

Worshipful Master Handbook

Second Masonic District



Freemasonry - A Brotherhood of Values

Douglas N. Kaylor

Grand Master

2016 - 2017

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IMPORTANT DATES

Events

Type Written Ritual - Sat, Dec 10, 2016, 9:00 am EA and FC, Far Hills Lodge; Sat, Jan 14, 2017, 9:00 am MM, Brookville Lodge

AASR Valley of Dayton Worshipful Master Recognition Night - Sat, Jan 21, 2017, 6:00 pm, DMC

DOA Winter Meeting - Wed, Jan 25, 2017, 7:00 pm, Minerva Lodge

AASR Valley of Dayton "Bring a Friend Night" - Fri, Jan 27, 2017, 7:00 pm, DMC

DEO Eating and Education - Sat, Jan 28, 2017, Eastern Star Lodge, 8:30 am; Sat, Mar 4, 2017, Huber Heights Lodge, 8:30 am; Sat, Apr 15, 2017, Camden Lodge, 8:30 am & Sat, Sep 2, 2017, Alpha Lodge, 8:30 am.

York Rite Week - Mon, Feb 27 - Sat, Mar 4, 2017, DMC

State Secretaries Meeting - Sat, Mar 11, 2017, Springfield Masonic Home

Grand Master's Reception - Sat, Mar 18, 2017, 6:00 pm, DMC

Grand Master's Class - Sat, Mar 25, 2017, DMC

AASR Valley of Dayton Spring Reunion - Fri, April 7 - Sat, Apr 8, 2017, DMC

DOA Spring Meeting - Tue, Apr 11, 2017, 7:00 pm, Camden Lodge

DOA Golf Outing - Sat, May 6, 2017, 9:00 am, Community Golf Club

2nd District Outdoor Degree - Sat, May 20, 2017, 6:00 pm, Jefferson Lodge

Ohio Masonic Home Day - Sun, Jun 4, 2017, Springfield Masonic Community

Special Olympics Opening Ceremony - Fri, Jun 23, 2017, 6:00 pm, Jesse Owens Stadium

300th Anniversary of Freemasonry - Sat, Jun 24, 2017, 6:30 pm, Antioch Shrine Center

Grand Lodge - Fri, Oct 20 & Sat, Oct 15, 2017, DMC

DOA Fall Meeting - Tue, Oct 25, 2017, 7:00 pm, Millennium Lodge

Deadlines

Scholarship Applications - March 1, 2017

Petitions for Grand Master's Class - March 3, 2017

Special Olympics Donations - June 1, 2017

Grand Master's Award - July 15, 2017

Grand Master's Biography

Doug Kaylor was born in 1952 in Dayton, Ohio, to Roland and Lucille Kaylor. He was raised in a Masonic family. His father and grandfather were charter members of Alpha Lodge, No. 729, in Dayton, and his mother and grandmother belonged to Belmont Chapter, No. 555, Order of the Eastern Star. He grew up in Beavercreek Township in Greene County, where, in addition to the typical school activities, he was active in Scouting and became an Eagle Scout.

A library administrator by profession, Mr. Kaylor enjoyed a successful career in higher education. He served in various positions in the libraries at Wright State University and then spent eleven years as library director at Sinclair Community College. During his career, he chaired various national, state, and local library and professional society programs and projects.

Brother Kaylor was raised in Alpha Lodge, No. 729, on June 2, 1987. He served as Worshipful Master in 1996. He later served three years as a District Education Officer and two years as District Deputy Grand Master for the Second Masonic District, being first appointed by M.W.B. William P. Mayberry, Sr. He became a plural member of Dayton Lodge, No. 147 in 2006. In 2009, he was appointed Junior Grand Deacon of the Grand Lodge of Ohio by Most Worshipful Brother Terry W. Posey. He progressed through the line until elected Grand Master in 2016.

Brother Kaylor joined the Ancient Accepted Scottish Rite Valley of Dayton on April 9, 1988. He served the Valley in various offices including Thrice Potent Master of Gabriel Lodge of Perfection. He also served for many years on the board of governors of the Dayton Children's Dyslexia Center honoring Neil and Willa Jean Smalley. On August 27, 2007, he was coroneted a 33° Sovereign Grand Inspector General and Honorary Member of the Supreme Council. In 2010, he was crowned an Active Member of the Supreme Council, and elected to the board of the Scottish Rite Museum and Library in Lexington, Mass. In 2014, he was elected Deputy of the Supreme Council for Ohio, and as such, is Commander-in-Chief of the Ohio Council of Deliberation.

Brother Kaylor is a member of Victory Chapter, R.A.M, Adoniram Council, R. & S.M., and Reed Commandry, K.T. He belongs to Antioch Shrine and is a member of its Past Master's Club and the Arabic Club. He is a member of Belmont Chapter, O.E.S. He is a past sovereign master of Thomas Smith Webb Council, Allied Masonic Degrees. He is a member of Holy Grail Conclave, Red Cross of Constantine. He is also a member of the Royal Order of Scotland as well as Irish Council, Knight Masons, USA. He is an honorary member of the Cleveland Chapter of National Sojourners, and he has received the DeMolay Honorary Legion of Honor. He is an honorary member of the Prince Hall Grand Lodge of Ohio. Always interested in learning, he is a member of the Ohio Lodge of Research, QCCC Correspondence Circle, and the Philalethes Society.

Doug and Diana Kaylor were married on June 24, 1989. They have one daughter, Allison DelMedico. Allison and her husband, Jamie, have two children, Sloane and Vincent. Both Doug and Diana agree that family and especially grandchildren are among life's best blessings.

District Deputy Grand Masters

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brianarehart@gmail.com
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Second Masonic District Officer's Association Contacts

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Butler County Rep

David Daugherty
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Grand Master's Award Program - 2017

The Grand Master's Award Program for 2017 is based upon a lodge earning points for different activities. The maximum point totals can vary from lodge to lodge based on the number of members and widows it has. The period for consideration shall be August 1, 2016 through July 31, 2017. There is only one mandatory requirement. Additional information and guidelines appear after the form.

Points Earned	Max. Points	Action or Activity
Mandatory Requirement		
	2	The Lodge attends the district's 300 th Anniversary Banquet on June 24 th , 2017.
	2	Inspection - Confer the inspection degree on a true rather than pro-tem candidate.
	6	Ritual - All three lectures are presented in degree work at least twice by the Master, Wardens, or Deacons. (1pt per lecture. Max of 3 per officer, 6 max possible)
	2	Charity - Discuss in open lodge how the lodge is and should be practicing Masonic charity, including community service. Decide how it wants to do charity in the future.
	2	Petition Verification - To verify information used by the Investigation Committee, conduct a trial, requiring background checks on <u>all</u> petitions from the lodge annual meeting until July31, 2017.
	1 to 3	Roadmap for Improvement - Set one to three goals to improve a performance category, put a plan in place, and achieve it to the satisfaction of the Master and DDGM. (1 pt. per successfully completed goal.)
	2	Both Wardens attend a warden training session. (1 pt. per officer, 2 max possible.)
	2	Both Deacons attend a deacon training session. (1 pt. per officer, 2 max possible.)
	5	Elected progressive officers attend Typewritten Ritual Training Session. (1 pt. per officer - WM, SW, JW, SD, JD - 5 max. possible.)
	5 max	Make a personal contact (telephone, visit) with lodge widows. A gift basket or similar token is encouraged but not required. (1 point earned for each 10 widows up to a max of 5 points.)
	5 max	Make a brotherly contact with members who are age 80 and over as well as those whose dues have been remitted. (Non-dues call) (1 point earned for each 10 members up to a max of 5 points.)
	2	Present a Community Builders Award, Dan Beard Masonic Scouter Award, or Major Jonathan Hart Service to Community Award to a deserving person who has given of his time and/or talents to community service. Person cannot be paid for this service.
	2	Youth Group Visitation - At least five members of a lodge to visit a Masonic Youth Group or Boy/Girl Scout function.
	2	Hold at least one family friendly lodge activity.
	2	Use Lodge Communicator to communicate with lodge officers (1 pt.) and the general membership (1 pt.). Secretaries should update membership contact information in MORI.
	2	Conduct an inventory of historic items, artwork, and creative items owned by the lodge and send a copy of the inventory to the Grand Lodge Museum and Library.
	2	Hold a fundraising event for a Masonic charity (GL Charitable Foundation, OMH, or MSA)
		Maximum Points Possible (Maximum is 46. Could be less based on # widows, ect.)
	Total Lodge Points Earned	
		80% of Maximum Total Possible (round off to nearest whole number)
Yes	No	Did the Lodge meet the total required for an award?

Comments on Grand Master's Award Program - 2017

Inspection - Lodges may receive one half credit (1 point) for conferring the inspection degree on a courtesy candidate.

Charity - Lodge charity may be thought of as the time, talent, and treasure of the lodge. The Grand Master is asking lodges to review what they do as good works for people and their communities as well as charitable giving. Are the lodge's service efforts still appropriate in today's society and is it raising funds for causes valued by today's members, or is the lodge doing it because they've been doing it for years? Is your lodge raising funds or giving to the charity or charities that match your member's interests today and positioned to meet the needs of tomorrow?

The lodge can give to whatever it chooses, but the decision should be an informed one based on the wishes and opinions of today's members.

Petition Verification - If done, it must be applied to all petitioners.

Roadmap - Lodge officers and interested brethren need to be able to complete the self-evaluation of the Roadmap without concern that they will be criticized for being honest about lodge strengths and weaknesses. But filling out the form is just a first step. Setting a goal and working to achieve that goal is the road to success. One point for each meaningful, measurable goal achieved up to 3 points.

Training - Wardens, Deacons, and Typewritten Ritual training session attendance should be self-evident.

Widows - We promise to contribute to the relief of our Masonic widows. That effort must begin by knowing how these women are doing. For every 10 widows contacted, the lodge earns a point up to a maximum of 5 points. If the lodge has less than 50 widows, it can adjust the maximum score down. (For rounding up or down, 1 to 5, round down, 6-9 round up, e.g., 45 counts as 40 or 4 pts., 46 counts as 50 or 5 points.)

80 Years - The same process applies to our senior members and those who have had their dues remitted. Chances are many of our older members cannot get out or come to lodge, so the lodge should be willing to go to them. Often, if we remit the dues of a Brother, it is because he cannot work or travel, and we lose track of them. For every 10 brothers contacted, the lodge earns one point to a maximum of 5 points. (Round up or down as above.)

Awards - While it would be nice to present an award at a dinner or other lodge functions open to invited guests, the lodge has great latitude here regarding when and how the award is presented. Make it special for the awardee. Send a press release to the local paper if one is available. Place an announcement on the lodge Facebook or web page.

Youth - Visit the youth group as the lodge, not as individuals. It is not necessary to wear Aprons, although dress in a manner that reflects positively on the Lodge.

Family - The lodge can hold any kind of family friendly event it chooses. It should see that it is announced to the entire membership through its newsletter, email list, etc. Picnics, Movie Nights, Holiday Party, etc. are all appropriate.

Communicator - This new software application provides a means for lodges to communicate electronically with its members. It requires an up-to-date email address in MORI. Demonstrate by using the system to send at least three communications to officers and members over a three-month period.

Inventory - Prepare an inventory of lodge property that is of historic value (aprons, early minutes, etc.), and locally made creative works (paintings, pictures, gavels, alters, etc.). Send a copy to the Grand Lodge for the Museum and Library.

Fund Raiser - This should be a fundraiser for one of the classic Masonic charities to care for distressed brethren, their widows, and orphans: Grand Lodge Charitable Foundation, the Ohio Masonic Home, or the Masonic Services Association.

Guidelines for Presentation of Senior Service Awards

The presentation of 50, 60, 65, 70, and 75-year recognition pins and certificates is an important responsibility for every Lodge. These are awards BY THE GRAND LODGE, but planned by each local Lodge for its own members. Because these are Grand Lodge presentations, a Grand Lodge representative should be involved, according to these recommended minimum guidelines:

- ❑ 50-year presentations - District Deputy Grand Master or Past DDGM
- ❑ 60-year presentations - District Deputy Grand Master or Grand Lodge Officer
- ❑ 65-year presentations - District Deputy Grand Master or Grand Lodge Officer
- ❑ 70-year presentations - Grand Lodge Officer or Past Grand Master
- ❑ 75-year presentations - Grand Master, Grand Lodge Officer, or Past Grand Master

In honor of 75 years of membership, the DDGM is specifically charged to ensure that presentation of the award is scheduled as soon as possible. A special memento has been created for each of the honorees, which will be given to the DDGM to bestow.

An 80-year presentation or above is the exclusive jurisdiction of the Grand Master. It is not a pin, but is a specially prepared award. If any Lodge has such a presentation, plans should be made early for proper presentation.

The 25-, 35-, and 40-year pins are NOT presented by the Grand Lodge, but are the gift of the local Lodge. Lodges are not required to give these awards, but are strongly urged to do so. Many Brothers have become active after receiving these awards. A Grand Lodge representative is not required for these presentations.

Please remember that the Grand Lodge would be pleased to represent the Lodge and Grand Lodge in presenting veteran service awards during our annual Florida visitations in January. If a Lodge has a Brother in the Florida areas where our traditional Ohio luncheon visitations occur, we would enjoy presenting these recognitions awards on behalf of Ohio Masonry. The recipients love to receive these pins amongst their Florida peers. Contact the Grand Lodge Office to assist with these arrangements.

Community Builder's Award Presented by the Lodge to a Community Member

This program is intended to increase the level of community visibility of symbolic Lodge Masonry. The program demonstrates that Masonry advocates good citizenship and recognizes deserving individuals for their contributions and efforts. Lodges are strongly encouraged to participate in the Community Builder's Award program.

THE "COMMUNITY BUILDER'S AWARD" SHOULD NOT BE CONFUSED WITH THE "COMMUNITY SERVICE AWARD" presented by the Grand Master at the District Reception.

The "Community Builder's Award" recognizes and shows appreciation for efforts and outstanding contributions made by members of the community. Each Lodge should select one outstanding citizen each year as the recipient of this award. This award is to be presented to someone for volunteer service. The recipient must not get paid for the service for which they are receiving the award.

The Master and the two Wardens should make the selection, and the award should be presented at an open meeting. A dinner presentation would be an appropriate time. Include and introduce spouses.

Care should be taken in the selection. Presenting this award to someone who is not necessarily a Mason is a valuable tool to promote Masonry and to develop public awareness of the Lodge in each community.

There are many dedicated, hard-working men and women in every community who have served others with no expectation of return. Our Lodges should appreciate them and by recognizing them acknowledge that Masons are proud not only of our own good work, but of all who build our communities into better places for all people.

The "Community Builder's Award" certificate can be obtained through the Grand Secretary's Office.

The Ohio Masonic Home: The Trusted Resource to Help People Age Respectfully

Our philosophy of care revolves around partnering with aging individuals and promoting their independence by providing what they need to live where they want, how they want, all while fulfilling their aspirations. We currently offer independent living, assisted living, long-term acute care, dementia care, and skilled/non-skilled home health programming.

Today the Ohio Masonic Home has grown to three campuses and a state-wide home health organization: the Springfield Masonic Community campus in Springfield, Ohio; the Western Reserve Masonic Community campus in Medina, Ohio; the Browning Masonic Community campus in Waterville, Ohio; and the state-wide Cornerstone Home Health organization.

We have also created a Masonic Aging Resource Center to assist the approximately 96,000 Masons and their families living in Ohio in obtaining products and services that will enhance their health and independence, and provide a positive aging experience.

How do you or a Brother reach the Ohio Masonic Home or any part of it for information?
Call 877-881-1623.

This phone call is all you need and a friendly, professional customer service representative will meet you, listen to your situation and guide you to answers to questions, services and products that can assist you.

If you know a Brother in need call 877-881-1623 to see how the OMH can help.

Ohio Masonic Home Foundation Events:

Miracle Miles for Memory Care Road Rally- August 26, 2017

Ohio Masonic Home Day- June 4, 2017 @ Springfield Masonic Community

Our Brethren at all Ohio Masonic Home campuses are eager to receive visits from Brothers throughout the year.

Please invite us to your Masonic events and meetings. We are pleased to speak at any opportunity. Presentations can be customized and talks can range from 5 minutes to 45 minutes depending on time available in the program. No group is too small. Travel is not an issue. We are honored to be invited and enthusiastic to share the news about current happenings at the Ohio Masonic Home. **Call 888-248-2664 to schedule a presentation today.**

Masonic Model Student Assistance Program

Established in 1986, the Masonic Model Student Assistance Program (MMSAP) is an intensive workshop for educators to learn how to identify, intervene with, and create appropriate referrals for students that may be at risk for substance abuse, depression, suicide, or violence. This three-day workshop trains a Core Team of five to eight educators from a school building in how to intervene early and effectively with students that display patterns of behaviors that threaten their success at school.

MMSAP was developed to address the needs of students struggling with at-risk issues. MMSAP is a research-based and effective response to the negative behaviors that interfere with the success of children and their school communities. MMSAP involves experiential learning and group discussion along with presentations on such subjects as Chemical Dependency, Depression and Suicide, Conflict, Anger and Violence, Communication Skills and Intervention, Family Dynamics, Enabling, Life Skills Development, Treatment and Aftercare, and Group Process. This model of prevention and intervention has proven to be a vital tool in creating safe learning environments and reducing violence, abuse, addiction and self-harming behavior. Schools that have successfully implemented and maintained an MMSAP Core Team have:

- Increased Attendance
- Improved Academics
- Increased Graduation Rates
- Decreased Behavior Problems

This highly acclaimed and successful program is currently underway and implemented in more than 26 other Grand Lodge jurisdictions. The initial Masonic Model Student Assistance Program in Ohio was launched in March of 1997. Since then, hundreds of teachers have been trained and the program has been recognized by the Ohio Department of Education, financially, with its coveted Asset Builders Award, and with incentives to schools to attend our program.

For more information about the Masonic Model Student Assistance Program, contact the Grand Secretary's Office or:

Statewide Coordinator
TIMOTHY L LARIMORE
5050 Sherrick Rd.
Elida, OH 45807-9779
larimoretim@gmail.com

To make contributions to MMSAP, mail them c/o Grand Lodge of Ohio, 1 Masonic Drive, Springfield, Ohio 45504.

Grand Lodge Scholarship Procedure

The general procedure for the Grand Lodge Scholarships is as follows:

- Two \$1,200 Scholarships will be granted in each of the Masonic Districts in the Grand Lodge of Ohio - one to a male student and one to a female student.
- Each scholarship will be paid directly to the recipient.
- Only recipients will be notified. *Non-recipients will not be notified.*
- Uniform application forms are available from the Grand Secretary and on the Grand Lodge webpage, www.freemason.com.
- Applications are due to the assigned DDGM no later than February 15, 2017
- The actual recipients to receive the scholarship will be selected by the Grand Lodge Scholarship Committee and announced to the recipients and DDGMs by May 1 and not earlier.
- All recipients must be graduating High School seniors, and it is intended that a Masonic District or local Lodge representative attend the High School graduation or awards ceremony, and personally present a certificate acknowledging the Masonic Scholarship. This is an excellent photo opportunity. It is recommended that the local Lodge endeavor to use this photo as a public relations tool to support Masonry in Ohio.

Special Olympics Memo

To: All Masonic Lodges in Ohio

From: The Grand Lodge Special Olympics Committee Date:
October 2016

Subject: Sponsor-an-Athlete Program

This year we are again asking the Lodges and individual Brethren to support this worthwhile cause with the same enthusiasm as in the past. **The deadline for Special Olympics donations this year is June 1, 2017.** Please forward your donations to the Grand Lodge of Ohio Charitable Foundation. Make sure that the amount for Special Olympics is listed separately. If an individual writes a check, it should be made out to Grand Lodge Charitable Foundation, with "Special Olympics" and the Lodge number marked in the memo section. Please do not combine charitable gifts into one check.

During the past year, the Masons of Ohio raised \$175,000 for this very worthwhile charity. This represents donations from more than 392 Lodges, along with many individual donations. Remember, as our support grows so does the number of athletes who are able to attend the State Games. Due to the rising costs of room and board, the cost of sponsoring each athlete has grown to over \$175.00. All donations to the Charitable Foundation are tax deductible.

Grand Master Douglas N. Kaylor is encouraging the Lodges and Brethren to increase their gift from last year by at least 10%, which should increase the number of the athletes at the summer games. If we all start working now, this goal is attainable. Special Olympics Ohio has designated the Masons of the Grand Lodge of Ohio as one of their major sponsors.

Fraternally,
Michael D. Cecil, Chairman

Special Olympics Committee: Brian Bolyard, Richard E. Ballard, Phil Clouse, Larry Cornett, Art Crim, Steven Scarpelli, Robert Parsons



Special Olympics
Ohio

Please plan to attend the Opening Ceremonies for the Summer Games at the Jesse Owens Sports Complex of The Ohio State University Campus in Columbus. As in previous years, the Masons will be recognized during the program. Plan to gather about 6 p.m. on Friday, June 23, 2017, so that you can help lead the Parade of Athletes onto the Track. Beforehand, refreshments will be served in the Family Hospitality Tent, provided by the Ohio Grotto Association, which will be near the Jesse Owens Sports Complex.

Special Olympics Donation Form
(Available on the Grand Lodge web page)

Donation to Special Olympics \$ _____

Lodge Name _____ No. _____

Master _____

Address _____

Phone _____

Thank you for allowing the Special Olympic Athletes the opportunity to participate in these important Summer Games.

Please send this form and a check, payable to: The Grand Lodge F&AM of Ohio Charitable Foundation (If an individual writes a check, be sure "Special Olympics" and the Lodge number are written in the check's memo section.)

Mail to:

The Grand Lodge of Ohio Charitable
Foundation
One Masonic Drive
Springfield, Ohio 45504

Deadline June 1, 2017

Failure of Lodges to Do Work from Memory

Every candidate should expect the very best degree work that a Lodge can confer. Therefore, each Worshipful Master is charged with the Administrative duties of acquiring the ritualistic resources available from within the Lodge membership, to confer all the degree work in a proficient manner. Every degree night should be considered an Inspection Night and no candidate should expect any less.

A Worshipful Master that is not prepared should ask his District Deputy for a later Inspection date.

ALL SPEAKING PARTS MUST BE DONE BY MEMBERS OF THE LODGE BEING INSPECTED FOR AN INSPECTION TO BE CONSIDERED PROFICIENT. Lodges who fail to complete this requirement will be placed on probation. Failure to satisfactorily perform the Ritual work for two successive years, will result in the Lodge being put on probation and necessitate the involvement of the Grand Master.

Code Irregularities

Irregularities are symptoms of a problem. The following are some of the areas in which irregularities occur most frequently:

- Code violations
 - Sec. 7.01 pertaining to the Annual Return Time of Filing
 - Sec. 9.05 pertaining to Recording a Temple Company financial report
 - Sec. 15.02 pertaining to the safe keeping of the Lodge Charter
 - Sec. 18.02-03 pertaining to eligibility and election on Lodge Master
 - Sec. 27.01 pertaining to Degree Conferrals
- Lack of current or proper audit report recorded
- Lack of timely MORI updates
- Not reading legislative changes at a stated meeting
- Improper ritual work including NOT giving the lecture or charge from memory
- Incomplete Lodge records (unsigned minutes, etc.)
- Required number of stated meetings are not held.
- Lodge Education Program Minimum Requirements

Inspection Night Agenda

The Worshipful Master should have a written agenda for every meeting, but should take extra time when preparing for Inspection Night. In addition to the standard order of business, it should include the order of presentation and introduction of distinguished Brethren who are to be received into the Lodge (as detailed in the Officers Manual).

Remember, **NO ONE** is to **SPEAK** after the DDGM has given his report, unless the Deputy Grand Master or Grand Master is present.

Sample agenda:

Open Lodge in Inspection Degree

Introductions (per Officers Manual)

Degree presentation

*District officers take attendance and make announcements

Lecture

Charge

Master completes thank you's and comments

Turn meeting over to DDGM

No one speaks after DDGM, unless Deputy Grand Master or Grand Master is present

Lodge is closed

(* suggested. Some Districts use a different order and this is acceptable)

Inspection Night Degree Work

This year, the Lodge will be opened in the degree it is being inspected in! Introductions will be done in the inspection degree. Lodges are NOT to open in Master Mason short form for introductions. Grand Honors will be given to those entitled to Grand Honors regardless of the inspection degree. **Private Grand Honors will be given in all three degrees.**

The inspection degree shall then be performed including the full form opening and closing, lecture, and charge. All ritual work must be performed according to our ritual. The District Deputy Grand Master will give his report in the degree being inspected, and at the conclusion of his remarks, he shall direct the Master to Close the Lodge, unless the Grand Master and/or Deputy Grand Master are present. The District Deputy will request a meeting of the Officers after the Lodge is closed to briefly review the inspection.

For Master Mason inspections, it is permissible for the edict to be read to the Fellow Craft Team outside of the Lodge room and prior to opening, to save time. It is the responsibility of the Worshipful Master to ensure the Craft Team handles the candidate according to the edict. The Fellow Craft Team should be prepared and rehearsed. It should take no longer than 2 to 3 minutes between the first and second sections of the Master Mason degree. It is disrespectful to those attending the inspection and the inspecting officer when there is a long pause at this point.

It is acceptable, where and when possible, for Lodges conferring the Master Mason Degree at inspection to confer the first section prior to dinner (5:30 pm or 5:45 pm), break for dinner, then confer the second section.

All inspections should be closed no later than 9:30pm. Please be respectful of other's time. **Bible and apron presentations are not part of the degree work and should not be done at inspection.** It is suggested that the candidates be presented Bibles and Aprons when they return their Master Mason exam, particularly if they receive that degree at an inspection. Lodge Education Officers may address the candidate if time permits and the Lodge will be closed before 9:30pm. Otherwise, the LEO presentation should wait until Lodge is closed. After-all, these presentations are intended for the candidate only.

Reception of Grand Lodge Members, Officers and Other Distinguished Guests

The practice of receiving distinguished guests with proper Masonic protocol is a tradition that should be honored and followed in all lodges on special occasions such as lodge inspections or an official visitation by the Grand Master or Deputy Grand Master. The elements of proper protocol include assigning an escort, announcing the visitor at the door, introductions at the Alter, and extending private grand honors if appropriate.

GROUP I - Appointive Officers and Distinguished Visitors		
Office	Title	Grand Honors
Past District Education Officers	See Note B	None
Past District Deputy Grand Masters	R.W. Bro.	None
Associate Grand Chaplains and Past Grand Tylers	R.W. Bro.	None
Appointive Officers of other Grand Lodges	See Note A	None
Officers of related appendant Grand Bodies	See Note B	None

Note A—These Officers will be given the title held by them in their own jurisdiction. If entitled to receive Grand Honors in their own jurisdiction, then they are introduced with Group II. Otherwise, they are introduced in Group I.

Note B—These Officers will be given the title previously earned in Symbolic Lodge. Worshipful Brother if they are Past Masters; Right Worshipful Brother if they are Past District Deputy Grand Masters, Associate Grand Chaplains or Past Grand Tylers; otherwise Brother. See the next section regarding wearing of jewels and regalia.

Those of Group I are introduced at the Altar thus: Worshipful Brother William Jones, Grand Marshal of the Grand Chapter, Royal Arch Masons in Ohio; Worshipful Brother William Smith, Deputy's Representative or Active Member of the Ancient and Accepted Scottish Rite in Ohio.

GROUP II - Grand Lodge Officers and Appointments		
Office	Title	Grand Honors
Past Grand Masters	M.W. Bro.	At Altar
Current Grand Lodge appointed and elected officers	R.W. Bro.	At Altar
Corresponding Grand Lodge officers of other jurisdictions	See Note A	At Altar
District Education Officers	See Note B	At Altar
District Advisors	R.W. Bro.	At Altar
District Deputy Grand Masters when not in their assigned lodge or are outside their assigned District	R.W. Bro.	At Altar

Those of Group II are introduced at the Altar thus: Right Worshipful Brother James Jones, Senior Grand Warden of the Grand Lodge of Free and Accepted Masons of Ohio; Most Worshipful Brother Edward Evans, Past Grand Master of the Grand Lodge of Free and Accepted Masons of Indiana. Right Worshipful Brother Hiram Tyre, District Deputy Grand Master of the Twenty-Sixth Masonic District.

GROUP III - Visiting Deputy Grand Masters and Grand Masters		
Office	Title	Grand Honors
Deputy Grand Masters of other Jurisdictions	See Note A	At Altar
Grand Masters of other Jurisdictions	See Note A	At Altar

Those of Group III are introduced at the Altar thus: Right Worshipful Brother James Jones, Senior Grand Warden of the Grand Lodge of Free and Accepted Masons of Ohio; Most Worshipful Brother Edward Evans, Past Grand Master and Grand Treasurer of the Grand Lodge of Free and Accepted Masons of Indiana. Right Worshipful Brother Hiram Tyre, District Deputy Grand Master of the District.

GROUP IV - Grand Lodge of Ohio		
Office	Title	Grand Honors
The Grand Master *	M.W. Bro.	In the East
The Deputy Grand Master *	R.W. Bro.	At Altar
District Deputy Grand Master in his assigned Lodge	R.W. Bro.	At Altar

* Only the highest-ranking officer present in Group IV receives Grand Honors in the East. At inspections, only the DDGM conducting the inspection, if the highest-ranking officer in the Group present, is escorted to the East. All introductions are made at the Alter.

The Deputy Grand Master always ranks above the District Deputy Grand Master. The Grand Master is always the highest-ranking Mason in Ohio.

The highest-ranking officer of these three (the DDGM, Deputy Grand Master, Grand Master) when present, has the right to demand admission into, or leave, any Subordinate Lodge without the permission of the Master, and to assume control of the Lodge.

No Brother will be formally received and given Grand Honors after reception of the members of Group IV except with the permission of the ranking Officer present.

Announcement at the Door

When the Master has been informed that the Grand Master or his Official Representative is about to enter, he will direct the Senior Deacon (or a Marshal appointed as escort) to retire to the Anteroom and escort such Officer into the Lodge Room.

After the usual alarm, the Tyler announces to the Worshipful Master through the Junior Deacon, “Brother **Douglas N. Kaylor**, Most Worshipful Grand Master of Masons in Ohio is about to enter.” Should the Deputy Grand Master be the highest-ranking officer present, the announcement will be “Right Worshipful Brother **Eric R. Schau**, Deputy Grand Master is about to enter.” In the absence of these officers, the District Deputy Grand Master is thus announced. “Right Worshipful Brother _____ . District Deputy Grand Master is about to enter.”

Introductions at the Alter

As the Grand Master, Deputy Grand Master, or District Deputy Grand Master in his assigned lodge enters, the lodge is called up; the Master rises and uncovers. He remains uncovered until formally requested to resume charge of the lodge. If more than one member of Group IV is present, the escort leads them in as a group, places the senior officer at the Alter, and lines the others up in a row next to or behind the senior officer.

The Senior Deacon (or acting Marshal), having escorted Group IV to the Alter where all salute the Master, introduces the District Deputy Grand Master first, the Deputy Grand Master next, and last, the Grand Master at the Alter. He will say, “Worshipful, I have the honor to present Brother **Douglas N. Kaylor**, Most Worshipful Grand Master of Masons in Ohio,” after which, without further direction, he escorts him to the East. The Master asks the brethren to join him in extending Grand Honors. (Note that the use of ‘all’ Masons in Ohio is inappropriate.)

If the Deputy Grand Master is the senior officer present, the escort says, “Worshipful, I have the honor to present Right Worshipful Brother **Eric R. Schau**, Deputy Grand Master of the Grand Lodge of Free and Accepted Masons of Ohio, after which the escort, without further direction, conducts him to the East. The Master asks the brethren to join him in extending Grand Honors.

If the District Deputy Grand Master is the senior officer present, the escort says: “Worshipful, I have the honor to present Right Worshipful Brother _____ District Deputy Grand Master of the Second Masonic District, representing Brother **Douglas N. Kaylor**, Most Worshipful Grand Master of Masons in Ohio,” after which the escort, without further direction, conducts him to the East where the Master asks the Brethren to join him in extending Grand Honors.

Reception in the East

The Master then greets him and says, “Most Worshipful Grand Master (or Right Worshipful District Deputy Grand Master, etc.), on behalf of _____ Lodge, and all other brethren here assembled, I extend to you a most cordial welcome. We are honored by your presence. May I ask that you do us further honor by accepting the gavel and presiding over our deliberations?” (or in other suitable form). The gavel is extended to the Grand Master, who accepts it, immediately seats the lodge and responds to the greeting of the Master. After concluding his remarks, he returns the gavel and is seated at the left of the Worshipful Master, or takes a seat elsewhere in the lodge room.

The Master will not usually relinquish the gavel to anyone not in Group IV, and then only to the senior officer present.

As it is usually known by the Master when distinguished guests will be in attendance, he should designate some brother to meet them in the anteroom and write down their names and titles, and to facilitate their entrance, arrange them in groups for the Senior Deacon in accordance with the four groups. Please note that attention to this detail will make for an enjoyable visit for your guests.

The introduction of visitors in a Lodge is a duty usually assigned to the Senior Deacon. When the Tyler informs the Worshipful Master through the Junior Deacon that distinguished visitors’ desire admission, the Master will instruct the Senior Deacon to retire and escort them to the Altar. It is always the prerogative of the Master, however, to appoint a Marshal to serve in presenting visitors.

When the Senior Deacon (or Marshal) has one or more of a group ready to be presented he will instruct the Tyler to advise the Master through the Junior Deacon, who says, “The Senior Deacon (or Marshal) desires to present Distinguished Visitors”. When the Master permits them to be admitted, the Senior Deacon (or Marshal) will escort them with the first Brother to his right and the others, if any, following in single file, to the Altar and facing the Master. He will introduce them with their titles, names and Office.

The wisdom and propriety of recognizing many Brethren who have rendered distinctive service to the Craft is acknowledged, and it should be done. Past Masters, 50-year members, and such can and should often be presented at the Altar or elsewhere, and their Masonic contributions noted with a gracious acknowledgment by the Worshipful Master and a hearty greeting (not Grand Honors) accorded them by all present.

No brother should be introduced more than one time. If a brother holds more than one position in various bodies, he may choose with which group he will be introduced, but he should only be introduced once.

Typewritten Ritual

You are encouraged to take advantage of the district's Typewritten Ritual. Upon request, your assigned DDGM or DEO will arrange to bring the Typewritten Ritual to a meeting.

2017 Typewritten Ritual Workshops

In 2017 each Lodges' elected Worshipful Master and Senior Warden should attend the Typewritten Ritual Workshop for the degree that your lodge will be inspected in 2017. All other Officers are strongly encouraged to attend.

EA - Saturday, December 10, 2016, 9:00am, Far Hills Lodge

FC - Saturday, December 10, 2016, 11:00am, Far Hills Lodge

MM - Saturday January 14, 2017, 9:00am, Brookville Lodge

Communication Procedure

It is imperative that the well-established communication procedure for members of our fraternity be implemented properly. There have been instances when this communication procedure has been bypassed. This has resulted in some Brethren, who should have known about certain occurrences, not being informed.

Questions, problems, complaints or other correspondence sent to the Grand Master from a Lodge Officer or member *usually* will be referred to the District Advisor, who will inform the DDGM so the matter may be resolved by him in due course.

Many questions can be answered by careful reference to the Code.

If a ruling by the Grand Master is deemed necessary, the matter should be referred to him by the DDGM through the District Advisor. If the chain of command is not followed, it will only delay action as the question will be referred back to the correct person.

CHAIN OF COMMAND FOR MASONIC QUESTIONS:

- A Brother takes questions to the Worshipful Master of the Lodge. The decision of the Worshipful Master on a question of Masonic law is final with no right of discussion or appeal except to the Grand Lodge. (19.02 (b)).
- If the Worshipful Master does not feel he can answer a question, he takes it to his assigned District Deputy Grand Master.
- If a District Deputy Grand Master does not feel he can answer a question, he takes it to his District Advisor.

- If a District Advisor does not feel he can answer a question, he takes it to the Grand Master.

Email Etiquette

1. **DO NOT OMIT THE SUBJECT LINE:** We are way past the time when we didn't realize the significance of the subject line. Given the huge volume of e-mail that each person receives, the subject header is essential if you want your message read any time soon. The subject line has become the hook.
2. **MAKE YOUR SUBJECT LINE MEANINGFUL:** Your header should be pertinent to your message, not just "Hi" or "Hello." The recipient is going to decide the order in which he reads e-mail based on who sent it and what it is about. Your e-mail will have lots of competition.
3. **CHANGE THE HEADER TO CORRESPOND WITH THE SUBJECT:** Don't just hit "reply" every time. Changing the header will allow your recipient to find a specific document in his message folder without having to search every one you sent. If you change the subject all together, start a new message.
4. **PERSONALIZE YOUR MESSAGE TO THE RECIPIENT:** E-mail is informal but it still needs a greeting. Begin with "Dear Mr. Broome," "Dear Jim," "Hello Jim," or just "Jim." Failure to put in the person's name can make you and your e-mail seem cold.
5. **ACCOUNT FOR TONE:** When you communicate with another person face to face, 93% of the message is non-verbal. E-mail has no body language. The reader cannot see your face or hear your tone of voice, so chose your words carefully and thoughtfully. Put yourself in the other person's place and think how your words may come across in Cyberspace.
6. **CHECK FOR SPELLING AND GRAMMAR:** In the early days of e-mail, someone created the notion that this form of communication did not have to be letter perfect. Wrong. It does. It is a representation of you. If you don't check to be sure e-mail is correct, people will question the caliber of other work you do. Use proper capitalization and punctuation, and always check your spelling. Remember that your spellchecker will catch misspelled words, but not misused ones. It cannot tell whether you meant to say "from" or "form," "for" or "fro", "he" or "the."
7. **DON'T WRITE THE GREAT AMERICAN NOVEL:** E-mail is meant to be brief. Keep your message short. Use only a few paragraphs and a few sentences per paragraph. People skim their e-mail so a long missive is wasted. If you find yourself writing an overly long message, pick up the phone or call a meeting.
8. **FORWARDING E-MAIL WITHOUT PERMISSION:** Most everyone is guilty of this one, but think about it. If the message was sent to you and only you, why would you take responsibility for passing it on? Too often confidential information has gone

global because of someone's lack of judgment. Unless you are asked or request permission, do not forward anything that was sent just to you.

9. **THINK THAT NO ONE ELSE WILL EVER SEE YOUR E-MAIL:** Once it has left your mailbox, you have no idea where your e-mail will end up. Don't use the Internet to send anything that you couldn't stand to see on a billboard on your way to work the next day. Use other means to communicate personal or sensitive information.
10. **YOUR SIGNATURE:** Always close with your name, even though it is included at the top of the e-mail, and add contact information such as your phone, fax and street address. The recipient may want to call you to talk further or send you documents that cannot be e-mailed. Creating a formal signature block with all that data is the most professional approach.
11. **TIME OF RESPONSE:** Not everyone is sitting in front of the computer with e-mail turned on. The beauty of Internet communication is that it is convenient. It is not an interruption. People can check their messages when it suits them, not you. If your communication is so important that you need to hear back right away, use the phone.
12. **COMPLETE THE "TO" LINE LAST:** The name or address of the person to whom you are writing is actually the last piece of information you should enter. Check everything else over carefully first. Edit for grammar, punctuation, spelling and clarity. Did you say what needed to be said? How was your "tone of voice"? If you were the least bit emotional when you wrote the e-mail, did you let it sit for a period of time? Did you include the attachment you wanted to send? If you enter the recipient's name first, a mere slip of the finger can send a message before its' time.

Grand Lodge Communicator

The Grand Lodge Communicator is available through the Member Portal on the Grand Lodge web site www.gloho.com. Select Grand Lodge Communicator from the Tools drop down menu. It is a tool which allows email and/or text communication with members of your Lodge. The Communicator allows messages to be sent to certain groups (officers, Past Masters, etc.) or the entire membership. Members must have their email address and cell phone numbers recorded in MORI on order to receive messages.

Please note, all registration issues should be directed to your Lodge Secretary and **not** to the Grand Secretary's Office. Registration requires you to input your name exactly as it is listed in MORI along with your member number from your dues card.

Friendship Nights

Lodges that use Friendship Nights have found this event to yield new petitions, if they are planned well and executed with enthusiasm. I am suggesting every Lodge establish a committee charged with the responsibility of planning and scheduling a Friendship Night activity before July 1. It is also suggested that an Officers Meeting be used to develop a list of the leaders and prominent members of the community who are not members of the fraternity and see that they receive a special written letter inviting them to the Friendship Night. The advantage of using this *targeted invitation* approach is the invitees are more likely to come, if they know some of their colleagues and peers are also invited.

You should plan the evening so it includes some recognition of the community efforts and community accomplishments of the leaders in attendance. Perhaps some certificates or plaques could be presented. This will also help insure your guests' attendance, because they will be getting awards, certificates or recognition in a public forum. What politician or civic leader can pass up the opportunity for public recognition?

The important thing to remember is that the evening should be well planned and impressive to those attending. "**Friendship Nights**" do work! Don't fail to utilize this powerful tool as part of your membership development efforts.

Friendship Night Planning Guides and Scripts are available from your DDGM!

Selective Invitation

The Code permits Selective Invitation. Every Lodge should use the membership committee to manage this undertaking. The work of the committee should include familiarizing the members with the process, generating a list of Brothers to ask to work with the Friendship Night committee to impress those being invited to consider membership in the fraternity.

All members should know that it is acceptable to tell a man you think he would make a good Mason and explain the process of petitioning to him. This change was made several years ago but is not common knowledge, particularly with our senior Brethren.

All Brethren must make it a point to replace themselves every 5 years or less. This process will keep our fraternity strong and growing. All Brethren must have a petition with them, or readily accessible, to present to any worthy man seeking admission.

Lodge Membership Committee

Every Lodge is required to create a membership committee. This committee has 3 areas of focus:

1. New members. The Membership Committee in the Lodge is charged with teaching all members about selective invitation (covered in separate section).
2. Membership Retention. The Membership Committee must work with the Worshipful Master and Lodge Officers to make the Masonic experience meaningful so that the Brethren look forward to attending.
3. Restoration. All Brethren who have been suspended in the last 5 years must be contacted. This process is presented by the Membership Committee.

The work of the committee should include familiarizing the members with the process, generating a list of Brothers to ask to work with the Friendship Night and Open House committees to impress those being invited to consider membership in the fraternity.

The members of the Lodge Membership Committees are not to take this responsibility lightly. Our future is dependent upon making progress in this area.

Background Checks

Lodges are encouraged to verify the information supplied by potential candidates by conducting background checks on all petitioners. The Grand Lodge of Ohio is using the Background Investigation Bureau (BIB) to perform the background checks. The petitioner can access BIB through the member portal at www.freemason.com. Petition verification is under the tools drop-down menu. A fee of \$13.95 will be billed to the petitioner's credit card. The Lodge is not to pay this fee.

Grand Master's Class

A Grand Master's Class will be held on Saturday March 25, 2017, at the Dayton Masonic Center. Special petitions for this class are included as a removeable insert in the Beacon. The Grand Master is allowing petitions to be received and balloted on during special meetings as well as regular stated meetings. The deadline for petitions is March 3, 2017.

Members of the Grand Master's Class may **not** be solicited for membership in any other body requiring Blue Lodge membership as a prerequisite for membership until after they have returned to their Lodge and are declared proficient at the 300th Anniversary Banquet. Any member who violates this mandate will be charged with un-masonic conduct.

300th Anniversary Banquet

The 300th Anniversary of modern (speculative) Freemasonry will occur on June 24, 2017. All Lodges under the jurisdiction of the Grand Lodge of Ohio, will mark this historic event with a banquet within their district. The Second Masonic District will hold this event at the Antioch Shrine Center in Dayton. The festivities will begin at 6:30 pm.

Secretaries Association of Ohio

The Secretaries Association of Ohio will hold its Annual Meeting in Columbus, Ohio on **MARCH 11, 2017**. The meeting will provide Secretaries an opportunity to discuss their common problems and to exchange ideas. Many benefits can be gained by having the Secretaries in attendance. Your Lodge is urged to send your Secretary to this meeting at the expense of the Lodge. There will be **NO INSPECTIONS** scheduled during this statewide meeting. Also, special Lodge programs should also be avoided during this time to allow every Lodge Secretary to attend this event.

All Lodge Secretaries are expected to attend this workshop. The DDGMs will contact each Lodge Secretary and encourage them to attend. Lodges are to pay the registration fee associated with the meeting.

Requests for Dispensations

All requests for dispensation must be supported by a statement of the reason, along with the recommendation of the DDGM. **Many common questions regarding Dispensations are addressed by CODE Sections 18.03, 20.01, and 20.03.** Please familiarize yourself with these sections when applicable.

Section 34.03 allows Lodges, if authorized by the District Deputy Grand Master, to participate in civic or patriotic endeavors. Each request to participate in a civic or patriotic event must include full information concerning such occasion, and the extent of the intended participation by the Lodge.

For all requests for Dispensation from the Grand Master, use Form 61, a copy of which is available on the forms section of the Grand Lodge website (freemason.com). These requests must be signed by the Master and the Secretary of the Lodge, and bear the seal of the Lodge. They also should indicate that the request is the result of official action of the

Lodge. The request shall be proposed by the Lodge, sent to the DDGM and, after approval, will be emailed to the Grand Master and Grand Secretary.

The Lodge seal can be made readable on a scanned document by lightly rubbing a pencil lead over the seal. Lodges must do this before scanning so the Grand Secretary's office can verify the Lodge Seal is affixed to these documents.

Officers' Attire

Proper Masonic attire has long been considered a coat and tie at tyled meetings. The dignity of our fraternity is most important and requires that each Officer dress in a manner to reflect honor on Freemasonry. Any Mason selected to serve in a leadership capacity should dress in a manner, which would reflect credit upon himself and on our fraternity. All officers are to dress in the same manner as the Worshipful Master. Likewise, the Worshipful Master and Officers of each Lodge should encourage the members to dress appropriately for Lodge meetings.

It is an honor to serve as a Lodge Officer - not a burden. A man's normal mode of dress is most likely not a coat and tie. However, if it is the custom of a Lodge to not wear a coat and tie, the brethren should take care to be neat in appearance. The dress at meetings should reflect the importance of Masonry to the brethren and be recognizable by those outside the Fraternity.

That being said, some Lodges have a very understandable summertime custom of wearing business casual to Lodge meetings.

Remember...IN OUR GRAND JURISDICTION, THE APRON OF A MASON IS TO BE WORN ON THE OUTSIDE OF THE COAT AT ALL TIMES.

If a Mason is as proud of his apron as he should be, he will not hide it under a coat. Please remind all of your Officers and Brethren regarding this dress requirement. If you notice a Brother who does not comply, speak with him privately to correct the matter, rather than embarrassing him in front of his Brethren.

Private Grand Honors

Grand Honors may be extended by the Worshipful Master, Grand Lodge Officers, Past Grand Masters, District Deputy Grand Masters, and of course, the Grand Master according to the instructions in the Officers Manual. Private Grand Honors may be extended in a tyled Lodge in the Entered Apprentice, Fellow Craft, or Master Mason degrees.

Public Grand Honors

Public Grand Honors will not be used in Ohio in 2017. The practice is to be referred to the Ritual Committee for further review and study of comparable practices in other grand jurisdictions.

The Grand Master may give Grand Honors at any time he deems appropriate

Religious Observance

The Code addresses observing the Sabbath (Section 34.04). Lodges, therefore, are encouraged to respect the Sabbath and such other days of religious observance as are recognized in the various religious communities represented within the Lodge and the members' families.

As a matter of respect for our Brethren, please do not schedule special events, other than those appropriate to the holiday, during Holy Week. The same process is to be followed during other religious or holy days in your community.

Balloting – Your Sacred Right and Duty

The following is to be read by the Worshipful Master before the actual balloting:

“My Brethren, you are about to exercise one of your most sacred rights as a Master Mason. It is one of the historic traditions of our Order that no man may be elected to membership so long as there is a single vote against him.

Before you cast your ballot, I would remind you that it is important that you act in the best interests of Masonry. You must not allow race, religion, color, creed, national origin, personal prejudices, resentments or grudges to influence your ballot. You are to consider only the moral qualifications of the petitioner.

There must be none among our Fraternity who would cast a blemish upon the Lodge by balloting for an unworthy petitioner or by rejecting a worthy applicant.”

The following closing statement is to be read before each petition is balloted upon:

“Brethren, you are about to cast your ballot for the election of Mr. _____ to become a member of this Lodge by initiation (or affiliation). The Investigating Committee has reported favorably (or unfavorably). Those in favor will cast a white ball and those opposed a black cube. Be careful and let principle and not prejudice govern your ballot.”

NOTE: If two or more petitions are to be acted on at the same meeting, they may be voted on collectively. PLEASE REFER TO CHAPTER 26 OF THE GRAND LODGE OF OHIO MASONIC CODE (page 92) for instructions.

The entire statement will be delivered only for the first petition vote. *Only the closing statement will be used on the additional petition, if additional votes are taken.*

Solemnity of the Sublime Degree

*The following **MUST** be covered with the Craft Team prior to the second section of the Master Mason Degree. It is permissible to read this edict to the craft team prior to the opening of Lodge on Inspection night. It is also permissible to have the craft team read and sign the edict prior to taking part in the degree.*

“There must be no levity, roughness or horseplay in the Lodge room. The candidate is always to be handled with respect.

The Temple, in this part of the degree, is supposed to be silent and unoccupied, so there must be no whispering, no laughing, no stomping of feet or other commotion during the conferring of the degree. The candidate is not to be touched at the grave site, nor in any way disturbed or embarrassed. Only the participants in the drama are to speak, and they have been instructed not to use any gestures or facial expressions that might induce levity. Your presence at this meeting is appreciated by all, but do not detract from the candidate's appreciation of this beautiful degree.”

NOTE: Remember it is the Worshipful Master's responsibility to be satisfied that the Ruffians understand their duty and will perform it in a manner that will be acceptable to the Grand Master.

Serving of Alcohol

A Lodge or Temple Company may rent, lease or sub-lease the public areas of its building, excluding the Fraternal, dedicated areas in which the Lodge Room(s) is located, to any person or persons or to any business entity for rental events at which alcoholic beverages are served. Licensed caterers only approved by the Trustees or Temple Company of the Lodge, shall have full responsibility for obtaining all liquor licenses and necessary insurance coverage for serving and dispensing all alcoholic beverages. Prior to undertaking the provisions to which this regulation applies, **the approval of the Grand Master or his designee must be obtain**



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