



Mentoring Programme

Personal Development Guide

Provincial Grand Lodge of Somerset

Provincial Grand Lodge of Somerset

Mentoring Scheme: Personal Development Guide



BROTHER:	
Name:	
Occupation:	
Experience/Skills:	
Interests:	
Activities:	

Proposer:		Contact Details:
Secunder:		Contact Details:

PERSONAL INFORMATION:		
E-Mail:		
Telephone:	Mobile:	Home:

LODGE INFORMATION:	
Lodge Name & No:	
Lodge Mentor:	

PERSONAL MENTOR:		
Name:		
E-Mail:		
Telephone:	Mobile:	Home:

LODGE PROGRESSION:	
Initiated:	
Passed:	
Raised:	
Notes:	

Provincial Grand Lodge of Somerset Personal Development Guide



Mentors should use these documents as a guide to assist in the Development and Education of New Masons

They are not intended to be prescriptive and can be adapted by Mentors to best support the needs and aspirations of individual members

*Further guidance on mentoring procedure is available to download from the Resources Page of the Provincial Website –
Follow this link:*

[http://www.somersetfreemasons.org/Lodge Officers Resources/Lodge Mentor/index.html](http://www.somersetfreemasons.org/LodgeOfficersResources/LodgeMentor/index.html)

The guidance lists in this booklet are broken down into five key stages which relate to logical Masonic Milestones

It is intended that each of the “GUIDED STAGES” pro-formas - 1 to 5 be used as an aide-memoire to assist the mentor in ensuring that all essential points in the candidate’s advancement are covered and that the appropriate lodge officers are involved.

- Stage 1. Recruitment and Preparation for the Ceremony of Initiation**
- Stage 2. The ceremony of Initiation and whilst an Entered Apprentice**
- Stage 3. The ceremony of Passing and whilst a Fellow Craft**
- Stage 4. The Raising, as a Master Mason & Beyond**
- Stage 5. Preparing for Office**

Each Guidance list is designed to facilitate ease and consistency in the approach to Mentoring whilst providing an aide-memoire to follow and a record of activities undertaken.

Provincial Grand Lodge of Somerset

Mentoring: Guide Stage 1

Recruitment and Preparation for the Ceremony of Initiation



CANDIDATE :					
Name:					
TIMING:		AIM:			
From the time that a prospective Candidate first makes contact with the Lodge until the completion of his Initiation meeting		To make the new Candidate feel welcome and support him from the time of his first contact with the Lodge until the time he is initiated, and to provide him with an initial understanding of the personal and financial commitment being made. Leaflets used may be presented to the candidate at the appropriate stage of the process as shown below.			
<i>Area of Guidance</i>		<i>Source of Information</i>	<i>Responsibility</i>	<i>Reference Materials</i>	✓
1.1	Inform the Candidate of the qualifications for membership, to give an initial explanation of what freemasonry is, what is expected of them as a member of a Lodge and what they can hope to gain. Invoke discussion with Candidates Partner regarding any forthcoming social events – Ladies Nights, etc	Discussion with Proposer and Seconder	Proposer and/or Seconder, nominated member or members of the Lodge, Secretary	WHAT'S IT ALL ABOUT? STEPS TO BECOMING A FREEMASON.	
1.2	To establish the suitability of the Candidate for membership and provide them with information regarding associated timescales and the costs involved with becoming a member	Lodge Committee	Lodge Committee, Secretary	STEPS TO BECOMING A FREEMASON. THE SECRETARIES GUIDE.	
1.3	To inform the Candidate of the outcome of his application and that the decision will need to be formalised by a ballot in open Lodge. Give information about probable initiation dates and overall timescales	Verbally after the committee has made its decision	Lodge Secretary	STEPS TO BECOMING A FREEMASON	
1.4	Formally notify the Candidate of the successful ballot (or otherwise) and confirm the actual costs involved and the specific details of the Initiation meeting, payment of annual subscriptions, required dress, purchase of regalia	Letter containing relevant information, copy of Summons	Lodge Secretary	STEPS TO BECOMING A FREEMASON	
1.5	Identify and allocate a suitable Individual Mentor to the Candidate.	Guidance notes from Provincial Website.	Lodge Mentor	STEPS TO BECOMING A F/M	
1.6	Arrange an informal initial meeting between the Candidate and Mentor to discuss and agree the basis of the mentoring plan.	Mentor contacts IM & Candidate and agrees arrangements for the meeting	Mentor	STEPS TO BECOMING A FREEMASON	
1.7	Communicate the arrangements for the Initiation meeting, the dress requirements, the need to respond to the toast at the Festive Board etc.	Discussion and letter	Mentor, Proposer, Secretary	STEPS TO BECOMING A FREEMASON	
1.8	Provide the Candidate with support before, during and after the Initiation. Prepare the Candidate for the ceremony and make key introductions before and after the meeting	One to one support	Mentor, Proposer, Seconder and Tyler	STEPS TO BECOMING A FREEMASON	

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Mentoring: Guide Stage 2

Entered Apprentice



BROTHER:					
Name:					
TIMING:		AIM:			
Commences after the Ceremony of Initiation has taken place and is ideally completed by the Second Degree		To provide the Entered Apprentice with an understanding of the Ceremony of Initiation, prepare him for the ceremony of Passing, provide him with information about the Lodge and begin the process of being integrated as a member.			
<i>Area of Guidance</i>		<i>Source of Information</i>	<i>Responsibility</i>	<i>Reference Materials</i>	✓
2.1	Identify key roles of Lodge Officers and how the Lodge is structured. The benefits of regular attendance, the frequency and dates of meetings, dress code, and introduction to members. The responsibilities of membership. Benefit of visiting.	Discussion with the candidate – To include his views to his initiation and progress	Mentor, Proposer, Secretary	1 st Degree Guide Prov. Mentors' Guide	
2.2	Explain the meaning and symbolism contained in the First Degree. Reconfirm grip and word, explain meaning of working tools	Discussion with Mentor, Proposer, Lodge DC	Mentor	1 st Degree Guide	
2.3	Learn the questions and answers for the ceremony of Passing	First Degree Guide questions and answers with the support of Mentor and Proposer	Proposer, Second and Mentor	1 st Degree Guide	
2.4	Continue introductions to key members of the Lodge such as the active officers, Secretary, Treasurer, Almoner, Charity Steward, DC, Past Masters etc, and members of the Candidate's peer group	Personal introductions	Mentor	Somerset's Initiates' Guide	
2.5	The structure and importance of the Lodge Summons. Elections, Ballots, Notices of Motion. How and when the business of the Lodge is conducted, Agenda items and risings	Discussion and reference material	Mentor and Secretary	BOC Information Guidance Booklet (IGB)	
2.6	Initial explanation of the different offices in the Lodge and corresponding regalia, aprons, jewels, wands etc.	Discussion, examples and reference material	Mentor	1 st Degree Guide Prov. Mentors' Guide BOC	
2.7	Explanation of what goes on at the Festive Board, protocols, toasts, Masonic Fire etc. procedure for booking meals, dining list	Discussion, observation and reference material	Mentor, Proposer, Second	Somerset's Initiates' Guide IGB	
2.8	Explanation of salutations and greetings to Grand Officers, Provincial Officers, PGM, RW and VW Bros	Explanation and demonstration of salutes reference to ritual book	Mentor, Lodge DC	Somerset's Initiates' Guide	
2.9	Explain the requirement to avoid discussion on certain subjects such as politics and religion	Discussion	Mentor, Proposer, Second.	1 st Degree Ceremony IGB	
2.10	Understand the significance of the Lodge By Laws, e.g. impact on payment of subs, exclusion.	Reading the By Laws and discussion of their significance	Mentor	BOC By Laws IGB	
2.11	Explain the support available for Brethren and their families in distressed circumstances	Discussion with the Lodge Almoner.	Mentor and Lodge Almoner	Leaflets in 'Welcome Pack'	
2.12	Arrange a visit, or visits, to other lodges to experience 1 st . Degree Ceremony. Arrange a discussion / de-brief session afterwards.	Selection of suitable visits in conjunction with Proposer and Second	Mentor, Proposer and Second		
2.13	Introduce to the organizers of the Adair club, and provide and discuss the lodge social diary.	Club Sec	Mentor	–	

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Mentoring: Guide Stage 3

Fellow Craft



BROTHER:					
Name:					
TIMING:		AIM:			
The intervening period between the Second and Third Degree		To provide the new Candidate with an understanding of the Second Degree and develop their knowledge of some of the core aspects of the Lodge history and Masonic etiquette and knowledge			
Area of Guidance		Source of Information	Responsibility	Reference Materials	✓
3.1	Explain the meaning and symbolism of the Second Degree; reconfirm pass grip and word, working tools, second degree tracing board	Discussion with Mentor, Proposer, Lodge DC	Mentor	2 nd Degree Guide Ritual Book	
3.2	Learn the questions and answers for Raising	Booklet containing questions and answers with the support of Mentor and Proposer	Proposer, Secunder and Mentor	2 nd Degree guide Ritual Book	
3.3	Explain the layout of the Lodge and the symbolism of Lodge furniture, movable and immovable jewels, pedestals, gavels, carpet, the letter "G", tassels, Lodge Banner	Discussion and explanation in the Lodge by the Mentor and DC	Mentor	2 nd Degree guide Ritual Book	
3.4	Provide an overview of the history of the Lodge, date of founding, Mother Lodge, key milestones etc	Discussion with Secretary and / or Senior Past Master, Lodge history booklet if available	Mentor, Secretary, Senior Past Masters	Lodge Archive	
3.5	Understand visiting within the English Constitution and other countries, the need to get clearance for overseas visits etc	Discussion with Mentor and signposting to sources of reference material	Mentor, Secretary	BOC IGB	
3.6	Masonic Etiquette and protocol. Dress, demeanour in and out of the Lodge, giving apologies, structure of wine taking and toasts at the festive board, how to give a toast, origins of "Masonic Fire" etc	Discussion with Mentor	Mentor	BOC IGB	
3.7	Book of Constitutions, overall structure and contents, explain the most salient rules and regulations for Private Lodges and the usefulness of the BOC as a source of reference	Discussion with Mentor and Lodge Secretary. BOC available on UGLE Website	Mentor, Secretary	BOC IGB	
3.8	Arrange a visit, or visits, to other lodges to experience different rituals, make new contacts, experience the enjoyment of visiting and maintaining interest in Freemasonry. Arrange a review/ de-brief afterwards.	Suitable visits in conjunction with Proposer and Secunder, using existing contacts, and special relationships with individuals	Mentor, Proposer and Secunder		
3.9	Explain the significance of charitable giving to Masonic and Non-Masonic charities and how contributions are made, formally and informally. Explain the role of the Provincial Charity Festivals and the use of gift aid	Grand Charity Websites and discussion with the Charity Steward			

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Mentoring: Guide Stage 4

Master Mason & Beyond



BROTHER:					
Name:					
TIMING:		AIM:			
This stage can commence immediately after the Third Degree has been completed		To provide the new Master Mason with an understanding of the Third Degree, maintain their interest in Freemasonry, further develop their Masonic Knowledge and encourage their active involvement in the Lodge and Freemasonry generally			
<i>Area of Need</i>		<i>Source of Information</i>	<i>Responsibility</i>	<i>Reference Materials</i>	✓
4.1	Understand the meaning and symbolism of the Third Degree. Presentation of Ritual Book	Reference material, Ritual Book, discussion with Mentor, DC and WM	Mentor, DC, WM	3 rd Degree Guide	
4.2	Understand the relationship between private Lodges, Provincial Grand Lodge, and UGLE	Reference material, Web sites and discussions with Grand Officer and Mentor	Mentor	Book of Constitutions IGB	
4.3	Provincial Grand Lodge, regalia, who's who, Provincial and District structure and key roles and responsibilities, Active Officers.	Reference material, Provincial Websites, discussion with Provincial and Grand Officers	Mentor	Book of Constitutions PGL Year Book IGB	
4.4	The Holy Royal Arch and how to join it. Create an awareness of the other degrees in Freemasonry and the qualifications for membership. Understand the impact of over- commitment	Discussion with the Holy Royal Arch Rep and Mentor	Mentor	HRA Representative	
4.5	Provincial meetings & social events, accompany new Mason to Provincial Grand Lodge meeting & explain structure etc, Encourage attendance at social events with partner if applicable.	Discussion with Mentor and suitable Provincial Grand Officer	Mentor, Proposer, Seconder	PGL Year Book PGL website Compass	
4.6	History and origins of Freemasonry	Discussion with Mentor	Mentor	Freemasonry in the Province of Somerset from 1733	
4.7	'UGLE and Museum, location and visiting'	Discussion with Mentor, if possible arrange visits	Mentor	'Welcome Pack'	
4.8	Explain the system for awarding Masonic honours, numbers that can be appointed	Discussion with Mentor and Secretary	Mentor and Secretary	Book of Constitutions	
4.9	The four main Masonic Charities, their purpose and structure. The Masonic Festival system, how targets are set for the Province and Private Lodges	Reference booklets and discussion with the Mentor and Charity Steward	Mentor and Charity Steward	'Welcome Pack' UGLE & PGL websites IGB	
4.10	Recruiting new Masons, how to approach potential candidates, Registration Form "P", and qualifications for membership	Discussion with Mentor, BOC, Registration Form P, reference booklets for candidates	Mentor Secretary	Book of Constitutions	
4.11	Understand the role of Provincial Grand Officers, and Grand Officers	Discussion with Mentor, Provincial and Grand Officers	Mentor, Provincial and Grand Officer	BOC PGL Year Book	
4.12	Arrange a visit, or visits, to other lodges to experience 3rd. Degree Ceremony. Arrange a discussion / de-brief session afterwards.	Selection of suitable visits in conjunction with Proposer and Seconder	Mentor, Proposer and Seconder	–	
4.13	Explore the opportunities for involving the new Mason in Lodge activities by giving them a clear role in the Lodge to maintain their interest, e.g. membership of social committee etc. Presenting the working tools, tracing board etc	Discussion to establish the new Mason's level of interest in taking office in the Lodge and level of willingness to make a wider contribution	Mentor, Lodge Committee	–	

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Mentoring: Guide Stage 5

Opportunities for Further Development



BROTHER:					
Name:					
TIMING:		AIM:			
After consolidating the learning from Stage 4 to look for any further development		To consider any opportunities of participation within the Lodge. The Temple, Festive Board or Social Events			
<i>Area of Guidance</i>		<i>Source of Information</i>	<i>Responsibility</i>	<i>Reference Materials</i>	✓
5.1	Understanding the roles and responsibilities of each Lodge Officer, and how progression within the Lodge is planned	Discussion with Mentor and DC	Mentor	BOC	
5.2	Create a personalised programme for learning ritual linked to key milestones, e.g. expected appointment as Inner Guard	Mentoring support and reference material	Mentor	Ritual Book	
5.3	Development of relationships within the Lodge "Management Team"	Mentoring support and reference material	Mentor	BOC By Laws	
5.4	Keeping up to date	Mentoring support and reference material	Mentor	Compass, Freemasonry today, Masonic Websites, Social Media	
5.5	Future reading and study	Mentoring support and reference material	Mentor	Compass, Freemasonry today, Masonic Websites, Social Media	

RECORD OF EXPERIENCE AND ACHIEVEMENT	
Date	To detail any participation achieved within the Lodge, any support given to help at the festive board, Social events, any ritual completed within the Temple

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Mentoring: Annexe



'Welcome Pack'

Directly after the Ceremony of Initiation, the Lodge Mentor should introduce the candidate to his Individual Mentor in open lodge. At this point, the new member should be presented with the Degree Guide and at the same time an **'Initiates' Information Pack'**

It is recommended that the pack should be presented within an A4 plastic wallet and will typically consist of the following additional items:

- i. Copy of the Lodge Summons
- ii. Copy of Opening & Closing Odes
- iii. Lodge members name and address list
- iv. Lodge history
- v. 'Freemasonry Cares'
- vi. Information for the Guidance of members of the Craft (IGB)
- vii. The Freemason's Grand Charity Annual Review
- viii. Somerset 2020 Festival booklet
- ix. The Central Masonic Charities
- x. Copy of the most recent issue of Compass
- xi. Copy of 'Freemasonry Today'

Passing:

On completion of the second degree ceremony it is recommended that the Second Degree Guide be presented in open lodge by the Individual Mentor.

Raising:

Following the third degree ceremony it is recommended that the Third Degree Guide be similarly presented.

The presentation of Degree Guides and Welcome pack in open Lodge emphasises the importance of the role of Mentor and the relationship with the candidate

Some Mentors may wish to add items to these guidance lists, while others may feel that some of the elements are not appropriate. Making such judgments is perfectly acceptable providing the Mentor follows a structured programme which is seen through to its completion.

Thanks are given to the Province of East Lancashire which has supported the PGL of Somerset by making available much of their own mentoring materials for adaptation.