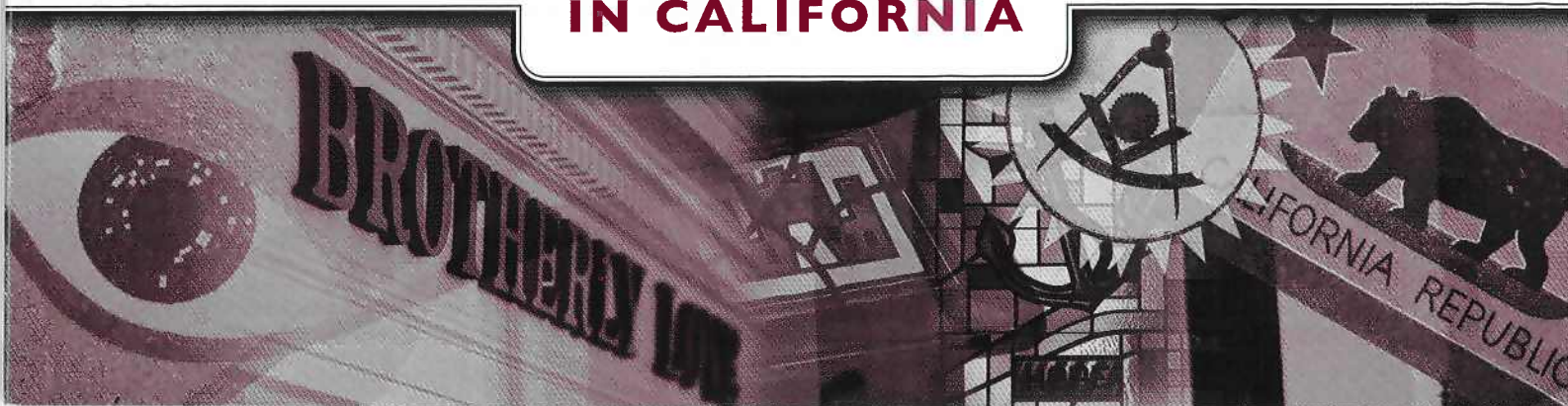


MEMBER'S GUIDE TO

# Masonry

IN CALIFORNIA





# Masonic values

**F**reemasonry is a fraternity based on the belief that each person has a responsibility to help make the world a better place. Through philanthropy, personal development and community service, the fraternity lets men associate with other men of honor and integrity who believe that honesty, compassion, love, trust and knowledge are important. Masons believe in the importance of religion; men of all faiths and religious beliefs are members of the organization. Freemasonry celebrates ethnic diversity and welcomes men of all racial backgrounds.

## **As Masons we value and promote:**

### **Philanthropy**

We make a difference in our communities through charitable giving, community service and volunteerism.

### **Ethics**

Our lives are based on honor and integrity, and we believe that honesty, compassion, trust and knowledge are important.

### **Personal growth**

Our continuous pursuit of knowledge, ethics, spirituality and leadership brings more meaning to our lives.

### **Tolerance**

The fraternity values religious, ethnic, cultural, social and educational differences. We respect the opinions of others and strive to improve and develop as human beings.

### **Freedom**

Masons value the liberties outlined in the U.S. Constitution and continually promote freedom of speech and expression, freedom to worship a Supreme Being in an individual way, and other important liberties. We believe it is our duty to vote in public elections and to exercise all of our liberties within proper bounds.

### **Family**

We strive to be better spouses, parents and family members and are committed to protecting the well being of members and their families, especially when they are in need.



Welcome,

# BROTHER

Your guide to Masonry in California

**A**s a member of the world's first fraternity, you have joined the tens of thousands of brothers who are the Masons of California. This guide will familiarize you with the organization and provide information about how to fully participate in the fraternity for a lifetime of friendships, personal growth, philanthropic activity and fraternal support. While this guide is comprehensive, it does not cover all aspects of the organization. Please feel free to ask questions of your lodge officers.

**Welcome, brother!**





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# Your Degree Work

## ADVANCING THROUGH THE THREE DEGREES

**A**s a candidate for the degrees of Masonry, you have embarked upon an experience of Masonic education that will last a lifetime.

The degrees of Masonry are serious, educational and time-tested teachings. Each degree has a primary lesson.

Your initiation in the first degree is a great beginning. As you prepare yourself to receive the second and third degrees, you will develop a deeper understanding of the role Masonry will play in your future as you strive to achieve success and fulfillment in life.

As an Entered Apprentice, you are entitled to attend your own lodge when opened on the Entered Apprentice degree and may attend another lodge if accompanied by a Master Mason of your lodge who will vouch for you.

To gain the most benefit from your membership, you should immediately begin preparing with your coach to take the Fellow Craft degree. When you become a Fellow Craft, you will be entitled to attend any meeting of your lodge opened on either the Entered Apprentice or Fellow Craft degrees in your lodge as well as visit other lodges when you are accompanied by a Master Mason of your lodge to vouch for you.

The next step is to prepare yourself to take the third degree and become a member of the Masonic fraternity, with all the rights and privileges of a Master Mason, including full participation in the business of your lodge.

## RECEIVING DEGREES OUTSIDE CALIFORNIA

If you move out of state, either temporarily or permanently, you may receive your second and third degrees, including coaching and examinations for proficiency, in a lodge outside our California jurisdiction. To request this courtesy, which must be approved by the lodge in which you were elected and Grand Lodge, submit a written request to the secretary of your lodge.

# Discussing Masonry With Non-Masons

**Y**ou are encouraged to share your pride and feelings about Masonry with others, especially your family, friends, neighbors and co-workers. Let them know what being a member of the fraternity means to you. As is true of any fraternal organization, the only things not to be discussed are the rituals, grips and passwords of the three degrees.

Tell others why you became a Mason and the rewards of membership: personal growth; friendships with men and their families who share your beliefs and values; participating in community service and philanthropic programs; and being part of an organization committed to making a difference.

You may talk freely about the purposes and principles of the fraternity, membership requirements, financial obligations and expectations of members while honoring your duty to protect the secret portion of the ritual from improper disclosure and maintain the confidentiality of all lodge proceedings.

Prepare yourself with answers to two frequently asked questions: "Who are the Masons?" and "What do Masons do?" Several answers are appropriate:

- ▶ Masonry is the world's first and largest fraternal organization.
- ▶ Our mission is to promote our members' personal growth and self-improvement.
- ▶ We are devoted to family, faith, country and fraternity.
- ▶ We are obligated to aid and assist one another and our families.
- ▶ We believe each of us has a responsibility to help make the world a better place.

- ▶ We give back to our communities and support numerous Masonic philanthropies dedicated to education, children and leadership.

**Remember, a man must ask to join the fraternity. Your role is to share your pride in the fraternity and provide appropriate information that motivates a man to seek membership.**

- ▶ Tell him about the fraternity, its purpose and principles
- ▶ Tell him what benefits Masonry will bring to his life

## **Personal growth**

**Friendships with men and their families who share your beliefs and values**

**Participating in community service and philanthropic programs**

**Being part of an organization committed to making a difference**

- ▶ Tell him why you became and remain a Mason
- ▶ Tell him why he would make a good Mason
- ▶ Tell him about membership requirements, financial obligations and expectations of members

You may ask a man if he has considered membership in the fraternity, if he would like to have information to help him make such a decision, and if he has questions about Masonry. Give him the wallet brochure and the membership information packet. Let him know that he can complete the application.

# Your Membership

## RIGHTS AND DUTIES



The rights and duties of California Masons are stated in the California Masonic Code and the Ritual. Following is a summary of rights and duties from the California Masonic Code:

### Rights of Entered Apprentice and Fellow Craft

- ▶ You may sit in the lodge in which you received the degree or degrees when open in the degree. You may visit another lodge working in your degree, with the consent of the Master of your lodge and the Master of the lodge you visit, and when accompanied by a Master Mason who has sat in lodge with you.
- ▶ You may be buried with Masonic honors.

### Rights and duties of Master Mason

When you become a Master Mason, you will have the following additional rights and duties:

#### RIGHTS

- ▶ You may participate in all lodge meetings. For a breach of propriety, or if a member presents himself in a state of intoxication, the Master may refuse admission to the meeting.
- ▶ You have the right to a Masonic memorial service or burial with Masonic honors. If your financial circumstances require it, the lodge may pay your burial expenses and the burial expenses of your widow and any orphans dependent upon her.
- ▶ You may seek relief from the lodge.
- ▶ You have the right to vote on matters before the lodge and on applications for degrees and affiliation.

- ▶ You may request a demit or transfer to another lodge.

#### DUTIES

- ▶ Uphold the moral duties contained in your obligation.
- ▶ Obey Masonic law in the California Masonic Code and the rights and duties contained in the Ritual.
- ▶ Retain membership in a lodge and pay dues.
- ▶ Protect the esoteric or secret portion of the ritual from improper disclosure.
- ▶ Maintain confidentiality of all lodge proceedings.
- ▶ Comply with any notice from your lodge if you can do so without great inconvenience. This notice may be personal and delivered to you or directed to all members of a lodge as an insertion in the lodge bulletin or sent by mail.
- ▶ Obey a summons, which is an imperative order to appear as specified.
- ▶ Attend the funeral of a deceased member of your lodge or any other Master Mason residing within the vicinity of your lodge at the time of his death.



## **RESTRICTED OR PROHIBITED ACTIVITIES**

### **Political or religious involvement**

When you are in your lodge or Grand Lodge, you may not discuss political or religious matters. Invocations, benedictions and prayers which would have a sectarian significance are not delivered. Grand Lodge and its constituent lodges do not interfere or voice an opinion with regard to political or religious matters.

### **Business activities**

Masonic lodges do not regularly offer goods or services to the general public and do not provide a forum which encourages business relations to grow nor which enhances any commercial advantage of its members.

### **Alcoholic beverages**

Alcoholic beverages are not served, consumed, or sold during a lodge meeting or in a lodge room or other room in which Masonic ceremonies are normally conducted. Lodge funds are not used to purchase alcoholic beverages and lodges may not maintain, on a regular or permanent basis, a bar stocked with alcoholic beverages. Alcohol may be consumed in the banquet room of a lodge or in some other venue.

### **Financial aid solicitation**

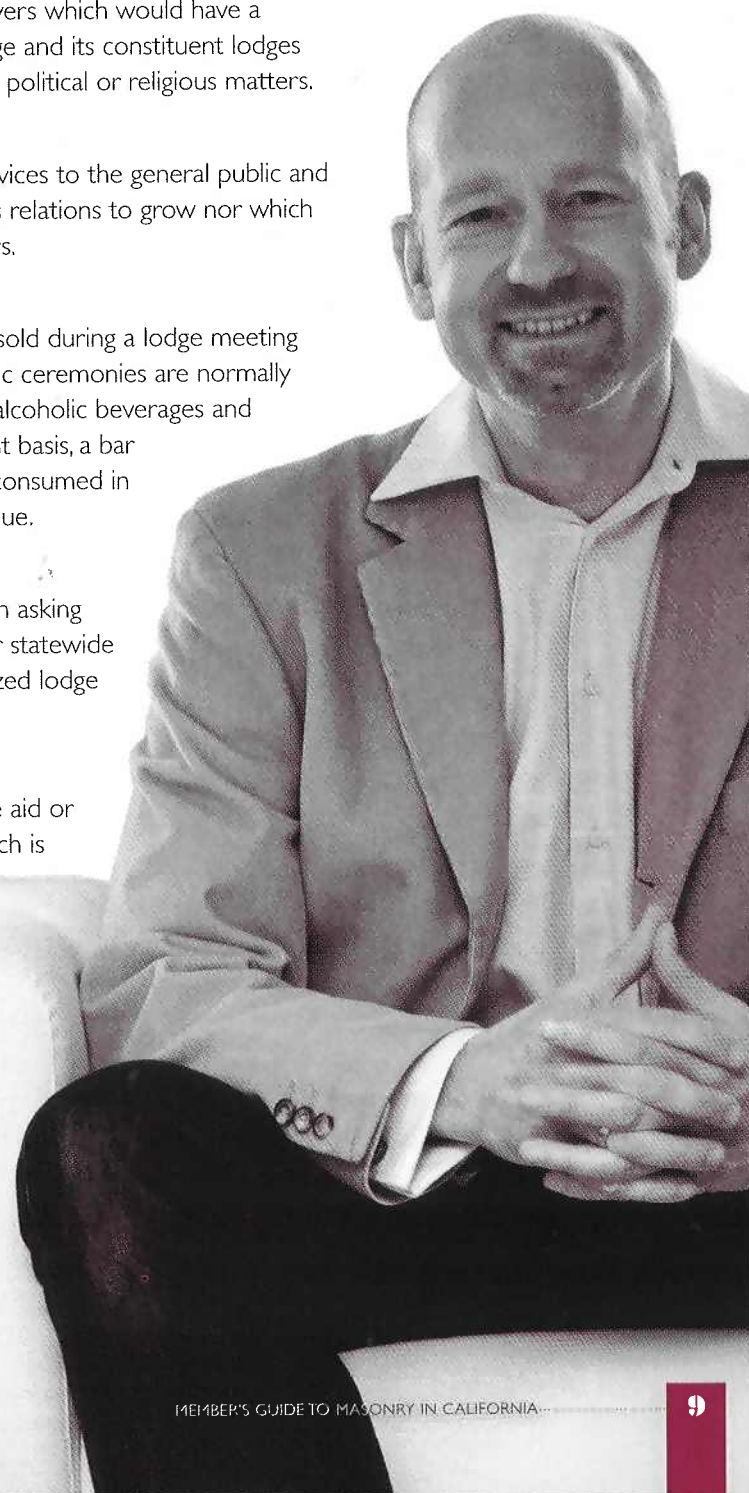
You may not circulate, on lodge premises, a petition asking financial aid for any non-Masonic matter, except for statewide public school purposes as a member of an authorized lodge committee.

### **Fraudulent or illegal ventures**

You may not, directly or indirectly, engage in or give aid or support to any business, project or promotion which is unethical, fraudulent, misleading or illegal.

### **Gambling**

Masonic lodges and Masons may not, directly or indirectly, aid or participate in a raffle, lottery or other form of gambling conducted in the name of, or directly or indirectly for the monetary benefit of a lodge. A lodge may sponsor a bingo game only if specific rules are observed.



## DUES

### Dues begin at Master Mason degree

Each lodge establishes its own dues. Dues begin the first day of the month after you receive the Master Mason degree and are due by December 31 each year for the coming year. It is customary for the lodge secretary to send notices of dues payment before the end of the year. If a lodge increases its dues, members who have paid in advance must pay the increase.

You will receive a dues card, which you may be asked to show as proof you are a member in good standing.

### Life membership

Some lodges offer a life membership plan which forever exempts a participating member from paying annual dues in the lodge. There are several benefits to becoming a life member:

- ▶ Annual dues payment is no longer required
- ▶ You will never be suspended for non-payment of dues
- ▶ You will leave an ongoing financial legacy to support your lodge activities in perpetuity
- ▶ Your widow and/or orphans will always be eligible for relief

Your lodge may offer one of the following payment options for purchasing a life membership:

- ▶ Pay an amount not less than 20.83 times the lodge's annual dues at the time of purchase of the life membership

- ▶ Pay an amount equal to the lodge's annual dues at the time of purchase of the life membership multiplied by the factor indicated opposite the member's age in the following schedule:

<b>Age 18 to 49 inclusive:</b>	21 times annual dues
<b>50 to 54 inclusive:</b>	19 times annual dues
<b>55 to 59 inclusive:</b>	17 times annual dues
<b>60 to 64 inclusive:</b>	14 times annual dues
<b>65 and over:</b>	11 times annual dues

A life membership is an executed contract that can be rescinded only by consent of the lodge and the life member.

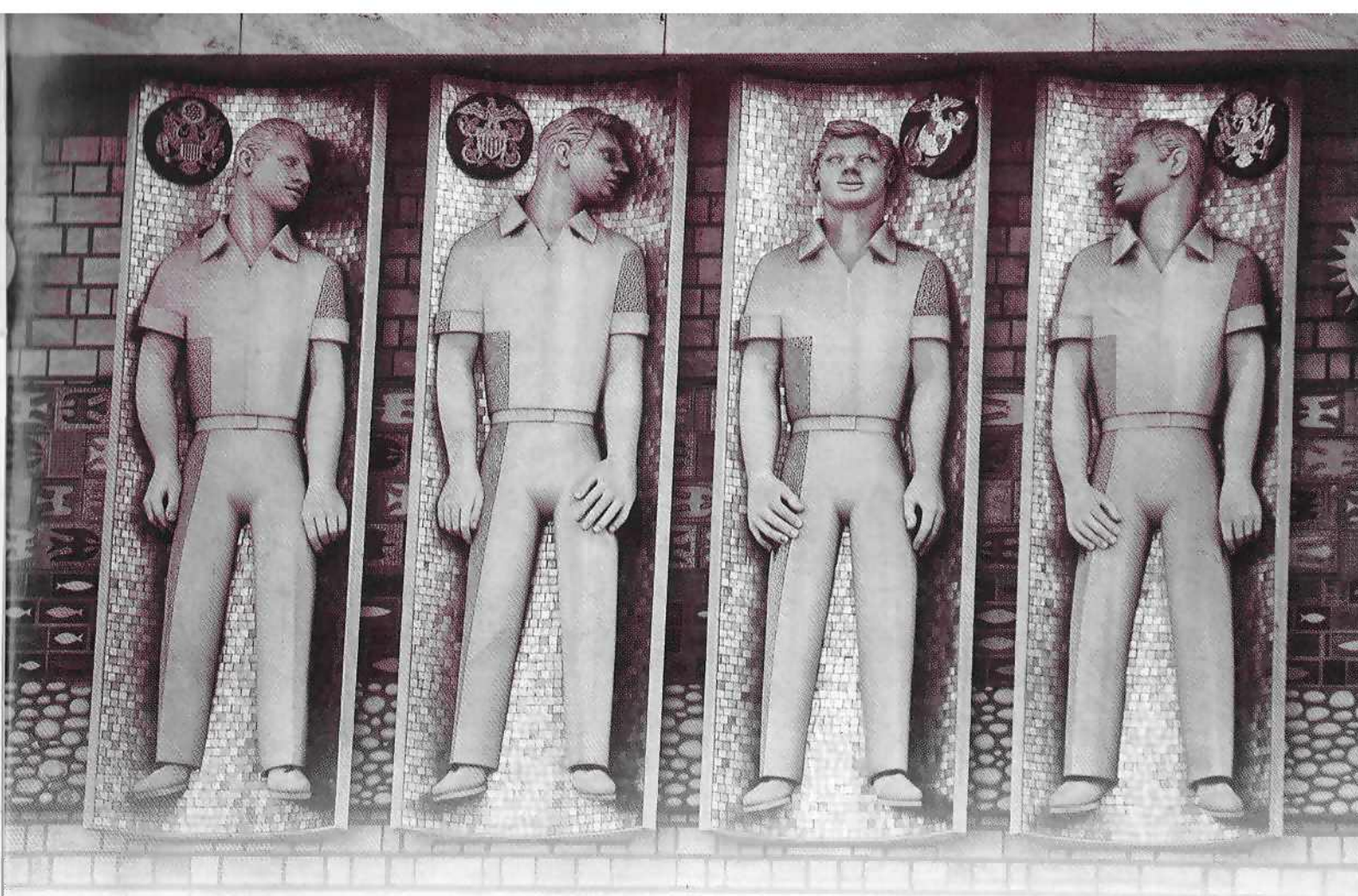
### Suspension for non-payment of dues

If you do not pay dues for 12 months, you will be notified of suspension from lodge membership and you will be declared suspended if all dues have not been paid by your lodge's next stated meeting. If sickness or inability to pay is the cause, contact your lodge to request additional time for payment or a remit. A member will not be expelled from Masonry for non-payment of dues.

### Restoring membership after suspension for non-payment of dues

Your membership will be restored automatically if, within two years, you pay the amount due at the time of your suspension as well as the dues that accrued while you were suspended. If your suspension lasts longer than two years, a request for restoration must be voted upon by your lodge.





## **MULTIPLE LODGE MEMBERSHIPS**

You may be a member of more than one lodge, which is a multiple membership. You must apply for affiliation and be elected by the lodge in which you want to affiliate. A multiple membership is either a dual or a plural membership.

**Dual:** Dual membership is membership in lodges of different jurisdictions. If you move to another jurisdiction (a recognized Grand lodge in a different state or country) which allows dual membership, you may affiliate with one or more lodges of that jurisdiction and maintain your membership in your California lodge.

**Plural:** Plural membership is membership in two or more lodges in the same jurisdiction. You may retain membership in your first lodge and affiliate with one or more other lodges in California.

As a multiple member you pay the dues required by each lodge in which you are a member and enjoy the rights and privileges of membership in each of the lodges. Multiple members cannot serve as Master, Warden or Secretary of more than one lodge at the same time, except for research lodges.

If you, your wife, widow or orphans are in need, relief is shared by the California lodges in which you hold membership in proportion to the length of your membership in each lodge.

If you are a multiple member, you may withdraw from a lodge, in this jurisdiction at any time by requesting a Certificate of Discontinuance of Multiple Membership, which will be decided upon at a stated meeting.

## TRANSFERRING YOUR LODGE MEMBERSHIP

You may transfer your membership to another California lodge by applying for affiliation. You will need to show your dues card, which is proof that your dues are paid for the current calendar year, and a demit indicating termination of membership in that lodge.

You may transfer your membership to a lodge in a jurisdiction outside California by asking your lodge secretary for a Certificate of Standing specifying the date through which your dues are paid. When you are elected to the other lodge, a notification of election will be sent to the lodge you are leaving and a demit indicating your lodge membership withdrawal will be issued.

## WITHDRAWAL FROM LODGE MEMBERSHIP

A member may not resign from membership in the fraternity—

"Once a Mason, always a Mason."

Membership in a lodge, however, can be terminated but only by:

- ▶ Dissolution of the lodge
- ▶ Consolidation of the lodge with another lodge
- ▶ Receiving a demit (withdrawal) or obtaining a Certificate of Discontinuance of Multiple Membership
- ▶ Expulsion
- ▶ Death

You may withdraw membership in a lodge at any time, provided you are a member in good standing, by requesting a demit from your lodge secretary. Membership in the lodge will terminate as of the date of the demit, but you will remain in good standing for a period of one year from the date of your demit. If you

do not become a member of some lodge within that year, you will no longer be entitled to the rights, privileges or benefits of Masonry, except the right to apply for affiliation, and you will remain subject to the duties of Masonry and disciplinary jurisdiction of Grand Lodge. If you hold a demit for longer than one year, all Masons and lodges are prohibited from having any communication with you involving the esoteric or secret portion of the ritual.

If you are an Entered Apprentice or Fellow Craft, you may withdraw from the lodge at any time if the lodge approves your request and issues a demit. If you receive a demit, you will not be entitled to the rights, privileges or benefits of Masonry, except the right to apply for affiliation, and you will remain subject to all of the duties of Masonry and disciplinary jurisdiction of Grand Lodge.



# BROTHERLY LOVE

## WHAT TO DO IF YOU HAVE A LIFE CHANGE

In order to benefit fully from your membership and receive all member communication from your lodge and Grand Lodge, it is important that you keep your member profile information current. When changes occur in your life, it is important to inform your lodge secretary. These changes include:

- ▶ Home address
- ▶ Phone number
- ▶ Email address
- ▶ Occupation
- ▶ Marital status

If you move to another town, state or country, Grand Lodge can assist you in connecting with lodges in your new area. Information about your marital status is important because of the fraternity's obligation to care for Masonic widows and orphans.

## VISITING OTHER LODGES

A privilege you have as a Master Mason is to attend a meeting of a lodge other than your own. The Master or presiding officer of the lodge may grant or refuse attendance.

Before admitting you as a visitor, the Master or presiding officer of the lodge you visit will request proof you are a Mason and evidence from your lodge showing you are in good standing, which is your dues card. You may be asked to retire from the meeting if controversial or sensitive matters will be discussed.

## MASONIC REGALIA

Masonic regalia include aprons, jewels and implements of office and the Master's hat. The apron may be worn at any Masonic gathering at which lodge officers are authorized to wear their aprons.

Except for burial of a Mason or for the performance of other strictly Masonic duties or ceremonies, you are not to appear in Masonic regalia in any public meeting, procession or parade unless a special dispensation is requested and granted by the Inspector. Rings, pins, shirts, and other clothing and accessories bearing Masonic logos are permitted.



RHETORIC  
GRAMMAR

COMPOSITE  
CORINTHIAN

IONIC  
DORIC

TUSCAN

WISDOM

STRENGTH

BEAUTY



## **MASONIC CEREMONIES AND AWARDS**

### **Ceremonies**

#### ▶ **Installation of lodge officers**

Lodge officers are installed using the Installation Ceremony. The installation may be private or public.

#### ▶ **Cornerstone**

For nearly 300 years, Masons have laid cornerstones and celebrated the construction of public buildings that are dedicated to the principles Masons value. Although very few cornerstones are actually laid today, the ceremony represents the fraternity's commitment to public institutions.

#### ▶ **Masonic funeral**

The Funeral Service is used by a lodge for the burial of a Mason. Before the funeral of a Master Mason, there may be a formal opening of the lodge. The Funeral Service officiator must be a Master Mason certified to conduct Masonic funeral services

### **Awards**

- ▶ The Hiram Award is the highest honor for service that can be bestowed upon a member by a lodge other than being elected to serve as Master of the lodge. The award is given to a Master Mason who has served the lodge and the Masonic fraternity with devotion over and above the ordinary.
- ▶ The Golden Veteran's Award is presented to members who have been Master Masons in good standing for a total of 50 years or more.


- ▶ The Diamond Jubilee Award is presented to members who have been Master Masons in good standing for a total of 75 years or more.
- ▶ The Grand Master's Youth Support Award is presented to a Master Mason for his exemplary support and service to youth through Job's Daughters International, Rainbow for Girls or DeMolay International.

Additional Grand Lodge public and private ceremonies include:

- ▶ Grand Lodge opening and closing
- ▶ Instituting a new lodge
- ▶ Constitution of a newly chartered lodge
- ▶ Presentation of awards on behalf of other Masonic jurisdictions
- ▶ Dedication of a Masonic Hall
- ▶ Lodge anniversary
- ▶ Dedication of a burial plot
- ▶ Mortgage burning



# Your Charitable Contributions

 One of the enduring and relevant tenets of our fraternity is relief. Fraternal support for brothers and charitable giving are at the heart of many Masonic activities. Your charitable gifts support important philanthropic programs, including Masonic Outreach Services for elderly Masons and their wives and widows and the California Masonic Foundation, a charitable trust dedicated to children and education. (See "FRATERNAL SUPPORT AND PHILANTHROPIC PROGRAMS" for additional information about these programs.)

When you first applied to become a Mason, part of your application fee included a charitable contribution. This was your first contribution to fraternal support and our ongoing philanthropic mission. Your ongoing contributions fulfill, in part, your Masonic obligation to aid your brothers and their families in times of need and to apply the Masonic tenet of charity to your community and state.

Your continued giving may be done through the Annual Fund and planned giving.

## ANNUAL FUND

When you make your annual gift, you can direct your contribution to support the Masonic

Outreach Services (MOS) program provided by the Masonic Homes of California, the Masonic Education and Leadership Training (MELT) program provided by the California Masonic Foundation, or you can split your gift between the two. Several levels of giving enable you to contribute to the extent you are able. Your entire tax deductible gift goes directly to the program(s) you designate. You may use the secure online form at [freemason.org](http://freemason.org), Give Online, to make an Annual Fund contribution to California Masonic philanthropies.

## PLANNED GIVING

Planned gifts from your charitable estate, such as trusts, bequests, and charitable gift annuities, are all significant ways you may make a gift that will last forever. Certain types of planned gifts also provide donors with increased income, reduced probate costs and tax savings.

The Annual Fund and planned giving are directed by the Grand Lodge Office of Philanthropy.



# Fraternal Support And Philanthropic Programs

## IN CASE OF NEED

**P**racticing mutual help – giving and accepting assistance when needed – is a core value of Masonry. If you, your wife or widow ever need assistance, contact your lodge Master, Senior Warden, Junior Warden or Secretary. Most requests can be handled immediately. In some cases the request may go before the lodge for authorization. In all cases, requests are handled confidentially.

When traveling and you need assistance (i.e., if you are robbed), find a local lodge or contact the Grand Lodge or Masonic Service Bureau of that jurisdiction.

## MASONIC FUNERAL

Eligible Masons are entitled to a Masonic funeral or memorial service at the request of a family member. Such a request for a Masonic funeral or memorial service is made to the master or secretary of the lodge or another lodge or the Masonic Service Bureau if the burial is not near the deceased brother's lodge.

## MASONIC OUTREACH SERVICES

Because many fraternal family members prefer to age in their own homes or home communities yet need help coping with the challenges associated with aging, the Masonic Outreach Services (MOS) program is a vital service provided by the Masonic Homes of California.

MOS helps support your independence with services to identify appropriate local care providers, develop a comprehensive care plan, and provide financial assistance to those in need. Trained staff is also available to answer questions

and provide referrals on local housing options, meal programs, governmental financial aid, in-home care, legal services and more.

Financial aid is available to Masons and their wives or widows who need help paying for their living accommodations. The assistance augments any existing financial resources such as Social Security and Medi-Cal, and is available for either a short-term situation or until death. MOS also provides financial and care management support to those with immediate and pressing needs who are on the waiting list for the Masonic Homes of California.

## MASONIC HOMES OF CALIFORNIA

In 1898 the spirit of fraternal support and the need to assist the widows and orphans of Masons led to the creation of the Masonic Homes of California. Today the Masonic Homes cares for hundreds of Master Masons, their wives, widows and mothers age 60 or better in residential and community-based programs.

The two Masonic Homes campuses are located at Union City 40 miles east of San Francisco and at Covina 30 miles east of downtown Los Angeles. Both campuses provide independent living, assisted living, skilled nursing and hospice care. The Union City campus also provides care for those with Alzheimer's and dementia.

The Union City retirement community has private apartments for approximately 300 residents and offers an array of amenities, including on-site medical and dental clinics, hydrotherapy pool and rehabilitation services, exercise room, pharmacy, dining room, beauty and barber shops, library, game rooms, ice cream parlor, bingo parlor, gift shops, carpentry

workshop, ceramics studio, computer learning center, recreation facilities and movie screening room.

The Covina retirement community is home to approximately 80 seniors who live in garden apartments with full-size kitchens, generous closet space and individually controlled heating and cooling systems. The common areas include dining rooms, lounges, library, technology center, fitness center, billiards and game room, and arts and crafts rooms.

This community also includes one of the finest residential children's programs of its kind in the United States for children who have been abandoned, abused or neglected. Each of the seven-bedroom homes accommodates six children in a neighborhood setting. Certified family specialists provide family-centered care that teaches academic and life skills in a nurturing, home-like environment.

In response to the need for expanded senior living options for the fraternal family in California, Acacia Creek Masonic Senior Living Communities are planned at Union City and Covina. For detailed information, go to [acaciacreek.org](http://acaciacreek.org).

## **CALIFORNIA MASONIC FOUNDATION**

The California Masonic Foundation is a charitable trust whose mission is to support education, leadership and communities through several important programs that touch the lives of thousands each year:

- ▶ Masonic Education and Leadership Training (MELT) develops future Masonic leaders and enriches Masonic education through sponsorship of the Wardens' Leadership Retreats, Lodge Management Certification Program and enhanced education opportunities. The Foundation underwrites a great portion of the program expenses each year.
- ▶ The Masonic Student Assistance Program (MSAP) helps at-risk students positively redirect their lives by preparing educators to effectively deal with their needs. The Foundation has invested more than \$3 million to provide MSAP workshops for hundreds of educators each year. Nearly 50,000 California children have been helped by this program.
- ▶ As a sponsor of the annual California Teachers of the Year program, we pay tribute to extraordinary educators each year.
- ▶ Annual college scholarships totaling nearly \$1 million help make the dream of college a reality for hundreds of tomorrow's leaders. Since 1970 more than 2,000 students have been assisted with scholarship awards ranging from \$10,000 to \$40,000 per student over four years.
- ▶ Annual leadership grants to Masonic youth groups – DeMolay, Job's Daughters, and Rainbow for Girls – support their leadership training programs.
- ▶ Child ID provides equipment, software and promotion material for lodges to offer free child fingerprinting and photo identification as a public service. More than 800,000 California children and their parents have received this service.
- ▶ A \$1,000 donation is made to each new school where a cornerstone ceremony is conducted.
- ▶ The preservation and restoration of Masonic buildings and artifacts is managed by the Foundation.





# Get Involved

## BE ACTIVE IN YOUR LODGE

**P**articipation in your lodge activities enables you to fully enjoy the benefits of the fraternity. Be an active member by attending lodge meetings, degrees, events, programs and community service opportunities.

## LODGE LEADERSHIP OPPORTUNITIES

The elected officers of a lodge are Master, Senior Warden, Junior Warden, Treasurer and Secretary. The appointed officers are Senior Deacon, Junior Deacon, Marshal, Senior Steward, Junior Steward, Chaplain, Tiler and Organist.

Here's a brief description of lodge officer duties:

### Master

- ▶ Preside at all lodge meetings
- ▶ Assure degree conferral and lectures are in accordance with the ritual
- ▶ Appoint officers, committees and committee chairs

- ▶ Supervise the official acts and duties of all lodge officers
- ▶ Assure lodge adherence to its Bylaws, the California Masonic Code and the rights and duties set forth in the Ritual

### Wardens

- ▶ Assist the Master in the performance of his duties or, in his absence, assume all powers and duties of the Master
- ▶ Perform other duties as traditionally assigned

### Treasurer

- ▶ Maintain the accounts of money, property and other assets of the lodge
- ▶ Maintain an account of lodge income and expenditures
- ▶ Provide a six-month and year-end financial report

## Secretary

- ▶ Record proceedings at each meeting
- ▶ Provide a six-month and year-end statement of income and expenditures, assets and liabilities
- ▶ Receive all monies due the lodge
- ▶ Provide monthly and annual reports to the Grand Secretary
- ▶ Maintain lodge correspondence
- ▶ Notify members who are delinquent in their dues
- ▶ Keep the books of the lodge, including minutes, bylaws, member roll and member accounts

## Appointed officers:

Appointed officers perform the duties traditionally assigned by the lodge Master or required by the California Masonic Code.

## Committees

Appointed committees vary according to the needs of a lodge. The three standing lodge committees include:

- ▶ Charity: provide relief for a distressed worthy Mason and the wife, widow or orphan of a Master Mason
- ▶ Auditing: examine lodge accounts and the books and records of the Treasurer and Secretary
- ▶ Delinquent Dues: work closely with members and lodge officers to retain members unable to pay

Other opportunities for involvement in your lodge include fraternal support services, membership development and retention and other activities that may be directed by the lodge Master.





## **GRAND LODGE LEADERSHIP OPPORTUNITIES**

### **Elected Grand Lodge officers**

Each officer of Grand Lodge (except the Grand Chaplain, Grand Organist and Assistant Grand Organist) must be a Past Master, Master or Warden of a California lodge (other than a Research lodge).

- ▶ Grand Master is the chief executive officer.
- ▶ Deputy Grand Master is a vice president and assists the Grand Master and presides in his absence.
- ▶ Senior and Junior Grand Wardens are vice presidents and assist the Grand Master and, in his absence and that of the Deputy Grand Master, preside in the order of their rank.
- ▶ Grand Treasurer is the chief financial officer.
- ▶ Grand Secretary is the chief operations officer and staffs and manages the office of Grand Lodge; maintains Grand Lodge correspondence, records, documents, jewels, furniture, clothing and other paraphernalia; maintains membership records; maintains supply of materials for lodge use; and ensures adequate insurance coverage for Grand Lodge, its entities and constituent lodges.
- ▶ Grand Lecturer assures conformity with the Ritual; directs the Assistant Grand Lecturers and Inspectors in the performance of their duties related to the Ritual; and oversees proficiency and its instruction.

The executive committee is comprised of the Grand Master, Deputy Grand Master, Senior Grand Warden, and Junior Grand Warden.

### **Appointed Grand Lodge officers**

- ▶ Assistant Grand Secretary
- ▶ Grand Chaplain
- ▶ Grand Orator
- ▶ Grand Marshal
- ▶ Assistant Grand Lecturers (one for each division of the jurisdiction)
- ▶ Senior Grand Deacon
- ▶ Senior Grand Steward
- ▶ Junior Grand Deacon
- ▶ Junior Grand Steward
- ▶ Grand Standard Bearer
- ▶ Grand Sword Bearer
- ▶ Grand Bible Bearer
- ▶ Grand Pursuivant
- ▶ Grand Organist
- ▶ Grand Tiler
- ▶ Assistant Grand Tiler
- ▶ Assistant Grand Organist

### **District Inspectors**

District inspectors are the Grand Master's representative to the lodges in their respective districts. The Grand Master divides California into districts and appoints an inspector for each district who is a Past Master and proficient in the work and lectures adopted by Grand Lodge.

District inspectors instruct and certify lodge officers in the Ritual; certify Master Masons to officiate in the Funeral Service; inspect lodges and their business records to determine that they conform to Masonic law; and instruct district Officers' Associations on governing and administering lodge affairs in compliance with the Code.

## Committees

There are many Grand Lodge committees that offer opportunities to be involved in Masonry and interact with brothers on a statewide basis. Most committee members are Past Masters, Masters or Wardens of a California lodge and have some special knowledge, skill, insight or interest in the committee's area of responsibility. Inform Grand Lodge staff or an Executive Committee member if you want to become involved in a committee.

- ▶ **Annual Communication:** Assists with activities and registration for the Annual Communication of Grand Lodge
- ▶ **Audit:** Oversees an independent CPA firm's auditing of the Grand Lodge financial statements, policies and practices
- ▶ **Child I.D.:** Assists lodges in the implementation of the Child I.D. program as a public service and manages the scheduling, transportation, maintenance and instruction on the operation of the computer equipment
- ▶ **Finance:** Reviews and makes recommendations on the annual budget and proposed per capita assessment on lodges; administers the California Masonic Retirement program; and reviews proposed legislation each year and reports the anticipated financial impact
- ▶ **Insurance:** Assists with matters pertaining to insurance; reviews existing insurance coverage and recommends changes as necessary; and negotiates insurance coverage
- ▶ **Investment:** Advises on appropriate investment policies, guidelines and recommendations governing the investment funds for Grand Lodge and its entities; and invests, monitors and manages investments
- ▶ **Jurisprudence:** Advises on matters of Masonic law and reviews Grand Master decisions and recommendations, proposed amendments to the California Masonic Code, and other proposed legislation placed before Grand Lodge
- ▶ **Leadership Development:** Organizes and presents the training programs for lodge leaders and Grand Lodge.
- ▶ **Lodge Support:** Assists lodges with programs relative to lodge vitality, leadership development, and Masonic education
- ▶ **Masonic Hospital Visitors Program:** Coordinates the Masonic Hospital Visitors Program of volunteer visits and assistance at Veterans' Homes and Hospitals in California
- ▶ **Masonic Properties:** Assists local Masonic Hall Associations with their duties; approves all plans, contracts and financial obligations of Masonic Hall Associations of a certain magnitude; and advises lodges and Masonic Hall Associations on tax issues
- ▶ **Membership Development:** Assists lodges with membership development programs
- ▶ **Policy and General Purposes:** Advises on proposed legislation, especially with regard to its consistency with the policies and general purposes of Grand Lodge
- ▶ **Ritual:** Teaches the adopted Ritual as taught by the Grand Lecturer and as approved by Grand Lodge
- ▶ **Trial Review:** Assists lodges with Masonic trials; maintains uniformity and clarity of trial procedures; reviews all trial records; and examines and make recommendations on applications for restoration to membership
- ▶ **Masonic Youth Orders:** Develops and encourages good fraternal relations with DeMolay International, Rainbow for Girls, and Job's Daughters; and encourages lodges to support the Masonic youth groups, including the identification of potential adult leadership

Other committees are formed as needed.

## Corporate Boards

The entities of Grand Lodge which have boards of directors are Acacia Creek Communities, California Masonic Foundation, California Masonic Memorial Temple, Masonic Homes of California, and Nob Hill Masonic Center, Inc.



# Leadership Training

## **WARDENS' LEADERSHIP RETREATS**

**T**he annual Wardens' Leadership Retreats are designed to develop the leadership skills of those who have been elected to lead the lodge. Separate programs are provided for Junior and Senior Wardens. The training includes developing a lodge plan, setting goals, providing resources to meet the goals, and implementing benchmarks to measure lodge success.

The two and one-half day retreats are conducted over a weekend in both northern and southern California and wives are invited to attend.

## **SECRETARIES' RETREATS**

The annual secretaries' retreats are training programs in administering lodge and membership records for secretaries and assistant secretaries. The two and one-half day retreats are conducted over a weekend in both northern and southern California.

## **LODGE MANAGEMENT CERTIFICATION PROGRAM**

Managing a lodge effectively is a critical responsibility. Attracting and retaining members, meeting the program needs of a diverse membership, effective communication, managing finances, and governance of a Hall Association are some of the challenges lodge leaders face.

The Lodge Management Certification Program provides the training and tools to deal with these issues and more. The program includes five different courses presented in intensive one-day workshops designed for lodge officers, committee members, trustees, and Hall Association directors. Held each summer at several locations throughout the state, the Lodge Management Certification Program courses include:

- ▶ Program planning
- ▶ Lodge finance
- ▶ Hall Association management
- ▶ Membership development
- ▶ Lodge administration

Some of these courses are available online. Go to [freemason.org](http://freemason.org), Member Center, Leadership Development to purchase a course.

## **MASONIC FORMATION CERTIFICATION PROGRAM**

Combining candidate education with lifelong Masonic education for all members, Masonic Formation is a powerful tool to inspire candidates and renew the spirit of Masonry in the lodge. The Masonic Formation Certification Program is a one-day training workshop to certify Master Masons as Masonic formation officers.

Held once a year at several locations throughout the state, the certification workshop covers the following topics:

- ▶ Creating an effective candidate education program
- ▶ Inspiring lodge members to seek more knowledge about Masonry
- ▶ Organizing a Masonic Formation program in your lodge
- ▶ Using materials and resources for lifelong learning about Masonry

# Your Masonic Education

## **INSTITUTE FOR MASONIC STUDIES**

**T**he Institute for Masonic Studies was founded in 1997 to foster Masonic knowledge and understanding among the Masons of California and the larger world of Freemasonry. The Institute hosts a number of important programs and resources for members and lodges.

### **CANDIDATE EDUCATION PROGRAM**

In addition to the memory work related to each degree, candidates are expected to read an education booklet designed specifically for the degree most recently completed. To demonstrate your understanding of the material, you will be asked to answer several questions about the material.

### **ANNUAL SYMPOSIUM**

The Grand Lodge of California and the California Masonic Foundation sponsor the Annual California Masonic Symposium. Each year this event, open to Masons and the public, addresses a topic of historical and philosophical relevance to Masonry in an academic setting. It is an informative and inspiring event that offers California Masons and guests the opportunity to interact and share ideas.

Initiated in 2001, past symposium topics have included Freemasonry in Mexico and Latin America; Freemasonry and Secret Societies; Issues in Contemporary Freemasonry; The Age of Franklin: Freemasonry, the Declaration of Independence, and the American Enlightenment; and Freemasonry and the American Frontier. The location of the summer weekend event usually alternates between northern and southern California.

## **MASONIC LIBRARY AND MUSEUM**

The Henry Wilson Coil Library and Museum was opened in 1997 at the California Masonic Memorial Temple in San Francisco. The museum contains over 8,000 titles and includes Masonic art and artifacts from California and around the world. It serves as a research source for both lay and professional Masonic scholars and researchers and is open to all Masons who seek to increase and develop their personal knowledge of Masonry.

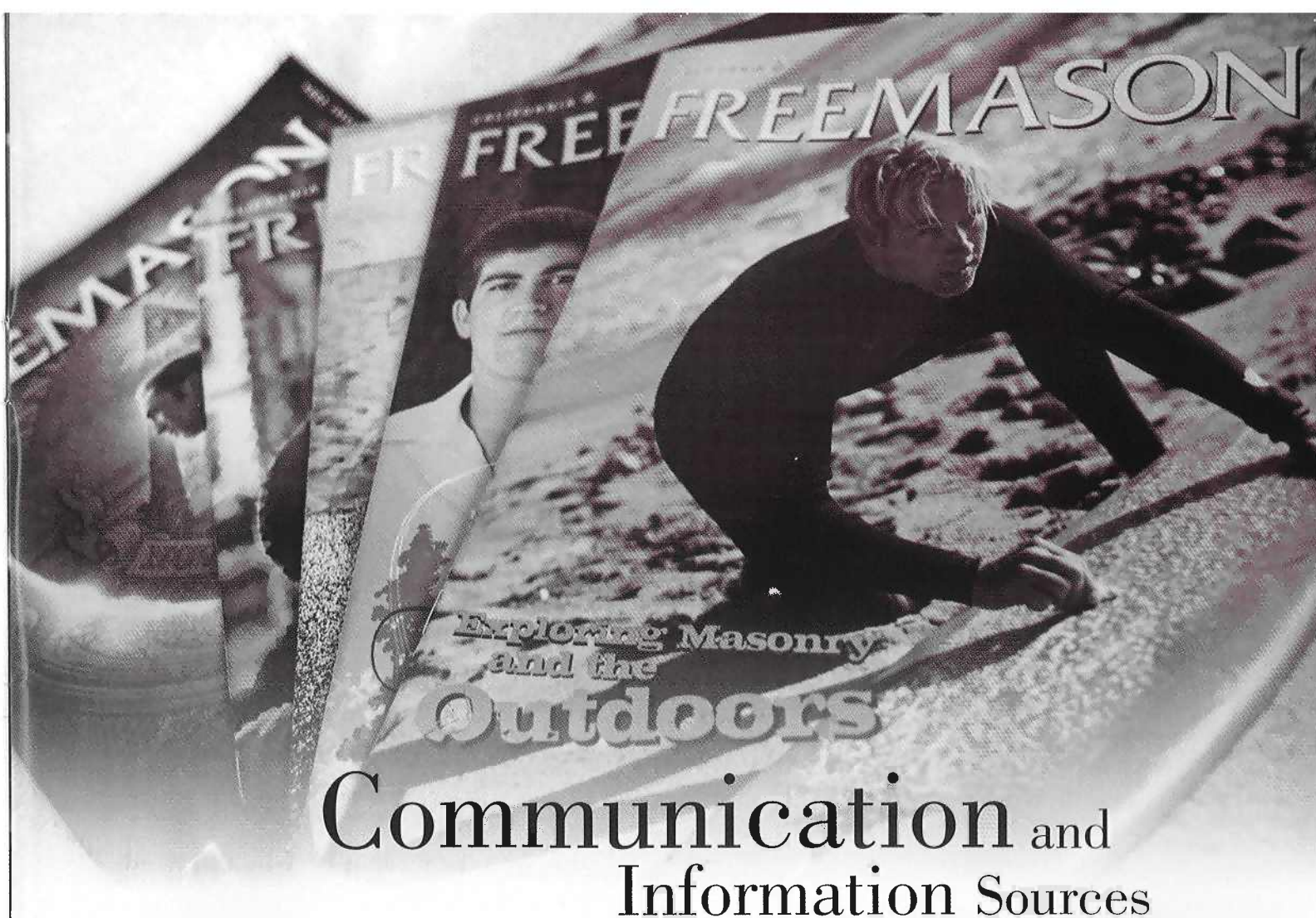
### **RESEARCH LODGES**

Research lodges are a special classification of lodge with authority to conduct research, hold discussions, gather and preserve Masonic information, maintain a library and supply papers or speakers at the request of other lodges.

#### **The Research lodges in California include:**

- El Camino Research Lodge – San Jose
- Northern California Research Lodge – San Francisco
- Orange County Research Lodge – Anaheim
- Southern California Research Lodge – Anaheim





# Communication and Information Sources

## CALIFORNIA FREEMASON MAGAZINE

**C**alifornia Freemason magazine, one of the nation's finest Masonic publications, is published six times a year and mailed to members' homes. Each issue of this award-winning magazine includes thought-provoking and informative articles about Masonry, living our Masonic principles, Masonic education, Masonic philanthropy and the Masonic Homes. Past issues can be viewed online at [freemason.org](http://freemason.org).

## LODGE BULLETIN

Most lodges regularly publish an informative bulletin, commonly called The Trestleboard, with news and information about lodge programs and activities. This publication may be part of the lodge Web site or mailed to members' homes.

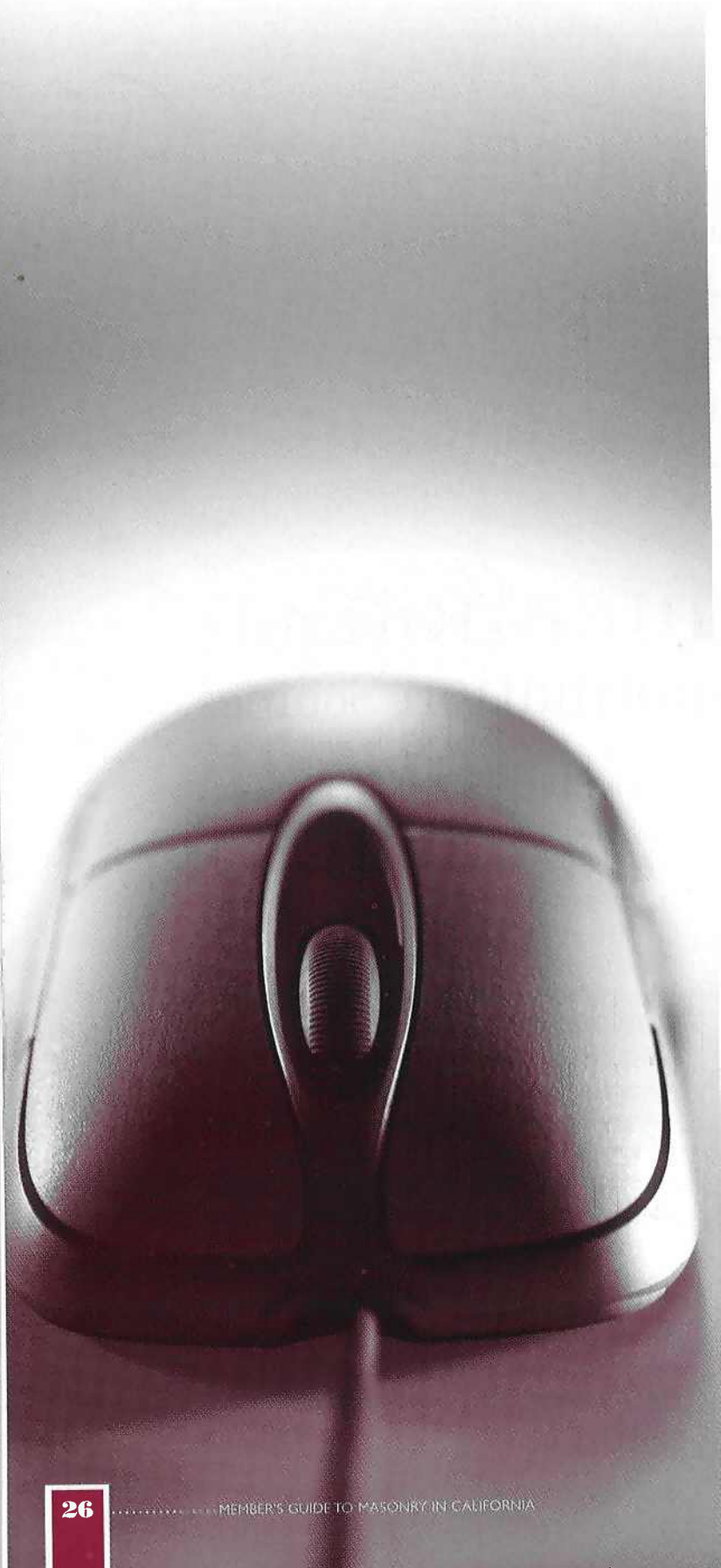
## WEB SITES

If your lodge has a Web site, check it regularly to stay up-to-date on news, events and activities.

The Grand Lodge Web site, [freemason.org](http://freemason.org), serves both the public and members. Non-Masons can learn who we are, what we do and what we value. The member center on the site has valuable information about leadership development, membership development, Masonic education, fraternal support and member resources. In the administrative section you can do a member search, manage your account, register and pay for workshops and programs, download documents, order forms and supplies, plus a variety of other functions.

## ANNUAL COMMUNICATION

Annual Communication is the annual business meeting of Grand Lodge. Year-end results are reviewed, future business and programs are



discussed, legislation that affects how the fraternity is governed is voted upon and Grand Lodge officers are elected and installed. Each lodge is represented by the Master or other officers who are authorized to vote on any business considered at Annual Communication.

By law, the Annual Communication must be held within 20 days before or after the second Monday in October each year. A notice of the selected date is sent to lodges a year in advance. All Master Masons are encouraged to attend. You and your family may attend the public programs and enjoy Masonic fellowship with families from throughout the state. Annual Communication is always held over a weekend at the California Masonic Memorial Temple in San Francisco.

### **“PASS IT ON” PROGRAM**

Lodges throughout the state use the “Pass It On” program to share the Masonic legacy with potential members. A comprehensive membership development program, “Pass It On” gives Masons several tools and methods to talk about and share Masonry with family and friends. The program kit includes a comprehensive five-step guide to growing and sustaining a strong lodge, as well as supporting materials which are essential to the successful implementation of the program.

### **“ON THE LEVEL” PROGRAM**

In addition to our reverence for speaking “on the level” with our brothers, a comprehensive program is available to assist lodges in doing the same with prospective members. “On the Level” is a kit that includes ready-to-use tools to help your lodge stage a successful Masonic information event that will attract new members, raise community awareness of Masonry, and correct misconceptions about the fraternity.



# Your Grand Lodge



The Grand Lodge charters and guides Masonic lodges within California and provides important services, resources and unity to lodges and members. The mission of the Grand Lodge is to understand and convey the wisdom of Masonic teachings to its constituent lodges in a way that engages and inspires members to apply Masonic principles in their lives.

Grand Lodge staff includes about 40 employees in the philanthropy, member services, program services, communications, information technology, finance, and human resources departments. About 350 employees work at the two Masonic Homes retirement communities.

The California Masonic Memorial Temple on Nob Hill in San Francisco houses the Grand Lodge headquarters and offices, an auditorium, an exhibit hall and conference rooms and the Henry W. Coil Library and Museum.

Nob Hill Masonic Center is a business entity that manages the California Masonic Memorial Temple.





