close communication with the scheduled speaker for the program he has arranged for the monthly Lodge of Instruction as follows:
 - A. At least two weeks prior to the scheduled monthly meeting, he will reconfirm the date and time with the speaker, and invite the speaker to be his guest for dinner on the night of the meeting (*if that is the usual practice of the Lodge of Instruction*). This shall *not* be at the personal expense of the Master.

(The Grand Lodge Education Committee views such courtesy as a Lodge of Instruction function and funds are to be made available for it. This dinner meeting will enable the Master or his representative and the speaker to become acquainted with each other and will assist in the planning the final details of the evening's meeting.)

- B. Should there be a meal at the Masonic Building, the speaker or those associated with the program of the evening should be invited for the meal.
5. It is recommended that a dinner or other suitable means of nourishment be served. The Master should see that the Junior Warden contact the host Lodge seven to ten days prior to the meeting to ensure that ample refreshments will be provided for the Brethren and guest(s).
6. He will maintain regular contact with the District Deputy Grand Master concerning the operation of the Lodge of Instruction.
7. He will work in concert with the District Deputy Grand Master in scheduling the Executive Committee meetings when required and holding the election of Lodge of Instruction officers as per this Operations Manual.
8. He will work closely with the Secretary/Treasurer regarding the finances of the Lodge of Instruction to ensure that all required reports and documents are given proper attention after each Lodge of Instruction meeting and submitted as required in a timely manner.
9. He shall oversee the conduct of those attending the Lodge of Instruction.
10. The Worshipful Master *shall* appoint a Marshal, Chaplain and Organist (when available), and may appoint additional officers if the positions are approved by the Executive Committee.

SENIOR WARDEN

The Senior Warden, in anticipation of his election as the Worshipful Master of the District Lodge of Instruction, should plan his year's program, giving consideration to the suggestions of the Executive Committee. In doing so, he shall submit his proposed program for review to the District Deputy Grand Master and the Chairman of the Lodges of Instruction of the Education Committee. Additional responsibilities of the Senior Warden are as follows:

1. He will become familiar with the Resource Manual and utilize it in the determination of programs for his year as Master.
2. As the Master-elect, he will work with the Secretary/Treasurer to ensure the "Return of Officers" as supplied by the Education Committee is properly completed and submitted to the Chairman of Lodges of Instruction no later than July 15th. It is preferred this report be submitted immediately following the installation of officers.
3. It will be his responsibility to work with the lead instructor to recruit qualified instructors from within his district. This is to ensure that adequate instructors are available.
4. The newly installed Senior Warden should commence his planning as early as possible as some speakers have busy schedules. All requests for speakers should be done in writing and confirmations must be received before a date can be finalized.

5. In the absence of the Worshipful Master of the Lodge of Instruction, he will advance to the Master's chair and assume responsibility for the program planned for the evening. If it is the custom to take the speaker to dinner prior to the evening's program, he will follow the same protocol and be reimbursed accordingly.
6. He shall arrive at the specified location for the evening's program at least 15 minutes prior to the candidate's arrival to ensure the host Lodge has fulfilled their obligation in setting up the hall and Lodge of Instruction areas for the program.
7. He shall assist in securing the facility following the close of the meeting and assist the Worshipful Master and the Master of the hosting Lodge in these duties before leaving the premises himself.

JUNIOR WARDEN

1. He will be responsible for ensuring that the host Lodge has properly prepared in advance the collation for the evening, if any. He will also be responsible for ensuring the dining/collation room is properly prepared for the evening and that the room is properly cleaned and returned to its condition, and any contributions collected are turned over to the host Lodge. If there is to be a dinner at the meeting place prior to the Lodge of Instruction meeting, he is to coordinate with the Secretary/Treasurer on dinner reservations and with the host Lodge to ensure proper arrangements have been made with the caterer and ample seating and tables are set up. If the dinner is elsewhere, he is to ensure that all the details and arrangements have been attended to and that all members have been duly informed.
2. When there are special guests or dignitaries, he will act as a host to attend to their needs, including the introduction of them to the senior officers of the Lodge of Instruction and the District.
3. He will begin to formulate his program for the year in which he expects to serve as Master and become familiar with the resources available, utilizing it in his determination of programs for his year.

SECRETARY/TREASURER

The importance of the work of this station is on par with that of Secretary of a Chartered Lodge. Records and minutes must be accurately maintained, and attendance records must be submitted in a timely manner following each meeting of the District Lodge of Instruction. Additional responsibilities are as follows:

1. As appropriate, he will ensure that arrangements are made for the Junior Warden or other check signatories may be used and that they have signed the necessary bank signature card(s) for the bank where the account is maintained. These signature cards are to be renewed annually.
2. He is required to keep an accurate accounting of the attendance of Lodge officers, instructors, members, candidates, and visitors at every Lodge of Instruction meeting. He will also ensure that all candidates are duly registered and receive the necessary instruction. He will submit the attendance sheets along with any other relevant correspondence to the Chairman of the Lodges of Instruction and the District Deputy Grand Master within ten days of the Lodge of Instruction meeting, even if cancelled. While Lodges shall receive credit for all officers in attendance, *(even if an officer serves as an officer in another Lodge within the district)* the TRUE number of those attending shall be reflected in the attendance synopsis reported monthly to the Education Committee on the prescribed form.

3. He will arrange for and be the Recording Secretary of all meetings of the Executive Committee.
4. He shall be authorized to submit invoices to each constituent Lodge of the District Lodge of Instruction by September 1st with a request for prompt payment to meet the Lodge of Instruction budget approved by the Executive Committee.
5. If there needs to be an adjustment in the District Lodge of Instruction assessment to meet its operational expenses, the Secretary/Treasurer should recommend a meeting of the Executive Committee for the approval of an additional assessment of funds from the constituent Lodges.
6. The Secretary/Treasurer is required to keep accurate records of the finances of the District Lodge of Instruction and any unused funds are to be applied to the calculation of the following year's assessment.
7. He will be responsible for any correspondence or communication with the constituent Lodges of the District relative to notices of dates, times and places of the meetings of the District Lodge of Instruction. He will also attend to any official correspondence with the Chairman of the Lodges of Instruction or the Education Committee.
8. He will distribute the annual program notices to the line officers of the constituent Lodges of the District and to other persons in accordance with the practice and budget of the District Lodge of Instruction. These notices are to be distributed no later than August 1st.
9. He shall submit the annual "Return of Officers" by July 15th of each year to the Chairman of Lodges of Instruction. This report is to be typed or legibly printed on the appropriate form. If agreed to by the Education Committee the report may be transmitted electronically.
10. His records of the District Lodge of Instruction shall be available to any member of the Executive Committee, the District Deputy Grand Master, the Chairman of Lodges of Instruction, or the Director of Education in a reasonable amount of time upon request.
11. The Secretary or Instructor will certify that a candidate has received instruction for the respective degree(s) or class on the Candidate Instruction Card and return the card to the candidate.
12. He will keep and preserve the Warrant of the Lodge of Instruction issued by the Grand Master.
13. The Secretary and Treasurer's position may be held by one or two elected officers.

LEAD INSTRUCTOR

The Lead Instructor shall be appointed by the Master of the Lodge of Instruction. The Lead Instructor should be a well-skilled Past Master who wants to do this for a number of years.

1. He is to maintain a list of qualified instructors and ensure that they have been properly trained as instructors.
2. He shall schedule the necessary qualified instructors for the classes of the three degrees. He shall arrange for these instructors at least one month in advance with reminders one week prior to the meeting. In the absence of a scheduled instructor, he shall either have a back-up instructor available or, if necessary, instruct the class himself.

3. He is to direct the candidates to their respective instructors. He shall assure himself that the classes are being conducted in a professional and educational manner for the benefit of the candidates. He shall meet periodically with the Chairman of Lodges of Instruction, or his representative, and attend any required 'train the trainer' instruction. The lead instructor must attend the "Train the Trainer" instruction a minimum of every three years.
5. He shall train and supervise instructors, when authorized, for his Lodge of Instruction, as needed to ensure an adequate supply of instructors for each class during each meeting.
6. He shall provide, at the expense of the LOI, sufficient copies of handout material for candidates of each class, as required by the Grand Lodge Education Committee.

MARSHAL

He will organize the Lodge of Instruction prior to its opening, and conduct the Chaplain to and from the Altar during the opening and closing of the Lodge and any other tasks assigned by the Master.

ELECTION OF OFFICERS

The Worshipful Master and Wardens shall be elected in a progressive manner as in a Blue Lodge. The lowest elected individual shall be the Secretary or Secretary/Treasurer. The Worshipful Master shall appoint a Marshal, Chaplain, Lead Instructor and Organist, and may appoint additional officers if the positions are approved by the Executive Committee.

Should either one or both the Wardens be unable to fulfill their obligation and complete their year in their respective station, the Executive Committee of the Lodge of Instruction shall elect a new officer(s) to fill the vacant position(s). If the District Deputy and Executive Committee believe an elected officer needs to be removed or replaced, the Committee may remove such individual at any time during the year and/or fill the vacancy by electing a responsible Past Master of a Blue Lodge who will assume the duties of the position. This action can only occur at a legally conducted meeting of the Executive Committee held for that purpose. Only past or presiding Masters of Massachusetts Blue Lodges may be elected to serve as Worshipful Masters of Lodges of Instruction, except with special dispensation from the Grand Master.

INSTALLATION OF OFFICERS

Officers shall be elected in May and installed in June and serve during the ensuing Masonic year. *(Please refer to the Installation Ritual in Appendix 3.)*

DEVELOPMENT OF ANNUAL PROGRAM

DISTRICT LODGE OF INSTRUCTION REQUIREMENTS

1. Each Lodge of Instruction is required to plan ten regular meetings per year.
2. Programs shall be both Masonic and socially oriented. No more than two non-Masonic programs shall be held each year. Additional meetings may be scheduled for social and other events. The regular monthly programs should be formulated to have some Masonic relevance and educational value. Meetings that are strictly social, without candidate instruction, may be held at any time. Table Lodges and Ladies at the Table conducted by a Lodge of Instruction Table Lodge should be done **in addition** to the regular program, as the Table Lodge is considered to be entertainment, not actual instruction.
3. The Senior Warden shall develop a program with topics, speakers, dates, locations, etc. for the ensuing year and submit a copy to the District Deputy Grand Master by July 15th of each year. An additional copy shall be sent to the Chairman of the Lodges of Instruction.
4. After review by the District Deputy Grand Master, the proposed program will be printed for distribution in accordance with the provisions of this manual and the District Lodge of Instruction budget.
5. Copies of the final printed program must be submitted as follows: three copies to the Chairman of Lodge of Instruction, one copy to the Grand Master's Office, and one copy to the Grand Secretary's office. Other copies to be distributed according to your LOI's wishes. Electronic copies may be found on educatemasons.org
6. All constituent Lodges of a District Lodge of Instruction shall include in their monthly notices to their membership an announcement of the date, time, location, and program of the next two monthly Lodges of Instruction.
7. All meetings may be open to non-masons, unless specifically designated as a meeting for Masons only.
8. Candidate's instruction is for Masons only.
9. No Ritualistic type of instruction is to be conducted in a Lodge of Instruction.
10. Masters, Wardens and Officers of the constituent Lodges are expected to attend all meetings of the Lodges of Instruction in their District during a Masonic year unless excused by the District Deputy Grand Master or Lodge of Instruction Master for suitable reason. In addition, the Masonic sponsor of the candidate and other Lodge officers and members are encouraged to attend.

REQUIREMENTS FOR A DISTRICT LODGE OF INSTRUCTION PRINTED PROGRAM

The following guidelines are offered for the District Lodge of Instruction annual printed program. (Please refer to Appendix 1 for more details on the printed program.)

Names required to be included:

1. The Most Worshipful Grand Master by name and title
2. The Director of Education by name and title
3. The Chairman of the Lodges of Instruction by name and title
4. The District Deputy Grand Master

5. Officers of the District Lodge of Instruction (Organization) with Masonic title, address, phone and email information.

Other pertinent information required:

1. Lodge of Instruction Mission Statement
2. Dates, locations and addresses, time for instruction, mealtime (if any)
3. Speakers name and title, program titles
4. Host Lodges (if any) Notes to those attending: Masters, Wardens and candidates required; members and guests are cordially welcome.

This program shall be submitted to the Chairman of the Lodges of Instruction no later than July 15th. The program must be printed and made available to the Secretaries of the constituent Lodges by August 1st. This will allow timely notification to the District membership of the programs for the first two meetings. Attention must be given to the readability of the program. It shall be formatted so it may be suitably folded for a #10 business size envelope.

LODGE OF INSTRUCTION FINANCES

The Secretary/Treasurer shall be authorized to submit a bill to each constituent Lodge with a request for prompt payment based upon a budget approved by the Executive Committee of the Lodge of Instruction. The budget shall include the cost of printing the annual program as well as any mailing expenses incurred. It shall also include the cost of courtesy meals for speakers and other expenses as approved by the Executive Committee. The Lodge of Instruction will pay for the guest speaker(s), master and District Deputy Grand Master only. The budget will not include any other bills, such as the DDGM's bill for the Exemplification, the District Grand Masters Fair, etc. These must be billed separately.

It shall be thoroughly understood that each constituent Lodge shall share on an equitable basis all operating expenses of a Lodge of Instruction. An annual financial statement shall be issued and interim reports may be issued when requested by the Executive Committee and the constituent Lodges. All unused funds shall be applied to the subsequent year's budget. If the lodge of Instruction has excess funds at the end of the year over what is required for the expenses of the first quarter of the Masonic New Year, they must be returned to the subordinate lodges.

CONDUCT OF MEETINGS

FORMAT FOR A LODGE OF INSTRUCTION MEETING

1. A Lodge of Instruction will be opened with a simplified opening ritual and prayer. Visitors may be present during the opening and closing of a Lodge of Instruction when the evening's program is open to the public. (Please refer to Appendix 2 for the ritual to be used for opening and closing a Lodge of Instruction.)
2. No ritualistic type of instruction is to be conducted at a Lodge of Instruction.
3. All Lodge of Instruction classes, including make-up classes, shall be conducted by qualified instructors.

SUGGESTED MEETING AGENDA

1. Open the Lodge on time, generally, between 6:45 PM and 7:15 PM.
2. Open with a prayer.
3. Pledge of Allegiance to the American Flag. (If there is a flag in the room where the meeting is conducted.)
4. Attendance will be taken either by sign-in sheets, roll call or individual lodge reports
5. All candidates will be brought up by class to the East by the Marshal, introduced and escorted out of the Lodge by their instructor. This should be continued until they have completed their third class of instruction.
6. Recognize and introduce any visiting Brethren and any past and present Grand Lodge officers. (5, 6, 7 and 8 may be interchanged if the LOI master wants to change the sequence, make sure that there is enough time, from 45 minutes to 60 minutes, for the instruction of the candidates)
7. Attend to the business of the Lodge of Instruction.
8. Call on the Masters or other ranking officers of the constituent Lodges for any announcements pertaining to their Lodges (The distribution of this information in printed form is encouraged).
9. Instruction to LOI, blue lodge officers; may or not be open to the public; See appendix D for suggested instruction.
10. After not less than 45 minutes not more than 60 minutes after the candidates depart, the doors of the Lodge will be opened to admit the candidates and their instructors.
11. The main speaker should talk for no more that 30 minutes.
12. The District Deputy Grand Master will speak for his final announcements and comments (for no more than five {5} minutes). No one speaks after the District Deputy except the Master to close the Lodge.
13. The master will mention if a collation will be available following the closing of the Lodge.
14. Close with a prayer and the suggested closing ritual. The Lodge of Instruction should be closed not later than 9:00 PM.

USE OF APRONS AND REGALIA

Officers of the District Lodge of Instruction shall wear tuxedos and the officer aprons and collars of their highest office as well as any earned pocket jewels. Aprons and collars shall be made available. The Lodge of Instruction may procure officer aprons specifically tailored to their District if the Executive Committee approves such expenditure. The Lodge of Instruction will not issue a past master's apron or jewel upon the completion of a Master's term of office.

All candidates and other Masons including visiting members from Lodges outside the district or jurisdiction will wear Masonic aprons. Traveling officer aprons and jewels and past master's aprons and jewels may be worn in a Lodge of Instruction. The District Deputy Grand Master or other past or present Grand Lodge officers visiting the Lodge of Instruction shall be attired in the apron and regalia of their office and may wear their respective jewels.

CANDIDATES INSTRUCTION

Each candidate of the constituent Lodges within a Lodge of Instruction are required to attend a Lodge of Instruction of all three degrees prior to receiving a dues card from his Lodge.

MAKE-UP CLASSES

If a candidate is unable to attend his local Lodge of Instruction, he may choose one of the following options with the approval of either the Master of the Lodge of Instruction or the District Deputy Grand Master:

1. Attend a neighboring Lodge of Instruction accompanied by his sponsor or an officer of his Lodge. *(This is the most desirable option.)*
2. Wait until the next Lodge of Instruction to receive the requisite instruction, if convenient.
3. Receive individualized instruction by a qualified instructor in his Lodge or at a mutually agreeable location. *(This is the least desirable option.)*

ONE DAY CLASS (Educational Process)

Those candidates who receive their degrees in a One-Day Class are required to receive instruction in the three degrees in a Lodge of Instruction unless a make-up class is arranged. The only exception to this will be if the Grand Master waives the requisite instruction by a dispensation.

CANDIDATE INSTRUCTION RECORD CARDS

Upon completing an Entered Apprentice Degree, the Blue Lodge secretary will issue a Candidate Instruction Record Card to the candidate and will certify the candidate has completed the degree.

Upon attending a Lodge of Instruction, this card is to be presented by the candidate to the Candidates instructor or to the Lodge of Instruction Secretary. He will certify that the candidate has received the required instruction in the First Class of Instruction by his signature, and return the card to the candidate upon completion of the instruction. The candidate will maintain this card and surrender it to the Blue Lodge secretary prior

to each subsequent degree, and will follow the process as outlined above for each Blue Lodge degree. Upon completion of the Third Class of Instruction, the candidate will present the completed card to the Blue Lodge secretary for the recording of the final class date of the instructional process and issue the candidate his dues card providing all fees are paid to the Lodge.

The Blue Lodge Secretary will keep the card for the Official Visit.

APPENDIX 1: SAMPLE PROGRAM NOTICE

THE MOST WORSHIPFUL GRAND LODGE
of
ANCIENT FREE AND ACCEPTED MASONS
of the
COMMONWEALTH of MASSACHUSETTS

M.W. ROGER W. PAGEAU
Grand Master of Masons in Massachusetts

R.W. GEORGE BIBILOS
Director of Education

R.W. JAMES K. RAY
Chairman of Lodges of Instruction

Grand Lodge Web site: *www.glmasons-mass.org*
Masonic Education Web site: *educatemasons.org*

THE ## LODGE OF INSTRUCTION
REINSTITUTED September 1, 2003

PROGRAM 2009-20010

Regular Meetings (*List days, i.e. fourth Wednesday*)
at the (list building locations)

The following is a suggested layout in this space

Candidate Education..... Time
Dinner Time
Opening of the Lodge of Instruction Time
Close and collation. Time

DISTRICT DEPUTY GRAND MASTER’S NAME

District Deputy Grand Master
Telephone number and email address

Dress – Officers: Tuxedo
Members and Candidates: Business Attire (coat & tie)

MISSION STATEMENT

The Lodge of Instruction has been established to reinforce and encourage the practice of our Masonic tenets. It accomplishes this by providing education for candidates, and provides information for officers, members, families and guests in a friendly and social atmosphere.

CONSTITUENT LODGES

_____ Masonic District

Lodge A	Location	Meeting Day
Lodge B	Location	Meeting Day
Lodge C	Location	Meeting Day

(If space permits, include masters' names, addresses, and phone numbers)

PROGRAM 2009-2010

Day, September Date, Location

Subject:
Speaker:
Host Lodge:

Day, October Date, Location

Subject:
Speaker:
Host Lodge:

Day, November Date, Location

Subject:
Speaker:
Host Lodge:

Day, December Date, Location

Subject:
Speaker:
Host Lodge:

Day, January Date, Location

Subject:
Speaker:
Host Lodge:

Day, February Date, Location

Subject:
Speaker:
Host Lodge:

Day, March Date, Location

Subject:
Speaker:
Host Lodge:

Day, April Date, Location

Subject:
Speaker:
Host Lodge:

Day, May Date, Location

Subject:
Speaker:
Host Lodge:

Day, June Date, Location

Subject:
Speaker:
Host Lodge:

ORGANIZATION

Worshipful Master’s Title and Name **WORSHIPFUL MASTER**
Address (Lady’s name) Area code and Phone
City, State, Zip+4 email address

Senior Warden’s Title and Name **SENIOR WARDEN**
Address (Lady’s name) Area code and Phone
City, State, Zip+4 email address

Junior Warden’s Title and Name **JUNIOR WARDEN**
Address (Lady’s name) Area code and Phone
City, State, Zip+4 email address

Other Officers’ Titles and Names **TITLES**
Address (Lady’s name) Area code and Phone
City, State, Zip+4 email address

Secretary/Treasurer’s Title and Name **SECRETARY/TREASURER**
Address (Lady’s name) Area code and Phone
City, State, Zip+4 email address

**PAST MASTERS OF THE
_____ LODGE OF INSTRUCTION**

List years, titles, and names as space allows. An asterisk should indicate if the man is deceased.

A listing of the Past Masters, Past Presidents, and Past Chairmen of the preceding Lodge of Instruction or Masonic Forum should be included as well. This may include multiple Forums due to mergers.

APPENDIX 2

SUGGESTED RITUAL FOR OPENING AND CLOSING A LODGE OF INSTRUCTION

Worshipful Master: * Brother Marshal, you will organize the ___ Lodge of Instruction.

Marshal: *[Walks clockwise around Lodge room, closes doors, and observes that all Brethren (and guests) are in order and wearing aprons.]* Worshipful Master, the _____ Lodge of Instruction is duly organized.

WM: Brother Senior Warden, it is my order that the _____ Lodge of Instruction be now open, and stand open for the despatch of such business as shall regularly come before it. This, my will and pleasure, you will communicate to the Junior Warden in the South and he to the Brethren present for their government.

SW: Brother Junior Warden.

JW: Brother Senior Warden.

SW: It is the order of the Worshipful Master that the ___ Lodge of Instruction be now open, and stand open for the despatch of such business as shall regularly come before it. This, his will and pleasure, you will proclaim to the Brethren present for their government.

JW: Brethren, you have heard the order of the Worshipful Master as communicated to me by the Senior Warden in the West. Take due notice thereof and govern yourselves accordingly.

[The Marshal proceeds to the west of the Altar and places the Three Great Lights in the Master Mason position and causes the three burning tapers to be illuminated.]

No Signs are given in a Lodge of Instruction.

WM: *

SW: *

JW: *

[The Marshal conducts the Chaplain to the west of the Altar for the benefit of prayer.]

CHAP: *[Opening prayer]* Amen.

RESPONSE: So mote it be.

WM: *(Optional)* Brethren will join me in the Pledge of Allegiance to our Flag.

WM: I declare the _____ Lodge of Instruction open in form.

CLOSING RITUAL OF A LODGE OF INSTRUCTION

No Signs are given in a Lodge of Instruction.

WM: * Brother Senior Warden, it is my order that the _____ Lodge of Instruction be now closed and stand closed until our next regular communication. This, my will and pleasure, you will communicate to the Junior Warden in the South and he to the Brethren present for their government.

SW: Brother Junior Warden.

JW: Brother Senior Warden:

SW: It is the order of the Worshipful Master that the _____ Lodge of Instruction be now closed and stand closed until our next regular communication. This, his will and pleasure, you will proclaim to the Brethren present for their government.

JW: Brethren, you have heard the order of the Worshipful Master as communicated to me by the Senior Warden in the West. Take due notice thereof and govern yourselves accordingly.

[The Marshal conducts Chaplain to west of Altar for closing prayer and returns Chaplain to his seat.]

CHAP: *[Closing prayer]* Amen.

RESPONSE: So mote it be.

[The Marshal causes burning tapers to be extinguished and closes the Three Great Lights.]

WM: I declare the _____ Lodge of Instruction closed. *

APPENDIX 3

SUGGESTED RITUAL FOR INSTALLATION OF LODGE OF INSTRUCTION OFFICERS

The installation of the District Lodge of Instruction Officers should be done at Lodge of Instruction meeting during the month of June in accordance with the "Lodge of Instruction Operational Manual." The installation ceremony may be performed by the District Deputy Grand Master, a Past Master of a Lodge of Instruction, Past President or Past Chairman of a Masonic Forum, or a Past DDGM.

The Marshal under the direction of the Installing Officer shall place all of the Officers elect at the Altar for prayer and obligation.

Obligation:

I solemnly promise, upon the honor of a Mason, that in the office of (insert office) of the ___ Lodge of Instruction, I will, according to the best of my abilities, strictly comply with the Constitutions and Regulations of the Most Worshipful Grand Lodge of Massachusetts, the Warrant of the ___ Lodge of Instruction, and all other ancient Masonic usages, so far as the same shall come to my knowledge.

The Officers are conducted to the East.

Worshipful Master:

My Brother, you have been elected Worshipful Master of this Lodge of Instruction, and I (invest you with the jewel of your office and) present you this Warrant from the Most Worshipful Grand Lodge of Massachusetts to conduct the affairs of this Lodge. It shall be your duty to oversee the planning and implementation of the Lodge program as well as to preside over the same in accordance with the Lodge of Instruction Operations Manual. The success of this Lodge, to a large measure, depends upon your efforts. We have no doubt that your enthusiasm, skill and ability will lead to the applause of your Brethren,

Senior Warden:

My Brother, you have been elected Senior Warden of this Lodge of Instruction (and I invest you with the jewel of your office). In the absence of the Master, you are to govern the Lodge. It is your duty to prepare your program for the next year. In the absence of the Senior Instructor, you will assume his duties. I firmly rely on your knowledge and attachment to Masonry, for the faithful discharge of the duties of this important trust.

Junior Warden:

My Brother, you have been elected Junior Warden of this Lodge of Instruction (and I invest you with the jewel of your office). In the absence of the Worshipful Master and Senior Warden, you will be prepared to fill the highest vacant position, and to the best of your ability carry out the duties of that office. You will insure that the Lodge is properly prepared and that the tables are properly clothed. I have no doubt that you will faithfully execute the duty which you owe to your present position.

Secretary/Treasurer:

My Brother, you have been elected Secretary/Treasurer of this Lodge of Instruction (and I invest you with this jewel). It shall be your special duty to see that all the Brethren are given timely notice of the Lodge meetings, to keep a true record of the same and to see that all reports are sent to the Education Committee of Grand Lodge. You are required to prepare an annual budget of the Lodge of Instruction for approval by the Executive Committee, and to assess each constituent Lodge for the expenses of the Lodge of Instruction. I trust your regard for the Fraternity will prompt you to faithfully discharge the duties of your office.

Chaplain:

My Brother, you have been appointed Chaplain of this Lodge of Instruction (and I invest you with this jewel). It will be your duty to lead the Brethren in prayer for guidance and thanksgiving, and in all other such occasions that may arise.

Marshal:

My Brother, you have been appointed Marshal of this Lodge of Instruction (and I invest you with this jewel). It is your duty to organize the Lodge, form and conduct all processions, receive and accommodate visiting Brethren, and attend to other such interests as the Worshipful Master shall direct.

Organist:

My Brother, you are appointed Organist of this Lodge (and I invest you with this jewel). Under the direction of the Worshipful Master you will conduct the musical services of the Lodge. [As harmony is the strength and support of all institutions, so may the harmony over which you shall preside strengthen and support every gentile and ennobling emotion of the soul.]

Lead Instructor:

My Brother, you have been appointed Lead Instructor for this Lodge of Instruction, to you falls the important duties of: training the instructors, assuring that the instructors are notified when they will be instructing and that the materials are available. Your dedication to this important duty will set the tone for the success of the Lodge of Instruction

Note: It is permissible to have other Officers of a Lodge of Instruction. The installing ritual for those offices may be borrowed from the standard installing ritual found in the Masonic Trestle-Board.

APPENDIX 4

SUGGESTED TOPICS FOR OFFICER INSTRUCTION

Running a CHIP program	Rusty brothers program
Masonic Angel Fund	Ritual Clubs
Fund Raising	Lodge Education program, book reviews, news etc.
Grand Lodge Committees	WEB sites
Grand Lodge Programs	Officer duties
Grand Constitutions	Floor work <i>(left and right turns, about faces, holding of rods etc.)</i>
Prince Hall masonry	Parades
Public Relations	Pre-application committees
Funeral Service	Investigation committees
Protocol <i>(in lodge and out of lodge) Letters to the Grand Master, addressing others in open lodge and in public</i>	Sponsors and their roles
Balloting and Election of Officers	Symbols of Masonry
Dispensations <i>Required or not</i>	Hierarchy Masonic
Required lodge financial filings returns, 990s etc.	Apron and collar identification
Mentoring programs	Fund raisings (do's and don'ts)
	Publicity
	ETC. Etc. etc. !!!!!

