



Provincial Grand
Lodge of Lincolnshire

Pathway to Mentoring: Introduction and Guidance

Mentor

“Therefore, when we build, let us think that we build forever. Let it not be for the present delight, nor for the present use alone. Let it be such work as our descendants will thank us for.

John Ruskin



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Message from the Provincial Grand Master

Thank you for taking on the rewarding and forward-looking position of Mentor.

Our Brethren are our most important resource and impressions gained in the early part of their masonic life will shape how they progress through their masonic journey in the future.

I know you will provide Brethren with the best possible support, whilst also receiving guidance and encouragement from the Province, and your efforts in this area are greatly appreciated.

‘To make good men better’ is our purpose, and I look forward to taking the Province forward with your continued commitment to our Brethren.

Dave Wheeler
Provincial Grand Master of Lincolnshire



INTRODUCTION

This booklet is intended to outline the reasons for the Mentoring Scheme within Craft Masonry and into the Holy Royal Arch to complete their journey in Pure and Antient Freemasonry. It will give guidance to those Brethren who take on the very important role of the Lodge and Personal Mentors.

The whole purpose of the mentoring programme is to simply ensure that every new member enjoys being a Freemason, understands what it is about, and becomes involved in his Lodge and in all its activities. Mentoring is a learning process where a more experienced brother invests time, energy and Masonic experience in assisting a new brother to understand and enjoy his Masonry.

If the Mentoring Programme is followed, the Lodge will have a new member with a clear understanding of the fundamentals of Freemasonry and who will have met and enjoyed the company of the members of his Lodge. He should therefore be in a position to become a valuable new addition to its membership and the Craft in general is strengthened.

Although the mentoring programme may be primarily aimed at new Candidates and we often refer to 'newer brethren', it may also be used to refresh and encourage others, especially as they progress through the offices of the Lodge. Lodges that have accomplished this have benefited from keen, enthusiastic and committed members who are not only an asset to their Lodge and Freemasonry in general, but also keen to encourage their friends to join.

This objective cannot be achieved by one person alone. The Candidate / Initiate will form lasting impressions of Freemasonry based on his early experiences, therefore **The Lodge as a whole must welcome, involve, and value its new members.** We are receiving them into our order and their attitude and response to us will depend on how we treat them.

This guidance is available to provide a framework for a lodge to implement a Mentoring Scheme as well as support and instruction for those Brethren who take on this very important and responsible role. Although all members of the Lodge have a role to play in welcoming a new Mason the main responsibilities are designated to the Sponsors, Lodge Mentor and Personal Mentor.

SPONSORS

A Candidate's proposer and seconder. Either they identify prospective Candidates (Pathway Step 2) and make the approach (Pathway Step 3) or they respond to an enquiry referred by the Province or made directly to the Lodge (Pathway Step 4). They recommend applicants to the Lodge after completing Pathway Step 5. The 'Sponsors' may be selected to be the new member's Personal Mentor, if they have the time and experience to do so. *(See Appendix 1 for the Members Pathway Steps).*

LODGE MENTOR

Co-ordinates the Lodge's activities in the Pathway from Step 7 onwards, starting immediately after the Candidate has been elected. He appoints and supports the

Personal Mentors/Sponsors. Works with other Lodge officers, such as the Secretary, Director of Ceremonies and Almoner, to help new members adjust to and derive enjoyment and satisfaction from membership. He is supported by the Provincial Grand Mentor.
(See Appendix 2 for the Role Profile of the Lodge Mentor).

PERSONAL MENTOR

Provides individual and personal support to Candidates and new members, to help them to prepare for and reflect upon ceremonies, to learn about the Craft and to enjoy and get the best from their membership. If the Lodge Mentor does not consider one of the ‘Sponsors’ suitable then he should appoint another experienced Mason to be his Personal Mentor. In all cases, the ‘Sponsors’ should continue to support the new member and take a personal interest in his welfare and Masonic development.
(See Appendix 3 for the Role Profile of the Personal Mentor).

MEMBERS’ PATHWAY

It is important to state that Mentoring is not a stand-alone process. It is an integral and vital component within the Members’ Pathway. (See Members’ Pathway Steps in Appendix 1). The Lodge Mentor now works closely with the Lodge Membership Officer. The responsibility for the eleven Steps is divided between these two Lodge officers. Steps 1 – 6 are the responsibility of the Lodge Membership Officer and Steps 7 – 11 (see Appendix 4) the Lodge Mentor, assisted by the Personal Mentor and Sponsor(s).

The first six steps can be said to be the FOUNDATION BRICKS which are laid for a Lodge to continue to build its membership for the future. The next five steps of Mentoring can be regarded as the glue or MORTAR which ensures the foundation that has been laid ‘stands firm for ever’.

In the years prior to the development of the Members’ Pathway, the number of men joining the Craft had fallen. Of those who did join, 20% resigned before receiving their Grand Lodge Certificates. This resulted in smaller and, in many cases, weaker Lodges.

The Members’ Pathway’ was approved and introduced in October 2017 and is fundamental to United Grand Lodge’s vision for the future of the Craft, and in particular for the achievement of its strategic objectives for membership development.

UGLE 2015-2020 Strategy

UGLE’s 2015-2020 strategy set an objective to improve the attraction and retention of members and defined the following measures of success:

- a. Membership will remain over 200,000
- b. Resignations before Grand Lodge certificate will have reduced from 20% to less than 10%.
- c. Improving retention rates by developing a mentoring culture in all existing members and ensuring Almoners, or other suitable brother, are proactive in contacting those members who do not attend a meeting, allowing them to feel valued, included and cared for.

The Provincial mentoring Strategy is available on the Provincial website at www.pgllincs.org or from the Provincial or Lodge Mentor.

The Members' Pathway brings together good practice models from around our constitution into one integrated approach, designed to grow our membership and strengthen the health of our Lodges.

It incorporates and encompasses the best approaches to mentoring developed over recent years and adds guidance to help Lodges attract, introduce and retain members. It is not prescriptive; Lodges may select sections or steps to suit their requirements to make appropriate improvements.

It is comprehensive and structured. Lodges that follow the eleven Steps will be able to implement a consistent and integrated approach to member development. It is dynamic, it will evolve as new methods and better practices develop. This will ensure it remains relevant and applicable far into the future.

Although Mentoring is responsible for Steps 7 -11 it is important the Lodge Mentor/Personal Mentor works closely with the Lodge Membership Officer and becomes involved with the Candidate at an early stage of the joining process. It includes guidance on the introduction of the Royal Arch (step 9) which is the "completion of the journey in Pure and Antient Freemasonry". It also recommends that early reference should be made to the Royal Arch, from the point when prospective Candidates are considering membership of the Craft (steps 5 & 6).

CONCLUSION

The approach taken by the Mentor will depend upon the relationship which develops with the Mentee and his own particular wishes and needs. Everyone learns and responds in different ways and whatever the style taken, there are four key elements:

Belonging Understanding Involvement Enjoyment

The Mentor is there to see that the Candidate gets the most, in every way, from his membership of the Craft. Upon joining the new Member will have some basic questions which must be answered:

Stage 1

After his first ceremony he will be a little bewildered, but he may be asking "How often do we meet and when?"; "Who is who?"; "What is a Warden, Deacon etc?"; "Who provides the regalia?"; "What are the signs again?"; "Where do I sit in the Lodge?"; "Explain what happens at the Festive Board"; "Etiquette" etc.

It is important that the basic questions are raised and answered at an early stage. Once he is happy and settled with this first stage, the basic 'administrative' side of things, he will move on to Stage 2.

Stage 2

He needs to understand the relationship of the Three Degrees and the symbolic meanings of each as he completes them in turn. Inform him again about the Royal

Arch and completing his journey. This is a great opportunity for the Mentor to help him understand what is going on around him. Sit with him in the Lodge room and go out with him if he has to retire during a higher degree.

Only with a full understanding of the ceremonies and their meanings will he realise the essence of Masonry. Without this he will never become fully engaged with the Craft and it will be difficult for him to maintain further interest.

Stage 3

He will have had an educated grounding in Freemasonry. He will ask himself 'Do I fit in?' or 'Is this for me?' The answer to these two questions will be 'yes' only if the first two stages have been satisfactorily completed and he feels a valued member of the Lodge.

This is when the Mentor asks if his Charge wants to be involved in performing part of the ceremony and ensures that he is taking part in the social side of his Lodge activities.

Stage 4

By this stage a Brother should be enjoying his Masonry, having struck a happy balance

between his home/work and Masonic life and wishing to progress further. Such progression could be 'up the ladder' to the Worshipful Master's Chair, or into an active role such as Charity Steward, Treasurer, Secretary, Almoner or Organist.

He should be guided and advised to join the Lodge of Instruction/Improvement where he will gain the skills and confidence to progress up the ladder. Mentoring should continue as he takes on a new office and provide support and encouragement whenever required.

If the Mentoring Programme is followed, the Lodge will have a retained a new Member with a clear understanding of the fundamentals of Freemasonry and be in a position to thoroughly enjoy his journey through Freemasonry.

Don't forget Mentoring can continue well after taking his third degree and joining the Royal Arch.

Mentoring can be extremely rewarding and satisfying in that not only have you developed a new Mason, but you have cemented another strong link in the chain, contributing towards the future and legacy of your Lodge and Freemasonry in general.

RESOURCES FOR MENTORS

Publications

1. UGLE Booklet ‘What’s it all about’
2. UGLE Mini booklets
(in an Orange folder)
 - a. What is Freemasonry
 - b. Freemasonry and Society
 - c. Freemasonry and Religion
 - d. Freemasonry and Public Affairs
 - e. Freemasonry’s External Relations
3. UGLE Mini booklet, Freemasonry:
An approach to Life
4. Provincial Mentoring Booklets
 - a. Introduction & Guidance for Lodge
& Personal Mentors
 - b. Entered Apprentice
 - c. Fellowcraft
 - d. Master Mason
5. Yellow Charity booklets
6. Masonic Charity Foundation
Booklet, card etc
7. UGLE booklet Information for the
Guidance of the Craft
8. Notes for the Guidance of the Members
of the Craft in the Province of
Lincolnshire. (also available on line
at www.pgllincs.org)
9. Initiate’s Guide Booklet (available from
the Provincial Mentor at £2 each or as
a download from
www.masonicmentoring.org.uk)
10. The Book of Constitutions
& Lodge By-Laws

Note: Items 1 – 8 are generally available from the Provincial Office. Call 01472 870042 or email office@pgllincs.org

Websites

Provincial Grand Lodge of Lincolnshire:
www.pgllincs.org
UGLE Mason Mentoring:
www.masonicmentoring.org.uk/home2.html
Learning & Development for Freemasons
(Solomon): solomon.ugle.org.uk

APPENDICES

Appendix 1: The Members' Pathway Steps: An Overview

Step 1. The Lodge prepares a plan comprising a review of its current practices, a Lodge profile, if appropriate a profile of its 'ideal Candidate', how it will increase its visibility in its local community and the assignment of specific responsibilities related to the introduction of new members.

Step 2. From a collated 'long list' of family members, work colleagues, social club members, Lodge members prepare a 'short list' of people who might be approached with a view to joining the Lodge.

Step 3. A member or members approach a prospective Candidate to find out whether he might be interested in Freemasonry and to help him learn enough about us to decide whether he wishes to pursue membership. Note: this is not an invitation to join; the Candidate must still ask to become a Freemason and acceptance will depend upon suitability.

Step 4. Alternatively, a potential Candidate approaches the Lodge, or is referred to the Lodge, with an expression of interest. Such approaches need to be validated and sponsors found.

Step 5. Sponsors discuss Freemasonry and membership in detail, to screen the prospective Candidate, to determine whether he meets the qualifications for membership.

For all Lodges:

1. Lodge Planning
2. Identifying prospective candidates
3. Approaching prospective candidates
4. Responding to enquiries from potential candidates
5. Preparing the prospective candidate for interview
6. Interviewing the applicant

Lodge Membership Officer

7. Preparing the candidate for initiation
8. Supporting the new Freemason
9. Introducing the Royal Arch
10. Retaining our members

Lodge Mentor

11. Retrieving members

Province

Step 6. If sponsors and Candidate both wish to proceed, the prospective Candidate is now an 'applicant'. He completes a Grand Lodge Registration Form and goes to formal interview. A small permanent interview panel conducts the interview on behalf of the Lodge Committee.

Step 7. If the Interview Panel recommends him as a suitable Candidate then he is proposed, balloted for and prepared for initiation.

Step 8. The Personal Mentor, whether he be a sponsor or another experienced Freemason, provides the new member with support tailored to his individual needs, as he goes through the ceremonies and experiences aspects of Freemasonry for the first time.

Step 9. At an appropriate point after the new member has taken his Third Degree and has some understanding of the Craft, he is introduced to the Royal Arch and encouraged to consider membership.

Step 10. Retention involves a series of positive activities a Lodge can undertake to help the new member gain enjoyment and satisfaction and to grow in his commitment, and preventive activities to respond to any signs of dissatisfaction.

Step 11. In the regrettable event that a member submits his resignation, there are activities to retrieve his membership. This Step is usually co-ordinated by the Province.

A More detailed explanation of Steps 7 – 11 is available on the Provincial website www.pgllincs.org or from the Provincial or Lodge Mentor.

Appendix 2:

Role Profile: Lodge Mentor Co-ordinator

Purpose of the role

- To implement and co-ordinate Mentoring within their Lodge.
- To promote a planned approach to Mentoring so that all new 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.

Reporting to:

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

Measure of success:

Percentage retention of new members in Craft within one, three, five and ten years of joining.

Responsibilities:

- To promote the use of structured Mentoring with the Lodge
- To identify and allocates a suitable member to be each new Candidate's Personal Mentor (being the Candidate's Proposer or Seconder if they have the experience, skills and availability)
- To identify other Brethren within 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 and support that they may require
- To arrange for Personal Mentors to receive the training and support offered by the Province
- To arrange for the supply of support materials (eg, welcome letters, Provincial booklets, Initiate's Guide, etc) for Personal Mentors and new members
- To encourage other members of the Lodge to support Personal Mentors
- To organise/support Lodge events and activities aimed at supporting new members
- To monitor the allocation of Personal Mentors and makes appropriate changes as required
- To liaise and consult with the Lodge Liaison Officer as necessary
- To monitor the success of mentoring and prepares and submits an Annual Report before the end of the calendar year for the

Provincial Mentor

- To liaise and support the Lodge Membership Officer (LMO) in the implementation and delivery of the 'Members' Pathway', with particular focus on steps 7-11
- To Liaise with the Provincial Mentor and members of his team as necessary.

Skills and qualities:

- Preferably an active member of the Holy Royal Arch to better enable him to advise Master Masons to complete their journey in Pure and Antient Masonry
- A respected member of the Lodge
- Knowledgeable and experienced as a Freemason
- Who knows members well, including individuals' strengths and capabilities
- Approachable, encouraging and supportive to Personal Mentors
- Able and willing to give time to a number of Personal Mentors
- Well organised to enable him to effectively fulfill his role
- Resourceful – able to identify and obtain relevant materials and make useful contacts
- A good communicator

Appendix 3:

Role Profile: Personal Mentor

Purpose of the role:

- To ensure that an assigned new member receives the information, personal contact and encouraging support appropriate to his individual needs.
- To help the assigned new member enjoy his Freemasonry and derive satisfaction from it, so that he becomes a lasting, committed and contributing member.

Responsible to:

The Lodge Mentor/ Co-ordinator.

Measure of success:

Retention of allocated new members in the Lodge.

Responsibilities:

- To build a supportive mentoring relationship with a new Candidate prior to joining and his Initiation
- To provide the mentee with the information (such as Provincial Mentoring Booklets), personal contact and encouraging support that he needs; in a manner that that is suitable and appropriate to his needs
- To ensure the mentee is introduced to other Brethren and mixes well with others at the festive board
- To meet with the mentee outside of the Lodge to discuss Freemasonry and his enjoyment and experience of the activities
- To prepare the mentee for future ceremonies
- To answer and encourage questions.
- To explain aspects of Freemasonry to him; its structure, offices, symbolism, ceremonial aspects or take him to a brother who knows the answer.
- To help him to find answers to questions, consider using 'Solomon' – Seek & Learn: About Freemasonry section
- To encourage him to register with 'Solomon', UGLE's online repository of learning materials
- To demonstrate the correct manner of saluting and firing (where used)
- To help him to reflect on and learn from past ceremonies
- To accompany him to visits to other Lodges
- To sit with him at Lodge meetings and at Festive Boards
- To accompany him if he leaves the Lodge room, or arrange for another suitable

brother to do so

- To help the member to learn the Ritual, its words, meaning and any movement in the ceremonies, as he progresses in the Lodge
- To encourage the member to play a full and active part in the life of the Lodge, both ceremonially and socially
- To actively seek feedback from the member and monitor his interest, involvement and commitment
- To adapt his own approach to mentoring to enhance the member's enjoyment of and commitment to Freemasonry and the Lodge
- To introduce him to the Holy Royal Arch Representative and encourage him to consider joining the Holy Royal Arch, at the appropriate time, to complete his journey in Pure and Antient Freemasonry
- As the member progresses, if appropriate to consider a hand over to a new Personal Mentor to further develop his career in Freemasonry. E.g. a Past Master if the brother is about to become Worshipful Master.
- To liaise with the Lodge Mentor Coordinator as necessary

Skills and qualities:

- Desirable to be an active member of the Holy Royal Arch
- Knowledgeable and experienced as a Freemason
- Capable of clearly explaining aspects of Freemasonry in simple terms and everyday language.
- Able to use questions to encourage enquiry and develop understanding
- Encouraging and supportive to others, especially new members
- Able, willing and available to give time to a new member
- Resourceful – able to identify and obtain relevant materials and make useful contacts

- A good observer – aware of positive and negative non-verbal communication and interactions between people
- A good listener

PERSONAL NOTES

GENERIC MENTORING CHECK LIST – ENTERED APPRENTICE

Personal Mentor:

Lodge Mentor:

Date completed

| | |
|--|--|
| Apron – where to collect and return | |
| Signing of the Lodge Register | |
| Book of Constitutions p 6&7 Discuss some relevant rules in book | |
| EA Ceremony & Mentoring Booklet | |
| Brief History | |
| Explain signs token & word (Ensure correctness of the sign) | |
| Organisation of the Lodge and Officers | |
| Basic introduction to the Royal Arch | |
| Masonic Etiquette & Protocol | |
| Festive Board Protocols | |
| Q&A ready for next ceremony | |
| Solomon https://solomon.ugle.org.uk | |
| Provincial Website https://www.pgllincs.org | |
| Other useful Social Media | |

GENERIC MENTORING CHECK LIST – FELLOWCRAFT

Personal Mentor:

Lodge Mentor:

| Date Completed | |
|---|--|
| Fellowcraft Ceremony & Mentoring Booklet | |
| Explain signs token & word (Ensure the correctness of the signs) | |
| Lodge Officers, Aprons & Collars | |
| Masonic Jewels | |
| Charities | |
| Further information on the Royal Arch | |
| Q&A ready for next Ceremony | |

GENERIC MENTORING CHECK LIST – MASTER MASON

Personal Mentor:

Lodge Mentor:

| | Date completed |
|---|----------------|
| Master Mason Ceremony & Mentoring Booklet | |
| Explain signs token & word (Ensure correctness of signs) | |
| Explain the Five Points of Fellowship | |
| Discuss reasons & benefits of joining the Royal Arch | |
| Freemasonry Governance | |
| Visiting Lodges | |
| New & Young Masons Clubs | |
| The Provincial Year Book | |
| Provincial & Grand Officers | |
| The Way to the Master's Chair | |
| The Grand Lodge Certificate | |
| Lodge of Instruction/Improvement (LOI) | |
| Learning Ritual | |
| Contributions of a new MM to the Lodge | |

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