



**Province of East Kent**

# **MENTORING SCHEME**

## **PERSONAL DEVELOPMENT PROGRAMME**

### **BROTHER**

Name \_\_\_\_\_

Date of Initiation \_\_\_\_\_

Lodge \_\_\_\_\_

### **MENTOR**

Name \_\_\_\_\_

Tel No \_\_\_\_\_

E-mail \_\_\_\_\_

### **CLUSTER CO-ORDINATOR**

Name \_\_\_\_\_

Tel No \_\_\_\_\_

E-mail \_\_\_\_\_



Province of East Kent

## **Establishing Relationships**

## **Personal Development**

## **Acquisition of Knowledge**

This document sets out the framework for a mentoring scheme which meets the need of New Masons in East Kent during the early part of their Masonic careers. The framework is broken down into five key stages which relate to logical Masonic milestones. Each element within a stage is colour coded to indicate its relationship to the three aspects of development shown above, namely establishing relationships, personal development and the acquisition of knowledge. Some Mentors will no doubt wish to add items to the list while others may feel that some of the elements are not appropriate for their Lodges, equally some may wish to devolve the responsibility for delivering some elements of the programme to others. Making such judgements is perfectly legitimate but it is essential that whoever takes on the role of Mentor is committed to making sure that the whole programme is seen through to its completion. Raising expectations which are subsequently not met will be counter productive and result in potential disillusionment.

Remember the Provincial Development Group values any feedback you may have, not just on the effectiveness of the framework but also on the nature of the available support material and its relevance. Finally, don't forget that support is readily available from your Cluster Co-ordinator if you need it. Alternatively the contact details for the members of the Provincial Development Group and are available from the Provincial Website.

Further copies of this booklet are available from Cluster Co-ordinators and as a download from the Provincial Website.

# STAGE 1 Recruitment and preparation for the Ceremony of Initiation

**Timing** From the time that a prospective Candidate first makes contact with the Lodge until the completion of his Initiation meeting

**Aim** To make the new Candidate feel welcome and support them from the time of their first formal contact with the Lodge until the time they are initiated, and to provide them with an initial understanding of the personal and financial commitment being made

|     | Area of need                                                                                                                                                                                                                                                                                                                       | Source of information                                                                        | Responsibility                                                              | Completed |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------|
| 1.1 | Inform the Candidate of the qualifications for membership, to give an initial explanation of what freemasonry is, what is expected of them as a member of a Lodge and what they can hope to gain. Meet with candidate's wife or partner if possible and appropriate so that they also feel included and understand what's involved | Discussion with Proposer and Second, reading literature. Peterborough Booklet for Candidates | Proposer and/or Second, nominated member or members of the Lodge, Secretary |           |
| 1.2 | To establish the suitability of the Candidate for membership and provide them with information regarding associated timescales and the costs involved with becoming a member                                                                                                                                                       | Lodge Reference Committee                                                                    | Lodge Committee, Secretary                                                  |           |
| 1.3 | To inform the Candidate of the successful outcome of the interview and that the decision will need to be formalised by a ballot in open Lodge. Give information about probable initiation dates and overall timescales                                                                                                             | Verbally after the committee has made its decision                                           | Lodge Secretary                                                             |           |
| 1.4 | Formally notify the Candidate of the successful ballot (or otherwise) and confirm the actual costs involved and the specific details of the Initiation meeting, payment of annual subscriptions, required dress, purchase of regalia                                                                                               | Letter containing relevant information, copy of Summons                                      | Lodge Secretary                                                             |           |
| 1.5 | Identify and allocate a suitable Mentor to the Candidate                                                                                                                                                                                                                                                                           | Guidance notes for selecting Mentors and setting up the pairing.                             | Mentoring Co-ordinator, Mentor                                              |           |
| 1.6 | Arrange an initial meeting between the Candidate and Mentor to discuss and agree the basis of the relationship, the future agenda frequency and location of meetings                                                                                                                                                               | Mentor contacts Candidate and agrees mutually convenient arrangements for the meeting        | Mentor                                                                      |           |
| 1.7 | Communicate the arrangements for the Initiation meeting, the dress requirements, the need to respond to the toast at the Festive Board etc                                                                                                                                                                                         | Discussion and letter                                                                        | Mentor, Proposer, Secretary                                                 |           |
| 1.8 | Provide the Candidate with support before, during and after the Initiation meeting. Prepare the Candidate for the ceremony and make the key introductions before and after the meeting                                                                                                                                             | One to one support                                                                           | Mentor, Proposer, Second and Tyler                                          |           |

## STAGE 2 Entered Apprentice

**Timing** Commences after the Ceremony of Initiation has taken place and is ideally completed by the Second Degree

**Aim** To provide the Entered Apprentice with an understanding of the Ceremony of Initiation, prepare him for the ceremony of Passing, provide him with information about the Lodge and begin the process of integrating him as a member of it

|      | Area of need                                                                                                                                                                                    | Source of information                                                                                                                    | Responsibility                | Completed |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------|
| 2.1  | Explain the role of the Lodge of Instruction, how it's structured, and the benefits of attending, the frequency and dates of meetings, dress code, and introduction to members                  | Discussion with the LOI Preceptor, talking to LOI Members, Attending LOI if appropriate                                                  | Mentor, Proposer, LOI Members |           |
| 2.2  | Explain the meaning and symbolism contained in the First Degree. Reconfirm grip and word, explain meaning of working tools                                                                      | Discussion with Mentor, Proposer, Lodge DC                                                                                               | Mentor                        |           |
| 2.3  | Learn the questions and answers for the ceremony of Passing                                                                                                                                     | Booklet containing questions and answers with the support of Mentor and Proposer                                                         | Proposer, Seconder and Mentor |           |
| 2.4  | Continue introductions to key members of the Lodge such as the active officers, Secretary, Treasurer, Almoner, Charity Steward, DC, Past Masters etc, and members of the Candidate's peer group | Personal introductions                                                                                                                   | Mentor                        |           |
| 2.5  | The structure and importance of the Lodge Summons. Elections, Ballots, Notices of Motion. How and when the business of the Lodge is conducted, Agenda items and risings                         | Discussion and reference material                                                                                                        | Mentor and Secretary          |           |
| 2.6  | Initial explanation of the different offices in the Lodge and corresponding regalia, aprons, jewels, wands etc.                                                                                 | Discussion, examples and reference material                                                                                              | Mentor                        |           |
| 2.7  | Explanation of what goes on at the Festive Board, protocols, toasts, Masonic Fire etc. procedure for booking meals, dining list                                                                 | Discussion, observation and reference material                                                                                           | Mentor, Proposer, Seconder    |           |
| 2.8  | Explanation of salutations and greetings to Grand Officers, Provincial Officers, PGM, RW and VW Bros                                                                                            | Explanation and demonstration of salutes reference to ritual book                                                                        | Mentor, Lodge DC              |           |
| 2.9  | Explain the requirement to avoid discussion on certain subjects such as politics and religion                                                                                                   | Discussion                                                                                                                               | Mentor, Proposer, Seconder.   |           |
| 2.10 | Understand the significance of the Lodge By Laws, e.g. impact on payment of subs, exclusion                                                                                                     | Reading the By Laws and discussion of their significance                                                                                 | Mentor                        |           |
| 2.11 | Explain the support available for Brethren and their families in distressed circumstances and what constitutes it                                                                               | Discussion with the Lodge Almoner facilitated by the Mentor, Reference material from Masonic Charities, EKPCA and Grand Charity Websites | Mentor and Lodge Almoner      |           |
| 2.12 | Establish the Candidate's interests, personal specialisms and how these can potentially be used to contribute to the benefit of the Lodge                                                       | By discussion and documenting the outcomes for future planning activities etc                                                            | Mentor                        |           |

## STAGE 3 Fellow Craft

**Timing** The intervening period between the Second and Third Degree

**Aim** To provide the new Candidate with an understanding of the Second Degree and develop their knowledge of some of the core aspects of the Lodge history and Masonic etiquette and knowledge

|     | Area of need                                                                                                                                                                                             | Source of information                                                                                                                                     | Responsibility                         | Completed |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-----------|
| 3.1 | Explain the meaning and symbolism of the Second Degree; reconfirm pass grip and word, working tools, second degree tracing board                                                                         | Discussion with Mentor, Proposer, Lodge DC                                                                                                                | Mentor                                 |           |
| 3.2 | Learn the questions and answers for Raising                                                                                                                                                              | Booklet containing questions and answers with the support of Mentor and Proposer                                                                          | Proposer, Secunder and Mentor          |           |
| 3.3 | Explain the layout of the Lodge and the symbolism of Lodge furniture, movable and immovable jewels, pedestals, gavels, carpet, the letter "G", tassels, Lodge Banner                                     | Discussion and explanation in the Lodge by the Mentor and DC                                                                                              | Mentor                                 |           |
| 3.4 | Provide an overview of the history of the Lodge, date of founding, Mother Lodge, key milestones etc                                                                                                      | Discussion with Secretary and / or Senior Past Master, Lodge history booklet if available                                                                 | Mentor, Secretary, Senior Past Masters |           |
| 3.5 | Understand visiting within the English Constitution and other countries, the need to get clearance for overseas visits etc                                                                               | Discussion with Mentor and signposting to sources of reference material                                                                                   | Mentor, Secretary                      |           |
| 3.6 | Masonic Etiquette and protocol. Dress, demeanour in and out of the Lodge, giving apologies, structure of wine taking and toasts at the festive board, how to give a toast, origins of "Masonic Fire" etc | Discussion with Mentor                                                                                                                                    | Mentor                                 |           |
| 3.7 | Book of Constitutions, overall structure and contents, explain the most salient rules and regulations for Private Lodges and the usefulness of the BOC as a source of reference                          | Discussion with Mentor and Lodge Secretary. BOC available on UGLE Website                                                                                 | Mentor, Secretary                      |           |
| 3.8 | Arrange a visit, or visits, to other lodges to experience different rituals, make new contacts, experience the enjoyment of visiting and maintaining interest in Freemasonry                             | Selection of suitable visits in conjunction with Proposer and Secunder using existing contacts and special relationships with individuals or other Lodges | Mentor, Proposer and Secunder          |           |
| 3.9 | Explain the significance of charitable giving to Masonic and Non-Masonic charities and how contributions are made, formally and informally. Explain the role of the EKPCA and the use of gift aid        | Discussion, charity booklets and other written reference material. EKPCA and Grand Charity Websites                                                       | Mentor and Charity Steward             |           |

## STAGE 4 Master Mason and beyond

**Timing** This stage can commence immediately after the Third Degree has been completed

**Aim** To provide the new Master Mason with an understanding of the Third Degree, maintain their interest in Freemasonry, further develop their Masonic Knowledge and encourage their active involvement in the Lodge and Freemasonry generally

|      | Area of need                                                                                                                                                                                                                            | Source of information                                                                                                                         | Responsibility                       | Completed |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------|
| 4.1  | Understand the meaning and symbolism of the Third Degree. Presentation of Ritual Book                                                                                                                                                   | Reference material, Ritual Book, Peterborough Booklets, discussion with Mentor, DC and Master                                                 | Mentor, DC, Master                   |           |
| 4.2  | Appreciate the history and structure of the UGLE, key officers, the Board of General Purposes and other key groups. Understand the structure of its Districts and Lodges overseas. Other Grand Lodges                                   | Reference material, UGLE and other web sites and discussions with Grand Officer and Mentor                                                    | Mentor                               |           |
| 4.3  | Provincial Grand Lodge, regalia, who's who, structure and key roles and responsibilities. Number and sizes of Provinces, no of officers, active and past officers                                                                       | Reference material, Black Book Provincial Websites, discussion with Provincial Grand Officer and Mentor                                       | Mentor                               |           |
| 4.4  | The Holy Royal Arch and how to join it. Create an awareness of the other degrees in Freemasonry and the qualifications for membership. Understand the impact of over commitment                                                         | Provincial booklet, Peterborough Booklet etc, discussion with member of the Holy Royal Arch and Mentor                                        | Mentor                               |           |
| 4.5  | Provincial meetings & social events, accompany new Mason to Provincial Grand Lodge meeting & explain structure etc, Annual programme of social events                                                                                   | Discussion with Mentor and suitable Provincial Grand Officer                                                                                  | Mentor, Proposer, Secunder           |           |
| 4.6  | Explanation of categories of Private Lodges, School Lodges, Past Masters Lodges, Stewards Lodges etc                                                                                                                                    | Discussion with Mentor                                                                                                                        | Mentor                               |           |
| 4.7  | Provincial Library and Museum, location, who's who, aims and objectives etc                                                                                                                                                             | Discussion with Mentor, if possible arrange a visit                                                                                           | Mentor                               |           |
| 4.8  | Explain the system for awarding Masonic honours, numbers that can be appointed                                                                                                                                                          | Discussion with Mentor and Secretary                                                                                                          | Mentor and Secretary                 |           |
| 4.9  | The four main Masonic Charities, their purpose and structure. The Masonic Festival system, how targets are set for the Province and Private Lodges                                                                                      | Reference booklets and discussion with the Mentor and Charity Steward                                                                         | Mentor and Charity Steward           |           |
| 4.10 | Recruiting new Masons, how to approach potential candidates, Registration Form "P", and qualifications for membership                                                                                                                   | Discussion with Mentor, BOC, Registration Form P, reference booklets for candidates                                                           | Mentor                               |           |
| 4.11 | The usefulness of the East Kent Manual as a source of reference material                                                                                                                                                                | Encourage the purchase of the manual, guidance on contents                                                                                    | Mentor                               |           |
| 4.12 | Provincial Officers Mess, membership, structure, nature and frequency of meetings                                                                                                                                                       | Discussion with Mentor and Provincial Officer                                                                                                 | Mentor, Provincial Officer           |           |
| 4.13 | Understand the role of Provincial and Grand Officers                                                                                                                                                                                    | Discussion with Mentor, Provincial and Grand Officers                                                                                         | Mentor, Provincial and Grand Officer |           |
| 4.14 | Explore the opportunities for involving the new Mason in Lodge activities by giving them a clear role in the Lodge to maintain their interest, e.g. membership of social committee etc. Presenting the working tools, tracing board etc | Discussion to establish the new Mason's level of interest in taking office in the Lodge and level of willingness to make a wider contribution | Mentor, Lodge Committee              |           |

## STAGE 5 Preparing for Office

**Timing** After consolidating the learning from Stage 4 and before taking office

**Aim** To maintain interest and prepare new Masons to take office in the Lodge and participate in the management of the Lodge

|     | Area of need                                                                                                                                                                                  | Source of information                                        | Responsibility | Completed |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------|-----------|
| 5.1 | Understanding the roles and responsibilities of each Lodge Officer, and how progression within the Lodge is planned                                                                           | Discussion with Mentor and DC                                | Mentor         |           |
| 5.2 | Understand the key management roles within the Lodge, Secretary, Treasurer, Director of Ceremonies. Role and structure of the General Purposes Committee. Role and responsibilities of the WM | Discussion with Mentor and holders of key management offices | Mentor         |           |
| 5.3 | Understanding how order is maintained in the Lodge, disciplinary procedures, role of the Provincial Grand Secretary and UGLE                                                                  | Discussion with Mentor and key officers                      | Mentor         |           |
| 5.4 | Development of relationships within the "Management Team"                                                                                                                                     | Mentoring support and reference material                     | Mentor         |           |
| 5.5 | Development of management skills - communication, leadership, interpersonal skills                                                                                                            | Mentoring support and reference material                     | Mentor         |           |
| 5.6 | Create a personalised programme for learning ritual linked to key milestones, e.g. expected appointment as Inner Guard                                                                        | Mentoring support and reference material                     | Mentor         |           |

For further information visit the  
Province of East Kent website

[www.eastkentfreemasons.org](http://www.eastkentfreemasons.org)

