

## MASONIC LEADERSHIP TRAINING COMMITTEE PROGRAM 2024-2025

To: District Deputy Grand Masters  
Masonic Leadership Training Zone Chairmen  
Masonic Leadership Training District Committeemen  
Worshipful Masters of Particular Lodges

My Brothers:

The Masonic Leadership Training Program is an integral part of Florida Freemasonry and is recognized by the Craft as a staple program in our Masonic Education System and is required per the Digest of Masonic Law Chapter 19.03.03. Every Brother who is nominated and elected to the office of Worshipful Master, Senior Warden, or Junior Warden of any Particular Lodge shall have completed and received the Masonic Leadership Training Certificate and his completion be recorded on his profile at Grand Lodge prior to his installation. The Masonic Leadership Program consists of fifteen workshops to assist in the development of Lodge Leadership. Below is the syllabus of the program:

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. Petitions and Investigations Committees
8. Communications
9. Finances and Budgets
10. Membership
11. Lodge Renewal
12. Ritual
13. Service
14. Event Organization
15. Additional Programs (any program approved by State Chairman)

The Masonic Leadership Training Committee consists of representatives from every Zone and District throughout the State of Florida whose sole responsibility is to support every Particular Lodge in meeting their prescribed goals referenced in Regulation 19.03.03. The committee will provide in person and/or Zoom training in all Particular Lodges, online, or a prescribed location by the Committee Member. Training will be scheduled by State/Zone/District Committee members throughout the year.

It is our goal to provide our time and assistance as much and as frequently as needed to allow your Lodges to obtain Masonic Education Achievement Award Points for participation: three points for each Elected Officer who completes the entire course; two points for each Appointed Officer who completes the course; one point for each member who completes the entire course – 30 points maximum.

### **To All Worshipful Masters:**

When the District MLT Committeeman calls to schedule a Workshop, please accommodate him as he is there to help your Lodge increase in Masonic knowledge. Encourage your members to attend. Your duty to this program is vital to the future of our Lodges. Your participation will show by example your dedication to the program's 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. You may have already completed the program, but I would encourage you to attend as many classes as you can this year and study the material on your own. I am almost certain you will pick up something new that you did not learn in a previous class.

**To All District Deputy Grand Masters:**

The Brother you entrust with Masonic Leadership should be a man who believes in the program, is experienced, and has a working knowledge of the Fraternity, and is a zealous Mason. He should be comfortable teaching and mentoring his fellow Brothers. You are responsible for all your appointees throughout the year, please ensure the Brother that you have chosen to conduct this important mission maintains continual contact with the Lodges in your District and remains available to present the material.

**To All District Committeemen:**

You have been selected by your District Deputy Grand Master to this prominent position because of the skills, knowledge, and leadership you have shown in your District. As the committeeman for the Masonic Leadership Training Committee, you are required to present the material in this program. It contains valuable, relevant material compiled by resolute Brothers who wish to see our Fraternity remain strong well into the future. When presenting this material remember the value of group discussions. The Masonic Leadership Training Manual and PowerPoint presentations are designed to give you discussion points to stimulate class discussion. You should view your role as much a facilitator as an instructor.

As the Chairman of this important committee in your District, you should be promoting the program in each Lodge in your District, at Masonic Association meetings, and at any Schools of Instruction. Try not to miss an opportunity to promote and present the program. Communicating the benefits of the program to each Brother will help the program succeed and improve in the future. You will also be provided Grand Lodge Publications for sale for those Brothers who do not have them at hand. If we book a workshop we will conduct that workshop, we will do everything in our power not to cancel. You are to make sure the Workshop forms are filled out correctly and legibly. How can we give a Brother credit for his time, if we cannot read his name, his office, or member number on the forms?

As the District Committeeman you will be required to maintain regular communication 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 assist you with delivering the program in your District.

Notify your Zone Chairman of all scheduled Masonic Leadership Training Sessions at the District and Lodge levels. Please include the date and time, the location of training, and the material you intend to deliver. A properly advertised class will draw Brothers from other Lodges to attend. No Brother can receive credit for more than five classes per workshop. This is particularly important. It is an exceedingly rare person that can absorb that much information in one sitting. You are to forward all District and Lodge level training forms to your Zone Chairman as soon as possible following completion of the class. The report must include the classes offered, each attendee's name, member number, station held, and Lodge name and number. You will receive forms that will assist you with collecting this information as well as comment sheets that will be utilized to help us improve the program. Once a Brother has received all the material contained in the program, submit a letter indicating his achievement to your Zone Chairman. One letter for multiple Brothers is acceptable.

The Zone Chairman will maintain a spreadsheet to track of the status of each Brother and can assist you in the classes needed at the Particular Lodges. Mix it up a bit. Remember our members' time is one of their most valuable assets. You must ensure they receive credit for their work. Failure to record completions will result in reduced support and enthusiasm for the program.

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:**

Congratulations on your appointment to this position, it is integral to the success of the program. We will be working closely together to have a positive outcome for the Fraternity. Your duty is to make sure the Masonic Leadership Training Materials are used properly and to help the District Committeeman schedule the Workshops, not just in

setting them up but following through by inputting each Brother who attends even a single class into the Zone Spreadsheet (provided Excel) and to track those classes given, Brother by Brother through completion. Upon completion you will certify the completions on the forms provided to me as the State Chairman. I will then collate the information required for the certificate, notify Grand Lodge of the completions for input to the Brothers' Masonic Record, afterwards sending you the certificates and pins for presentation. (my goal is a 2-week turnaround for presentation). My Brothers, since you will be tracking the Brothers' progress you should consult with the District Committeemen as to the best classes for each Workshop.

**From The State Chairman:**

I am committed to facilitating the organization of any MLT activity within the state, regardless of scale, whether it's for a single Brother or a gathering of one hundred. Just inform me of the assistance you require.

My aim aligns with that of past State Chairmen whom I am collaborating with to excel in fostering the growth of knowledge, demeanor, and self-assurance in our Fraternity's future leaders.

In conclusion, my Brothers, I'm here to support you. Please feel free to reach out with any inquiries you may have.

Fraternally and respectfully submitted,

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