**Appendix 1 | Statements of Good Practice**

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| **Lodge Name** |       | **Lodge #** |       |
| **Lodge Secretary** |       | **Email** |       |
| **Lodge Membership Officer** |       | **Email**  |       |
| **Lodge Mentor** |       | **Email** |       |

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| **1. The Lodge** |
| **Ref** | **Statement of Good Practice** | **Met** | **Not** **Yet****Met** | **If the Statement of Good Practice is Not Yet Met, please detail what plans the Lodge has to meet it.** |
| 1.1 | The Lodge Officers regularly attend their Lodge, and the Lodge does not have any offices filled by Brethren who do not regularly attend | [ ]  | [ ]  |       |
| 1.2 | The Lodges does not rely on visitors to fill offices | [ ]  | [ ]  |       |
| 1.3 | The Lodge has a regular coach night, or practice prior to degree ceremonies | [ ]  | [ ]  |       |
| 1.4 | The Lodge allow members to pay their fees electronically | [ ]  | [ ]  |       |
| 1.5 | The Lodge allow members to pay their fees in instalments if they choose to do so | [ ]  | [ ]  |       |
| 1.6 | The Lodge encourages & supports new members to join the Chapter within three months of becoming Master Masons | [ ]  | [ ]  |       |
| 1.7 | At least 50% of Lodge Members are also members of the Royal Arch Chapter | [ ]  | [ ]  |       |
| 1.8 | The Lodge Secretary circulates the minutes electronically, so they do not need to be read out in open Lodge  | [ ]  | [ ]  |       |
| 1.9 | The Lodge has initiated at least 5 new members in the last 6 years | [ ]  | [ ]  |       |
| 1.10 | Our 5 most recent initiates are still active members of the Lodge | [ ]  | [ ]  |       |
| 1.11 | On average (based on your last 10 meetings) at least 70% of your Lodge Members attend your Lodge | [ ]  | [ ]  |       |
| 1.12 | On average (based on your last 10 meetings) at least 80% of the members who attended your Lodge meetings, dined at your Festive Board | [ ]  | [ ]  |       |
| 1.13 | Toasts at the Festive Board do not go on too late and the DC encourages anyone replying to be brief and relevant. | [ ]  | [ ]  |       |
| 1.14 | The Lodge Charity Steward actively engages Lodge Members to support Masonic Charity  | [ ]  | [ ]  |       |
| 1.15 | The Lodge achieved its 2020 Festival Target | [ ]  | [ ]  |       |
| 1.16 | The Lodge Almoner actively engages members who are absent from the Lodge | [ ]  | [ ]  |       |
| 1.17 | The Lodge applies no additional criteria for the consideration of initiates or joining members other than the qualifications detailed in rule 157 of the Book of Constitutions | [ ]  | [ ]  |       |

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| **2. Lodge Membership Officer** |
| **Ref** | **Statement of Good Practice** | **Met** | **Not Yet Met** | **If the Statement of Good Practice is Not Yet Met, please detail what plans the Lodge Membership Officers has to meet it.** |
| 2.1 | The Lodge has invested a Membership Officer | [ ]  | [ ]  |       |
| 2.2 | The Lodge Membership Officer is an active member of a Royal Arch Chapter | [ ]  | [ ]  |       |
| 2.3 | The Lodge Membership Officer is an active member of the Lodge who regularly attends meetings | [ ]  | [ ]  |       |
| 2.4 | The Lodge Membership Officer has completed the Members’ Pathway Lodge Officers Workshop | [ ]  | [ ]  |       |
| 2.5 | The Lodge Membership Officer uses email and has their own email address | [ ]  | [ ]  |       |
| 2.6 | The Lodge Membership Officer is a member of the interviewing panel for prospective new Lodge Members | [ ]  | [ ]  |       |
| 2.7 | At the Festive Board for a Pathway Candidate’s First Degree, the Lodge Membership Officer (*along with the Candidate’s Personal Mentor and the Lodge Mentor*) sits with the candidate to ensure the candidate has an enjoyable evening. | [ ]  | [ ]  |       |
| 2.8 | The Lodge Membership Officer maintains a supply of **Discover Freemasonry in Northumberland** Leaflets, **Joining The Chapter Leaflets** and **Light Blues Club Leaflets** | [ ]  | [ ]  |       |
| 2.9 | The Lodge Membership Officer uses social media  | [ ]  | [ ]  |       |
| 2.10 | The Lodge Membership Officer engages directly with prospective unsupported candidates passed to the Lodge by the Members’ Pathway Team and keeps in regular contact with them throughout the process of their application to become a Freemason | [ ]  | [ ]  |       |
| 2.11 | The Lodge Membership Officer supports and assists prospective candidates and ensures they are prepared for their Lodge interview | [ ]  | [ ]  |       |
| 2.12 | The Lodge Membership Officer maintains a list of ‘prospective candidates’ and monitors their progress to initiation | [ ]  | [ ]  |       |
| 2.13 | The Lodge Membership Officer works with the Lodge Royal Arch Representative and takes a lead to support Master Masons to be exalted into the Royal Arch Chapter shortly after being raised | [ ]  | [ ]  |       |
| 2.14 | The Lodge Membership Officer encourages and helps all members to speak accurately and openly about their membership, with pride and confidence | [ ]  | [ ]  |       |
| 2.15 | The Lodge Membership Officer actively engages with the Provincial Communications Team and provides photographs and a relevant information for publication about candidates or other interesting or newsworthy Lodge activities that might assist with the promotion of Freemasonry | [ ]  | [ ]  |       |
| 2.16 | The Lodge Membership Officer maintains regular contact with the Provincial Grand Membership Officer and keeps him in touch with any relevant activity such as prospective recruitment events, social events that might be attractive to prospective candidates and anything else that might be relevant to the aims of the Members’ Pathway | [ ]  | [ ]  |       |
| 2.17 | Prior to a Candidate’s Initiation, the Lodge Membership Officers ensures that the Lodge Mentor is introduced to the Candidate before the ceremony. | [ ]  | [ ]  |       |

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| **3. Lodge Mentor** |
| **Ref** | **Statement of Good Practice** | **Met** | **Not Yet Met** | **If the Statement of Good Practice is Not Yet Met, please detail what plans the Lodge Mentor has to meet it.** |
| 3.1 | The Lodge has invested a Mentor | [ ]  | [ ]  |       |
| 3.2 | The Lodge Mentor is an active member of the Lodge who regularly attends meetings | [ ]  | [ ]  |       |
| 3.3 | The Lodge Mentor is an active member of a Royal Arch Chapter | [ ]  | [ ]  |       |
| 3.4 | The Lodge Mentor has completed the Members’ Pathway Lodge Officers Workshop | [ ]  | [ ]  |       |
| 3.5 | The Lodge Mentor uses email and has their own email address | [ ]  | [ ]  |       |
| 3.6 | The Lodge Mentor is a member of the interviewing panel for prospective new Lodge Members | [ ]  | [ ]  |       |
| 3.7 | Immediately prior to the start of each Degree Ceremony, the Lodge Mentor checks that the candidate is prepared and put at ease and the general format is explained (*without elaborating on the ceremony*). On the night of a Candidate’s initiation, the Lodge Mentor introduces the Candidate to the Lodge Tyler. | [ ]  | [ ]  |       |
| 3.8 | Prior to an initiation ceremony, the Lodge Mentor ensures that their contact details are written into the relevant page of **The First Degree Candidate Guide** before it is presented to the candidate | [ ]  | [ ]  |       |
| 3.9 | The Lodge Mentor routinely presents candidates with the candidate guides in open Lodge, at the conclusion of each degree ceremony and explains to the candidate, how to use the guide | [ ]  | [ ]  |       |
| 3.11 | The Lodge Mentor identifies and allocates suitable members to be each Candidate’s Personal Mentor *(ideally being the Candidate’s proposer or seconder if they have the experience, skills, and availability. The Personal Mentor can also be the Lodge Mentor).* | [ ]  | [ ]  |       |
| 3.12 | At the Festive Board, the Lodge Mentor (*along with the Candidate’s Personal Mentor and the Membership Officer)* sits with the candidate to ensure the candidate has an enjoyable evening and that the Festive Board traditions and practices are explained to the Candidate. The Lodge Mentor should also ensure the Candidate has a **Song Sheet**. | [ ]  | [ ]  |       |
| 3.13 | Throughout a candidate’s journey to become a Master Mason, the Lodge Mentor maintains contact with Personal Mentors to make sure candidates and newer members are being properly supported and that Mentors are maintaining regular contact with candidates and newer members | [ ]  | [ ]  |       |
| 3.14 | The Lodge Mentor supports newer members to visit other Lodges. In particular, the Mentor ensures that soon after the conclusion of each Degree, the candidate is assisted to visit another Lodge performing the same Degree  | [ ]  | [ ]  |       |
| 3.15 | The Lodge Mentor uses Solomon and his own experience to support new members and new officers to better understand their respective roles. | [ ]  | [ ]  |       |
| 3.16 | The Lodge Mentor encourages and supports Lodge Members to register for Solomon. | [ ]  | [ ]  |       |
| 3.17 | The Lodge Mentor supports Light Blue Members to engage with the Northumberland Province Light Blues Club and maintains contact with the Light Blues Club about new members and their progress | [ ]  | [ ]  |       |
| 3.18 | The Lodge Mentor assists the Lodge to engage with any member who resigns or is under threat of exclusion | [ ]  | [ ]  |       |
| 3.19 | The Lodge Mentor maintains regular contact with the Provincial Grand Mentor and keeps him in touch with any relevant activity such as good mentoring practices in the Lodge, social events that might be attractive to prospective candidates and anything else that might be relevant to the aims of the Members’ Pathway | [ ]  | [ ]  |       |