

MASONIC LEADERSHIP TRAINING PROGRAM 2015-2016

To: District Deputy Grand Masters
MLT Zone Chairmen
MLT District Committeemen
Worshipful Masters of Particular Lodges

My Brothers:

Congratulations on your appointments. You have been chosen because you are a leader among Masons and I applaud each of you for your dedication and devotion to our Craft. Brothers like yourselves are the reason our Fraternity has remained so strong through the years. Because of your zeal and devotion to our Fraternity, you have been chosen to serve the Craft.

I am calling upon that zeal and devotion that you have to assist your Grand Lodge in educating our future leaders of this great Fraternity. This may prove not to be an easy task but with the leadership qualities you have shown, and the MLT Manual, I have the utmost confidence that WE as a TEAM can accomplish this task and help to ensure the strength of our Fraternity.

You are not just limited to your Lodge, District, or Zone. If a fellow Chairman needs assistance, we should ever be ready to help aid and assist to ensure the success of our Committee. You were chosen as a LEADER!

The Masonic Leadership Training Program now begins its sixth year. The program has been overwhelmingly embraced by the Craft. This started as a five year program, but in the last three years we have come a long way in mapping out its future goals. A curriculum outline has been created that provides guidelines for future training and development and is highly recommended to be followed in order not to short change any Brother in his Masonic Education. Several power point presentations have been created and made available to the leaders of this program with more in the pipeline. This Committee is extremely important to the future of our Fraternity. Please assist The Grand Lodge of Florida in leading our Brothers and Fraternity into the future.

To All Master Masons:

As Master Masons, you entered our Fraternity seeking fellowship, knowledge, self-improvement, community involvement, and love of God and Country. This Masonic Leadership Training Program will lead you to achieve all those goals and more. Your **participation** in this program is earnestly recommended, as it will help you in assisting your Lodge, District, and Grand Lodge in the discharge of all the duties and responsibilities towards your fellow Masons, but more importantly, your spiritual growth in helping others will help humanity.

To All Worshipful Masters:

As Worshipful Master of your Lodge, you are responsible for the Masonic well being of all your members. You are required:

- To impart knowledge.
- To assist them in the building of their Masonic Edifice.
- To conduct all Lodge business as prescribed by Grand Lodge and the good rules of propriety.
- To be involved in the Community in which your Lodge resides.
- To ensure a legacy of leadership will follow for years to come.
- To create an atmosphere of Brotherly Love and Affection in your Lodge and truly be your Brother's Keeper.

Your duty to this program is vital to the future of our Lodges. Your participation will show by example your dedication to its success. It is necessary that you bring along with you the Lodge Officers and as many Brothers as possible who are interested in the well being of their Lodge and their Fraternity.

The participation of your Lodge in this Program will ensure growth, stability, and leadership. Please take advantage of the program presented in your Zone. Education is Power and Enthusiasm is the Switch.

To All District Deputy Grand Masters:

In your capacity as District Deputy Grand Master, you are required to make many appointments, all of which should be well qualified to perform their duties. Remember that these appointments need to execute different responsibilities with different demands for different purposes. So choose well, my Brothers, as your appointments will directly reflect on your leadership ability.

As you are responsible for all your appointments, make sure they are carrying out their responsibilities in the discharge of their office. These appointments are not like some commercial products where you *sell it and forget it*. Your reputation and position will suffer greatly if your appointments are taken as trivial and inconsequential, for such I assure you is not the case.

Therefore, study your appointments and recommendations well, my Brother, and make sure you find the very best talent your District can offer to make your appointments. We are not looking for advancement of unqualified friends; we are looking for the promotion of well qualified Masons who are willing to give of their time and talent to benefit the entire Craft.

To All District Committeemen:

You have been selected by your District Deputy Grand Master to this important position because of the skills, knowledge, and leadership you have shown in your District. This Committee will require all of these traits in order for you to discharge the duties required of this Committee. Remember, your District Deputy Grand Master has appointed you after careful consideration of your qualifications, and it is hoped that you will fulfill your duties to the best of your ability.

As the Chairman of this important Committee in your District, you are to be constantly promoting this program by exerting its importance to the well being of every Brother (and Lodge) who will benefit from participating in the Masonic Leadership Training Program.

You need to be in touch with your Zone Chairman, who will inform you of the upcoming Zone events so you can communicate them to the Lodges in your District. You should be aware of Brothers in your District who are knowledgeable in Fraternal Matters and recruit them to participate in this Program, and recommend them to your Zone Chairman or District Deputy Grand Master. We are looking for Brothers who have the time, love, and dedication to assist Grand Lodge in implementing their programs. Remember to recommend only those who are worthy and well qualified.

Notify your Zone Chairman by email (**With a copy to the State Chairman**) of all scheduled MLT Seminars at the District and Lodge levels to include: 1. Date and Time; 2. Location of Training; and 3. The Lesson Number(s) to be presented.

Make a report of all District and Lodge level training with the following information and any other comments or recommendations you may deem appropriate to the Zone Chairman no more than 5 working days from the meeting date. Use the MLT Workshop Sign In Sheet (MLT-1), and the MLT Comment Sheet (MLT-3) to prepare your reports. Summarize the following information utilizing the MLT Workshop Attendance by Lodge (MLT-2) and the MLT Lesson Critique Summary (MLT-4) in the appropriate spaces. Include a Completion Letter for all Brothers completing all 15 lessons, listing their name, member number, station held, and Lodge name & number.

Be prepared to assist the Zone Chairman in the discharge of his duties by assisting him in any capacity in order to have a successful Zone presentation to all the Brothers participating in the Masonic Leadership Training Program at the Zone level.

To All Zone Chairmen:

It is essential that you envision what this program can do for our Fraternity in order for you to be able to describe it to the Craft in detail. It is just as important that you select the presenters with as much care as you would use in the care of a small child.

Develop and present training that meets the minimum requirements in knowledge for the Lodge Officer in Lodge management. Utilize the Masonic Leadership Training Manual to prepare Lesson Guides and Power Point Presentations. Subjects must include, but are not limited to:

1. Lodge Officer Training
2. Worshipful Master Duties
3. Planning Your Year
4. Becoming the Worshipful Master
5. Running Your Lodge
6. Lodge Committees
7. Petition and Investigations Committees
8. Communications
9. Finances & Budgets
10. Membership
11. Lodge Renewal
12. Ritual
13. Service
14. Event Organization
15. Additional Programs

It is very important that the Curriculum Outline be followed using the time suggested for each lesson.

All completed Lesson Plans and Power Point Presentations will be forwarded to the State Chairman for review and approval.

When this material is properly presented, it could make the difference between a well operated Lodge with plans and goals and a misguided Lodge with no plans and goals. It can make a difference with Lodge Officers that are aware of their duties and responsibilities and those that go by the seat of their pants from meeting to meeting. You can make a difference with Officers that will understand that empowering those behind him with knowledge, duty, and responsibility is the greatest legacy they can leave for their Lodge.

As you present this program, make sure that you use all of the proper logistics, not what is easier for you, but what is better for your Zone. If more than one Zone Meeting is needed to better serve all of the Districts in your Zone, then proceed to do so. Remember, this program has been designed to assist the Craft, and your Grand Lodge Officers are dedicated to serving the Craft, as they are our most valuable resource.

Notify the State Chairman by email of all scheduled MLT Seminars at the Zone, District, and Lodge levels to include: 1. Date and Time; 2. Location of Training; and 3. The Lesson Number(s) to be presented.

Make a report of all Zone Meetings with the following information and any other comments or recommendations you may deem appropriate and forward a copy to the State Chairman no more than 10 working days from the meeting date. Use the MLT Workshop Sign In Sheet (MLT-1), and the MLT Comment Sheet (MLT-3) to prepare your reports. Summarize the following information utilizing the

MLT Workshop Attendance by Lodge (MLT-2) and the MLT Lesson Critique Summary (MLT-4) in the appropriate spaces.

MLT-2 Attendance by Lodge:

1. Numbers of the Zone, Districts
2. Meeting Date and Lesson Numbers presented
3. Name(s) of the Facilitator(s) and Location of Training
4. List, by District, each Lodge Represented
5. List by Lodge each Lodge Officer attending
6. List by Lodge each additional Brother attending

MLT-4 Lesson Critique Summary:

1. Numbers of the Zone and Districts attending
2. Name of Instructors and Location of the Training
3. Date and Lesson Numbers covered
4. Time Started and Ended
5. Total number of Participants and Number of Critiques returned
6. In the “Comments By Trainer” section list:
 - a. How many MLT District Chairmen were present and their Names
 - b. Names of all Presenters and their Topics
 - c. How many DDGM’s were present from your Zone and their names
 - d. Your Comments and Recommendations for future training

Annotate the “MLT Report Card” for only those lessons that a Brother actually attended. Notify the State Chairman when all 15 lessons have been completed with the date, name, position, and Lodge of the Brother completing the training (**Completion Letter**). Prepare a spreadsheet to keep track of the status of the Brothers. This should include the Brothers name, member number, District, date given completion certificate, Lodge receiving Plaque, year plate, and date when Primary Officers completed all 15 lessons.

To The State Chairman:

You should attend and assist in the coordination of the Zone/District Seminars so you can participate whenever feasibly possible. Assist as required in preparing the agenda for the seminars and selecting the proper topics for them to present. Pay particular attention to the logistics of the seminars, keeping in mind that it should be made easy for the participants, not the presenters, District, Zone, or State Chairman.

Ensure that the “MLT-2 Attendance by Lodge” and the “MLT-4 Lesson Critiques Summary” reports are properly completed and pass them on to the Grand Master and Elected Grand Line Officers (D.G.M., S.G.W., J.G.W.).

Evaluate presentations in content and their presenters in the different Zones/Districts, make recommendations for improvements to the Zone Chairmen, and forward a copy of evaluations to the Grand Line Officers.

Report on all Zone and District Seminars across the state to the Grand Master and Grand Line Officers. Reports are to be made September 1, January 1, and May 15. This report should be comprehensive, taking into account all logistics, programming content, presentations, evaluations, and recommendations for improvement of this program.

Provide an appropriate Certificate of Completion and special MLT lapel pin for all Brothers who have completed all 15 course training requirements. Ensure that entry is made into each Brother’s Masonic History. Notify the Grand Master of all Brothers completing the training to see if he wants to personally

present the certificates to the Brothers. Provide an info copy to each Elected Grand Line Officer. Keep a file of all Brothers completing the training by date, name, position, and Lodge.

Originally the awarding of the MLT plaques were accomplished at Grand Lodge Communications based on the Grand Lodge Masonic Year. Awarding the plaques based on the Grand Lodge Year has a pitfall where a Worshipful Master who does not ensure his Officers have completed the MLT lessons could be awarded the plaque for his year. Likewise, a Worshipful Master that ensured compliance may not receive the plaque for his year.

Therefore, the awarding of the plaque will be based on the Lodges' Masonic Year instead of the Grand Lodge Year.

As part of your duties, you should always keep your eyes open for Brothers that are excelling in this program as presenters and keep the Grand Line Officers informed of such Brothers and encourage them to get involved.

To All:

For years, the Craft has been asking for a better program and Grand Lodge has heard the request of the Brothers and responded with the MLT Manual which lays out what is necessary for a Lodge to be successful. Let's take it out there and share this useful knowledge with the Craft.

I must remind you that reporting to the Grand Lodge Officers is extremely important as this is the only way we will continue to improve on this program in a timely manner so that no Brother will feel that their labors are in vain and that the programs are faulty and not worthy of their time and attention.

In closing my Brothers, I, your humble servant, am here for you; so please do not hesitate to contact me for any questions or assistance you may require.

Remember one thing: we will only succeed if we FUNCTION AS A TEAM!

Fraternally and respectfully submitted,

R. : W. : Frank E. Kleese, Sr., State Chairman
Masonic Leadership Training Committee

Attachments:

MLT Curriculum Outline
MLT-1 Sign In Sheet
MLT-2 Attendance by Lodge
MLT-3 MLT Comment Sheet
MLT-4 Lesson Critique Summary
Completion Letter sample

Curriculum Outline

- I. Lodge Officer Training (2 hours)**
 - 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 (1 hour)**
 - A. Powers and Prerogatives
 - B. Prohibitions
 - C. Duties and Responsibilities
 - D. Installation Check List
 - E. How to be a Good Leader
 - F. Training Your Officers
- III. Planning Your Year (1 hour)**
 - A. Why Planning is Important
 - B. The Eight-Step Planning Process
 - C. How to Establish Your Goals and Objectives
- IV. Becoming the Worshipful Master (1 hour)**
 - 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 (3/4 Hour)**
 - A. Putting Your Team Together
 - B. Committees
 - C. Setting the Officers to Work
 - E. Trestleboard
- VI. Lodge Committees (20 Minutes)**
 - 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) Other Committees

VII. Petition and Investigation Committees (1/2 Hour)

- A. Secretary's Responsibilities
- 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 (3/4 Hours)

- A. Types of Communications
- B. Lodge Newsletter
- C. Trestleboards
 - 1. How to Make Your Trestleboard More Interesting
 - 2. Trestleboard Appearance
 - 3. Getting Organized
 - 4. The Worshipful Master's Message

IX. Finances & Budget (1 Hour)

- 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 (3/4 Hour)

- 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 (1/2 Hour)

- 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. Fundraisers
 - 7. Membership Retention/Utilization
 - 8. Publicize Your Lodge
 - 9. Lodge Appearance
 - 10. Ritual

XII. Ritual (1/2 Hour)

- 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 (1/2 Hour)

- 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 (3/4 Hour)

- 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 (3/4 Hour)

- 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