

Curriculum Outline

- I Lodge Officer Training**
 - A Tyler: Duties and Requirements
 - B Chaplain: Duties and Requirements
 - C Marshal: Duties and Requirements
 - D Junior Steward: Duties and Requirements
 - E Senior Steward: Duties and Requirements
 - F Secretary: Duties and Requirements
 - G Treasurer: Duties and Requirements
 - H Junior Warden: Duties and Requirements
 - I Senior Warden: Duties and Requirements
- II Worshipful Master Duties**
 - A Powers and Prerogatives
 - B Prohibitions
 - C Duties and Responsibilities
 - D Installation Checklist
 - E How to be a Good Leader
 - F Training Your Officers
- III Planning Your Year**
 - A Why Planning is Important
 - B The Eight-Step Planning Process
 - C How to Establish Your Goals and Objectives
- IV Becoming the Worshipful Master**
 - A. Preparing for Your Year
 - 1. Prior to Installation
 - 2. Installation
 - 3. After Installation
 - B. Leading Your Lodge
 - C. Time Management
 - D. Planning Your Year
 - 1. The 8 – Step Process
 - E. Publications
- V Running Your Lodge**
 - A. Putting Your Team Together
 - B. Committees
 - C. Setting the Officers to Work
 - E. Trestle Board
- VI Lodge Committees**
 - A. Appointment
 - a. Lodge Officers
 - b. Standing Committees
 - (1) Finance Committee
 - (2) Vigilance Committee
 - (3) Petitions Committee
 - (4) Masonic Education Committee
 - (5) Board of Relief
 - (6) Committee on Charity
 - (7) Committee on Lodge Property
 - (8) Investigation Committee
 - (9) Other Committees
- VII Petition and Investigation Committees**
 - A. Secretary's Responsibility
 - B. Worshipful Master's Responsibilities
 - C. Petition and Investigation Procedures
 - 1. Petitions Committee
 - a. Duties and Responsibilities
 - b. Procedures
 - 2. Receiving the Petition
 - 3. Investigation Committee
 - a. Duties and Responsibilities
 - b. Committee Makeup
 - c. Determining Eligibility
 - D. Balloting
- VIII Communications**
 - A. Types of Communications
 - B. Lodge Newsletter
 - C. Trestle Boards
 - 1. How to Make Your Trestle Board More Interesting
 - 2. Trestle Board Appearance
 - 3. Getting Organized
 - 4. The Worshipful Master's Message
- IX Finances & Budget**
 - A. How to Organize Resources
 - B. How to Stay Within Your Budget
 - C. Dues and Dues Collection
- D. Investment**
- E. How to Prepare Your Budget**
 - 1. Resources
 - 2. Fixed Cost or Non-Discretionary Expenses
 - 3. Project and Program Choices
 - 4. Matching Program Costs and Available Resources
 - 5. Alternative Means of Program Funding
 - 6. Finalizing the Plan
- F. Finances**
 - 1. Check Past Records
 - 2. The Lodge Budget
 - 3. Lodge Maintenance
 - 4. Sample Budget
- G. Lodge Funds and Property**
- X Membership**
 - A. Masonic Recruiting
 - B. Motivating Factors
 - C. Recruiting New Masons
 - D. Prospective Lodge Members
 - E. An Effective Masonic Recruiter
 - F. "Who Are the Masons" Meetings
- XI Lodge Renewal**
 - A. Ten Steps to Lodge Renewal
 - 1. Plan, Program, Prepare
 - 2. Attract New Members
 - 3. Spice up Lodge Meetings
 - 4. Family Involvement
 - 5. Community Involvement/Visibility
 - 6. Fund Raiser
 - 7. Membership Retention/Utilization
 - 8. Publicize Your Lodge
 - 9. Lodge Appearance
 - 10. Ritual
- XII Ritual**
 - A. Another Reason for Good Work
 - B. Importance of Backups
 - C. Practicing and Performance
 - D. Recognition
 - E. Tools of Proficiency
 - F. Activities to Improve Lodge Work
 - G. Grand Lodge Ritual Publications
 - H. Planning Forms
 - 1. Entered Apprentice Degree
 - 2. Fellow Craft Degree
 - 3. Master Mason Degree
- XIII Service**
 - A. Community Service
 - 1. Lodges: A Community's Focal Point
 - 2. Members Feel Pride
 - 3. Why Connect with Your Community
 - 4. Involvement with Schools
 - B. Fraternal Service
 - 1. Philanthropies of Allied & Appendant Bodies
 - 2. Service Activities
- XIV Event Organization**
 - A. General Guidelines
 - B. Event Planning Form
 - C. Eight Areas of Lodge Work
 - D. Grand Lodge Planning Publications
 - E. Establishing Goals
 - F. Planning for Success
- XV Additional Programs**
 - A. Mentoring Assignments
 - B. Grand Lodge Activities
 - C. Fellowship
 - 1. Friends and Fellowship
 - 2. What Contributes to Fellowship
 - 3. Importance of Family
 - 4. Courtesies Promoting Fellowship
 - 5. Fellowship Related Activities
 - D. Masonic Funerals
 - E. Courtesies to Past Masters
 - F. Relations with the Grand Line Officers