PROVINCIAL GRAND LODGE OF NORTHUMBERLAND

LEARNING & DEVELOPMENT PROSPECTUS 2026/7

A daily advancement in Masonic Knowledge

Welcome from the Provincial Grand Master



Learning and Development plays a key part in the running of our Province and supports us all in making a daily advancement in our masonic knowledge. The Provincial Learning & Development Team have co-ordinated a series of events which will support our Masonic Learning and these are summarised in this Learning & Development Prospectus. This includes training sessions and Workshops for Lodge Officers which will provide the skills and knowledge to carry out these important roles within the Lodge. There is information about UGLE Solomon and also Solomon Academy which I hope may be of interest to brethren. The Solomon Academy is the means by which brethren can study for the Solomon Diploma and several of our Northumberland Brethren have already achieved this.

We all feel that learning should be an enjoyable experience and not just a flash back to our school days and the Team have tried to ensure that the material which they have provided will be a pleasurable experience.

I commend this to you.

With best wishes

RW Bro. Kevin Stannard
Provincial Grand Master

INTRODUCTION

The Provincial Learning & Development Team is pleased to present this Learning & Development Prospectus which details the resources which are available to all members of the Province. We hope that there will be something in here which will interest you and encourage you to develop your Masonry further.

We are detailing the various Workshops which we are holding that are designed for Lodge Officers to give them the training which they need in order to do their job efficiently and effectively. These are designed to be interactive and also enable the participants to learn from each other by sharing any good (and sometimes not so good) practice.

There will also be sessions held specifically for Lodge Secretaries and Treasurers around Portal, which is being enhanced later this year to enable Annual Returns to be processed online. We will be holding Webinars which will explain the process when the updates are released by UGLE. This will enable you to receive this information in the comfort of your own home.

There is also information regarding Solomon and the Solomon Academy which you may wish to consider. Several brethren in Northumberland have now achieved their Solomon Diploma and you may see them proudly wearing the gold pin badge which comes with this achievement.

For brethren interested in Masonic Research, Northumberland Province's local Secretary, for the Quatuor Coronati Correspondence Circle (QCCC), WBro Darren Bolton, runs three-monthly meetings of a local group, at Byker Masonic Centre, which is available to all subscribing members of the QCCC.

We may be adding to the content which we offer depending upon need. If there is something which you would like us to consider running then please do not hesitate to ask us.

Help is readily available should you need it and please do not hesitate to email us if you require any further support.

I hope that you enjoy looking at this Prospectus.

WBro Bob Waddell
Provincial Grand Learning & Development Officer



LODGE OFFICER WORKSHOPS

These will be held throughout the year and will be advertised well in advance. Please ensure that you use the links which will be supplied to pre-book your place at these workshops. This is important so we can plan the sessions to suit the number of delegates who will be attending. If you book and subsequently find that you are unable to attend then this is not a problem but we would ask that you email the Learning & Development Team to let us know.

The following pages detail the Workshops and the Learning Outcomes which we would expect from them.

- Lodge Secretary Workshop
- Lodge Treasurer Workshop
- Buildings Management Workshop
- Lodge Membership Officer and Mentor Workshop
- Royal Arch Representatives Workshop

PROVINCIAL GRAND LODGE OF NORTHUMBERLAND
LEARNING & DEVELOPMENT

Lodge Secretary Workshop

Purpose of the Workshop

This workshop is designed to support Lodge Secretaries in carrying out their duties confidently, efficiently, and in alignment with Provincial and UGLE expectations. It aims to strengthen administrative standards, improve communication, and enhance the overall Masonic experience within Lodges.

Suggested Attendees

Lodge Secretaries; or anyone who aspires to take this role in the future. Whilst especially relevant for newer Lodge Secretaries it would also be very useful as a refresher and update to anyone who has been in the role of Lodge Secretary for a while.

Venue and Duration

Held on a Saturday Morning at a Masonic Centre to be advised, commencing at 10 am and will last about 2½ hours.

Learning Objectives

By the end of the Workshop participants will have an understanding of: -

A. Core Administrative Competence

- Understand the full scope of the Lodge Secretary's responsibilities.
- Apply best practice in minute-taking, record-keeping, and Lodge administration.
- Understand how PORTAL is relevant to the role of Secretary and the functionality which is available to assist in the Secretary's role.

B. Governance & Compliance

- Ensure Lodge compliance with UGLE and Provincial regulations.
- Manage dispensations, returns, and mandatory submissions accurately and on time.
- Maintain secure handling of Lodge records and sensitive information.

C. Communication & Member Engagement

- Communicate effectively with Lodge members, Provincial Officers, and external contacts.
- Produce clear summonses, notices, and correspondence.
- Support member engagement through timely information and good administrative practice.

D. Operational Support for other Lodge Officers

- Assist the Master in planning meetings, ceremonies, and Lodge business.
- Coordinate with the Treasurer, DC, Mentor, and Membership Officer.
- Prepare agendas, working sheets, and supporting documents.

E. Problem-Solving & Good Practice

- Identify common administrative challenges and apply practical solutions.
- Share good practice with other Secretaries across the Province.
- Understand where to seek help, guidance, and Provincial support.

Workshop Structure

The focus of the session is interactive and is intended to enable participants to engage with each other and share existing good and not so good practice in relation to the material which is disseminated during the workshop.

Expected Outcomes

Participants will leave with:

- Increased confidence in performing the duties of Lodge Secretary.
- A clear understanding of Provincial expectations.
- Practical templates and tools to use immediately.
- Stronger connections with other Secretaries in the Province.
- Awareness of ongoing support and learning opportunities.
- **AND HOPEFULLY WILL HAVE ENJOYED THE SESSION!**

PROVINCIAL GRAND LODGE OF NORTHUMBERLAND
LEARNING & DEVELOPMENT

Lodge Treasurer Workshop

Purpose of the Workshop

This workshop provides Lodge Treasurers with a clear understanding of their financial responsibilities, statutory obligations, and best practice in managing Lodge funds. It aims to strengthen financial governance, improve transparency, and support Treasurers in running their Lodges with confidence and accuracy.

Suggested Attendees

Lodge Treasurers; or anyone who aspires to take this role in the future. Whilst especially relevant for newer Lodge Treasurers it would also be very useful as a refresher and update to anyone who has been in the role of Lodge Treasurer for a while.

Venue and Duration

Held on a Saturday Morning at a Masonic Centre to be advised, commencing at 10 am and will last about 2½ hours.

Learning Objectives

By the end of the Workshop participants will have an understanding of: -

A. Core Financial Responsibilities

- Understand the Treasurer's role within Lodge governance.
- Maintain accurate financial records and accounts.
- Manage income, expenditure, and Lodge reserves effectively.

B. Compliance & Reporting

- Prepare annual accounts in accordance with UGLE and Provincial requirements.
- Understand audit expectations and how to work with Lodge examiners.
- Ensure compliance with charity regulations where applicable (e.g., Relief Chest, local charity accounts).

C. Financial Planning & Budgeting

- Produce realistic Lodge budgets and forecasts.
- Assess subscription levels and financial sustainability.
- Plan for long-term Lodge financial health, including reserves and capital projects.

D. Managing Lodge Funds & Banking

- Use appropriate banking arrangements and digital tools.
- Implement secure handling of payments, receipts, and electronic transfers.
- Understand responsibilities around dual-signatory processes and financial controls.

E. Communication & Member Engagement

- Present financial information clearly to Lodge members.
- Explain subscription changes, financial pressures, and investment decisions.
- Work collaboratively with the Worshipful Master, Secretary, and Building Management Committee.

F. Good Practice & Problem-Solving

- Identify common financial challenges and apply practical solutions.
- Share good practice across Lodges.
- Know where to seek Provincial support and guidance.

Workshop Structure

The focus of the session is interactive and is intended to enable participants to engage with each other and share existing good and not so good practice in relation to the material which is disseminated during the workshop.

Expected Outcomes

Participants will leave with:

- Increased confidence in managing Lodge finances.
- A clear understanding of compliance expectations.

- Practical tools to support budgeting and reporting.
- Improved communication skills for presenting financial matters.
- Awareness of Provincial support and ongoing development opportunities.
- **AND HOPEFULLY WILL HAVE ENJOYED THE SESSION!**

PROVINCIAL GRAND LODGE OF NORTHUMBERLAND
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Hall Building Management Committee Workshop

Purpose of the Workshop

This workshop is designed to support members of Masonic Hall Building Management Committees in carrying out their responsibilities confidently, efficiently, and in alignment with legal obligations and Provincial expectations. It aims to strengthen governance, improve operational standards, and enhance the overall experience for Lodges and visitors using Masonic halls. Emphasis is also placed on the commercial aspects of running catering and bar operations in a sustainable and compliant manner.

Suggested Attendees

Members of Lodge Building Management Committees; Hall Trustees; Hall Directors; Stewards responsible for bar or catering operations; and anyone who aspires to take on a hall management role in the future. The session is suitable both for new committee members and for experienced hall managers seeking an update or refresher.

Venue and Duration

Held on a Saturday Morning at a Masonic Centre to be advised, commencing at 10 am and will last about 2½ hours.

Learning Objectives

By the end of the Workshop participants will have an understanding of: -

A. Governance, Legal Duties & Compliance

- The legal responsibilities associated with running a Masonic hall, including health & safety, fire safety, licensing, insurance, and data protection.
- How to ensure compliance with UGLE, Provincial, and statutory requirements.
- The importance of transparent financial management and accurate record-keeping.

B. Building Operations & Maintenance

- Best practice in maintaining the building fabric, utilities, and essential services.

- How to plan and budget for repairs, renewals, and long-term capital improvements.
- Approaches to contractor management, inspections, and risk assessments.

C. Commercial Management: Bar & Catering

- How to operate bar and catering services efficiently, safely, and profitably.
- Stock control, pricing strategies, and cash-handling procedures.
- Understanding licensing obligations and responsible alcohol management.
- Tips for improving customer experience and increasing usage of facilities.

D. Financial Sustainability & Income Generation

- How to set realistic budgets and monitor financial performance.
- Opportunities for increasing hall income through external bookings, events, and partnerships.
- Managing costs without compromising standards.

E. Communication, Collaboration & Good Practice

- Effective communication with Lodges, hirers, suppliers, and Provincial Officers.
- Sharing good practice across halls within the Province.
- Knowing where to seek guidance, support, and Provincial resources.

Workshop Structure

The session is interactive and encourages participants to share experiences, challenges, and good practice. Content will be delivered through short presentations, group discussion, and practical examples drawn from real hall management scenarios.

Expected Outcomes

Participants will leave with:

- Increased confidence in performing their hall management responsibilities.
- A clear understanding of Provincial expectations for hall governance and operations.

- Practical tools, checklists, and templates to use immediately.
- Stronger connections with other hall managers across the Province.
- Greater awareness of commercial opportunities and sustainability strategies.
- **AND HOPEFULLY WILL HAVE ENJOYED THE SESSION!**

PROVINCIAL GRAND LODGE OF NORTHUMBERLAND
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Lodge Membership Officer and Mentor Workshop

Purpose of the Workshop

This workshop is designed to support Lodge Membership Officers and Lodge Mentors in carrying out their roles confidently, effectively, and in alignment with Provincial and UGLE expectations. It aims to strengthen member engagement, improve retention, and ensure that every Brother receives appropriate guidance throughout their Masonic journey. The session also focuses on practical tools and approaches that help Lodges grow sustainably and support members at every stage.

Suggested Attendees

Lodge Membership Officers; Lodge Mentors and any Brother who aspires to take on a membership-focused role in the future. The workshop is suitable for both newly appointed officers and experienced Brethren seeking a refresher or update.

Venue and Duration

Held on a Saturday Morning at a Masonic Centre to be advised, commencing at 10 am and will last about 2½ hours.

Learning Objectives

By the end of the Workshop participants will have an understanding of: -

A. Membership Strategy & the Members' Pathway

- The purpose and structure of the UGLE Members' Pathway.
- How to apply the Pathway within their Lodge to support recruitment, engagement, and retention.
- The importance of planning, monitoring, and reviewing membership activity.

B. The Role of the Membership Officer

- How to manage enquiries from prospective candidates.

- Best practice in candidate interviewing, preparation, and communication.
- How to support Lodges in developing a welcoming culture and positive first impressions.
- Tracking membership trends and identifying areas for improvement.

C. The Role of the Lodge Mentor

- Understanding the mentoring framework and the expectations of Lodge Mentors.
- How to support new members through their early Masonic journey.
- Providing guidance on ritual, symbolism, Lodge culture, and personal development.
- Encouraging daily advancement through Solomon and other learning resources.

D. Member Engagement & Retention

- How to identify members at risk of disengagement, and intervene early.
- Approaches to building strong Lodge communities and improving attendance.
- Supporting progression through offices and encouraging personal growth.

E. Communication, Collaboration & Good Practice

- Working collaboratively with the Almoner, Secretary, and Worshipful Master.
- Effective communication with candidates, members, and Lodge officers.
- Sharing good practice across Lodges within the Province.
- Understanding where to seek help, guidance, and Provincial support.
- Using Provincial resources, templates, and reporting tools.

Workshop Structure

The session is interactive and encourages participants to share experiences, challenges, and good practice. Content will be delivered through short presentations, group discussion, and practical examples drawn from real membership and mentoring scenarios.

Expected Outcomes

Participants will leave with:

- Increased confidence in performing the duties of Membership Officer and Lodge Mentor.

- A clear understanding of Provincial expectations for membership and mentoring activity.
- Practical tools, templates, and approaches to use immediately.
- Stronger connections with other Membership Officers and Mentors across the Province.
- Greater awareness of how to support Lodges in building a thriving, engaged membership.
- **AND HOPEFULLY WILL HAVE ENJOYED THE SESSION!**

PROVINCIAL GRAND LODGE OF NORTHUMBERLAND

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Lodge Royal Arch Representative Workshop

Purpose of the Workshop

This workshop equips Lodge Royal Arch Representatives with the knowledge, confidence, and practical tools needed to promote the Royal Arch within their Lodges, support Master Masons on their journey, and strengthen the connection between Craft and Chapter. It reinforces the importance of completing Pure Antient Masonry and highlights the Representative's role in helping Brethren progress naturally from Raising to Exaltation.

Suggested Attendees

Royal Arch Representatives, and any Brother interested in supporting Craft–Chapter progression.

Venue and Duration

Held on a Saturday Morning at a Masonic Centre to be advised, commencing at 10 am and will last about 2½ hours.

Learning Objectives

By the end of the Workshop participants will have an understanding of: -

A. Understanding the Royal Arch Journey

- Recognise that the Royal Arch completes the Master Mason's journey in Pure Antient Masonry.
- Explain clearly why the genuine secrets lost in the Third Degree are rediscovered in the Royal Arch.
- Understand the 28-day eligibility rule and the expectation of Chapter membership.
- Understand that the Registration Fee for Craft Freemasonry now includes the Royal Arch Fee with the exception of joiners from another Constitution.
- Address common misconceptions about when and how to join.

B. The Role of the Royal Arch Representative

- Promote awareness of the Royal Arch within the Lodge.
- Provide clear, simple explanations of what the Royal Arch is and why Brethren should join.
- Support Master Masons in choosing a Chapter suited to their personal circumstances.
- Treat the role as active and meaningful — not symbolic.

C. Working with Lodge Officers

- Collaborate closely with the Lodge Mentor and Membership Officer.
- Ensure your name and contact details appear on the Lodge summons.
- Encourage Chapter membership indicators in the Officers List.
- Assist the Visiting Officer when discussing Royal Arch membership.
- Work with the Secretary to identify non-RA members and engage them.

D. Supporting Candidates & New Exaltees

- Introduce the Royal Arch early during candidate interviews.
- Present the *Discover More* booklet immediately after Raising.
- Attend Exaltation ceremonies with new candidates.
- Encourage Companions to support new Exaltees.
- Help identify other Craft Masons who may wish to join the same Chapter.

E. Chapter Awareness & Engagement

- Attend multiple Chapters to offer informed guidance.
- Stay aware of Chapter activities and noteworthy events.
- Liaise with Provincial Communications when appropriate.
- Encourage lapsed Companions to rejoin.

F. Using Solomon & Building Together

- Be familiar with Solomon resources and how they support your role.
- Use Solomon nuggets and talks to raise awareness in Lodge.

- Understand that the Solomon Academy Diploma requires RA membership.
- Recognise how Building Together harmonises Craft and Royal Arch pathways.
- Have an understanding of the current implementation of the Building Together Strategy within Northumberland.

G. Provincial Context

- Understand current Royal Arch membership levels in Northumberland.
- Support the Provincial aim of increasing Craft-to-Chapter progression.
- Promote the Royal Arch as an integral part of our future.

Workshop Structure

Interactive presentations, group discussions, and scenario-based exercises drawn from real Lodge and Chapter experiences. Participants are encouraged to share challenges and successes to build collective understanding.

Expected Outcomes

Participants will leave with:

- Understand the full duties of a Royal Arch Representative.
- Feel confident in promoting the Royal Arch within their Lodge.
- Know how to support candidates from Raising to Exaltation.
- Be familiar with Solomon, and Building Together.
- Strengthen collaboration with Lodge Officers and Chapter Companions.
- Help their Lodges increase Royal Arch membership.
- Leave motivated and better equipped to carry out the role.
- **AND HOPEFULLY WILL HAVE ENJOYED THE SESSION!**

PROVINCIAL GRAND LODGE OF NORTHUMBERLAND
LEARNING & DEVELOPMENT

Lodge Charity Steward and Almoner Workshop

Purpose of the Workshop

To equip Lodge Charity Stewards and Almoners with the knowledge, confidence, and practical tools required to support their Lodges effectively during the 2026–2031 Festival and in wider welfare and charitable duties.

Suggested Attendees

Lodge Charity Stewards and Almoners.

Venue and Duration

Held on a Saturday Morning at a Masonic Centre to be advised, commencing at 10 am and will last about 2½ hours.

Learning Objectives

By the end of the Workshop participants will have an understanding of: -

1. Understand the Festival Framework

- Overview of the Northumberland 2031 Festival
- Targets, timelines, and roles
- Individual, Lodge, and Chapter honorifics

2. Clarify Roles and Responsibilities

- Distinct roles of Charity Stewards and Almoners
- Joint working to maximise engagement
- Communication expectations within Lodges

3. Learn How to Promote Regular Giving

- Importance of predictable monthly donations
- Explaining the impact of £10 per month (£12 with Gift Aid)
- Approaching members for Regular Payment Promises

4. Explore the Impact of MCF Support

- Real examples of how MCF funding transforms lives
- Allocation of funds to individuals, families, and communities
- Communicating impact stories effectively

5. Understand the support available locally

- Northumberland Charity and Richrd Henry Holmes and his legacy
- How the process works in practice at a local level
- Some real examples of help which has been given in the past

6. Navigate Administrative Tools

- Limitations of the NMCA database
- Transition to MCF administration and Relief Chest Direct Debit
- Using MI to support Lodge-level engagement

7. Develop Practical Lodge-Level Actions

- Delivering Festival presentations at Lodge meetings
- Coordinating with Treasurers to unlock historic funds
- Identifying and approaching members for increased giving

8. Support the TLC Initiative

- Review of current TLC financial position
- How Lodges can contribute further
- TLC within the wider charitable landscape

Workshop Structure

Interactive presentations, group discussions, and scenario-based exercises drawn from real Lodge experiences. experiences.
Participants are encouraged to share challenges and successes to build collective understanding.

Expected Outcomes

Participants will leave with:

- Confidence in promoting Festival giving.
- Ability to communicate real-world impact.
- Understanding new administrative processes.
- Preparedness to deliver Lodge presentations.
- Stronger collaboration between Charity Stewards and Almoners.

AND HOPEFULLY WILL HAVE ENJOYED THE SESSION!

Final Message

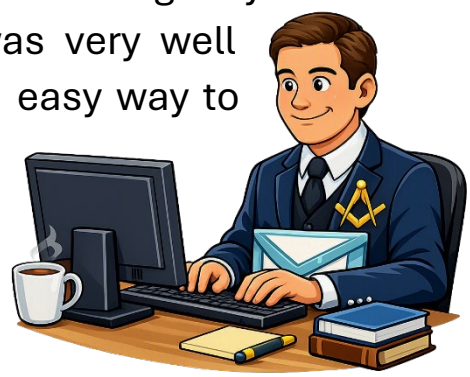
You are the drivers of charitable engagement within your Lodges. Your confidence, clarity, and enthusiasm will shape the success of the Festival and the support we provide to Brethren, families, and communities across Northumberland.

Thank you for your commitment and leadership.

Brethren will be aware of Portal which is the UGLE Membership Information System, designed to give members control over the personal data which is held for them.

The system is being enhanced over the next few months and will enable many of the administrative functions which are currently carried out within a Lodge by the Secretary and Treasurer to be managed using Portal. This is intended to save time and also improve efficiency and enable a full audit trail to be maintained of transactions.

Full training will be provided to assist with this transition and it will be delivered via an Online Webinar which will enable participants to join in from the comfort of their own home. It also means that the training can be interactive using technology to share screen images with participants in real time and enable them to see for themselves how the system works. We have used this method of training very successfully during the last year and it was very well received by all participants who found it an easy way to learn. We will also back this up with recordings of sessions to enable participants to refresh their memory on a future occasion if needed.



Once the updates have been released by UGLE we will contact all Secretaries and Treasurers with some dates for sessions.

It is going to be a requirement that Secretaries, Scribe E's and Treasurers are registered on Portal in order to carry out these functions. Whilst all Lodge Secretaries and Scribe E's are registered currently, there are a couple of Treasurers who are not and the Portal Support Team will be contacting them to assist with this. In future it should be a requirement of anyone appointed to one of these roles that they are registered for Portal as more and more of the administrative functions of Lodges and Chapters will be moved to Portal moving on.

Northumberland QCCC Research Group

Quatuor Coronati
Lodge No. 2076

Purpose of the Group

This group is available for discussion and presentations, linked to Masonic Research. The Quatuor Coronati Lodge, No. 2076, is the world's premier Masonic research lodge. The QCCC is a group for subscribers to the transactions (called Ars Quatuor Coronatorum - AQC) of the QC Lodge.

Suggested Attendees

Any Master Mason, who is a subscriber to QCCC (link shown below) can join the Northumberland QCCC WhatsApp group and attend group meetings.

Master Masons who are not currently subscribing members of QCCC, are invited to attend a group meeting before making a decision to join (and become a subscribing member of the QCCC).

QCCC Membership Hyperlink: Membership of QCCC - Quatuor Coronati

Venue and Duration

Held at Byker Masonic Centre, on the 4th Saturday of the month (coincident with the building being open for the Byker Breakfast Club) , usually every 3 months, commencing at 10 am and will last no longer than 2 hours.

For details of the date of the next group meeting, please contact Northumberland QCCC local Secretary, WBro Darren Bolton, via email (daz_bolton@yahoo.co.uk)

Solomon is the UGLE Learning and Development System which is a vast online resource of Learning Material which is available free of charge to all brethren.

Solomon can be accessed from https://solomon.ugle.org.uk/

Solomon groups items dealing with the same subject into Modules. The main modules for most members are shown below and within each Module it groups nuggets, lectures, videos and interactive quizzes on the ceremony in general and other aspects. There are no restrictions to which Modules you can enrol, to avoid spoiling your future Ceremonies it is recommended that you only enrol for the Modules in the degrees you hold. The Royal Arch is seen as the completion of your journey in Pure and Antient Freemasonry, which you will be able to join after you have become a Master Mason at a time that suits your personal circumstances (please talk to your Mentor about this).









SOLOMON DIPLOMA





The Solomon Diploma is the reward for completion of a modular system of learning within the Solomon System. Brethren who qualify for the Solomon Diploma are also presented with a special pin badge which they are then entitled to wear.

There are 4 separate modules:-

- Welcome Apprentice
- Welcome Fellowcraft
- Welcome Master Mason
- Welcome Companion

Completion of the modules is at the learner's own pace and there are assessments for each section. The Solomon Academy and Solomon

Diploma are summarised on the Provincial Learning & Development Web Pages and there is a video presentation on there, which gives full details of the programme and how to access it. Please feel free to access, using the link which is shown below, to the L&D Webpage:

https://northumberlandmasons.org.uk/members/learning-development/

The presentation can also be accessed on YouTube directly using this link:

https://www.youtube.com/watch?v=2Gv41lf8DPI&t=55s

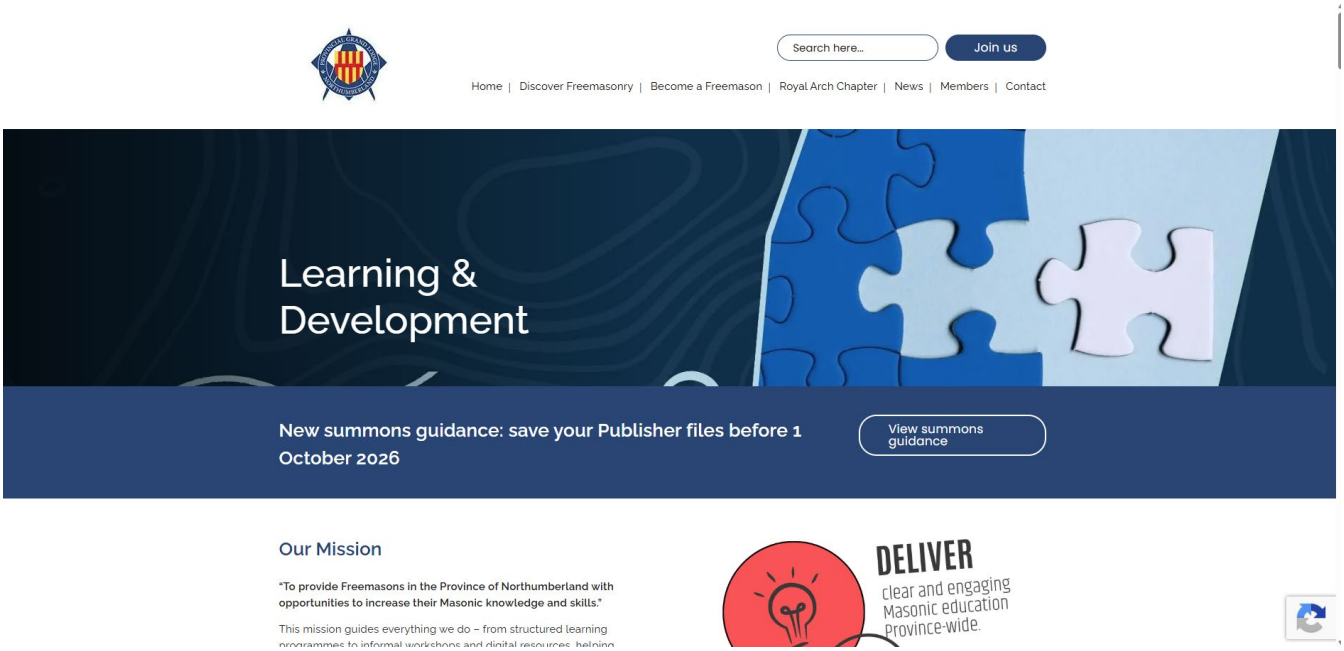
Although using this link also includes adverts!

UGLE have also provided some information about Solomon and the Solomon Diploma and this can be accessed at the following link:

https://www.ugle.org.uk/fmt-live/ugle-sgc-companion-orders/new-emblem-celebrating-masonic-learning

Please feel free to visit our Web Pages on the Provincial Website:

https://northumberlandmasons.org.uk/members/learning-development/



SOLOMON SECRETARY AND SCRIBE E DEVELOPMENT PROGRAMME

This is a new development in the Solomon Academy Programme which is specifically aimed at Lodge Secretaries and Chapter Scribe E's and is intended to compliment the existing Workshop which we run at a Provincial Level mentioned earlier in this Document. It is accessed in a similar manner to the Solomon Diploma and upon successful completion of the module a Certificate of Completion is awarded.

We commend this to all Lodge Secretaries and Chapter Scribe E's.



We hope that this Learning & Development Prospectus is useful and of interest and please do not hesitate to contact the Provincial Learning & Development Team should you require any further information.

learning@pgln.org.uk