



Mentoring Programme

# Personal Development Guide

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Provincial Grand Lodge of East Lancashire

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# Provincial Grand Lodge of East Lancashire

## Mentoring Scheme: Personal Development Guide



BROTHER:	

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

LODGE INFORMATION:	
Lodge:	
Lodge Mentor:	
District:	

ASSIGNED MENTOR (If not the Lodge Mentor):		
Name:		
E-Mail:		
Telephone:	Mobile:	Home:

LODGE PROGRESSION:	
Initiated:	
Passed:	
Raised:	
Inner Guard:	
Junior Deacon:	
Senior Deacon:	
Junior Warden:	
Senior Warden:	
Worshipful Master:	

# Provincial Grand Lodge of East Lancashire

## Personal Development Guide



*MENTORS SHOULD USE THIS DOCUMENT AS A GUIDE TO ASSIST IN THE DEVELOPMENT AND EDUCATION OF NEW MASONS – IT IS NOT INTENDED TO BE PRESCRIPTIVE AND SHOULD BE ADAPTED BY MENTORS TO BEST SUPPORT THE NEEDS AND ASPIRATIONS OF INDIVIDUAL MEMBERS AND THEIR LODGES*

### Index to Guide Lists in this Booklet:

- GUIDE LIST 1: Recruitment and preparation for the Ceremony of Initiation  
GUIDE LIST 2: Entered Apprentice  
GUIDE LIST 3: Fellow Craft  
GUIDE LIST 4: Master Mason and Beyond  
GUIDE LIST 5: Preparing for Office

### Documents Referenced in above Guide Lists:

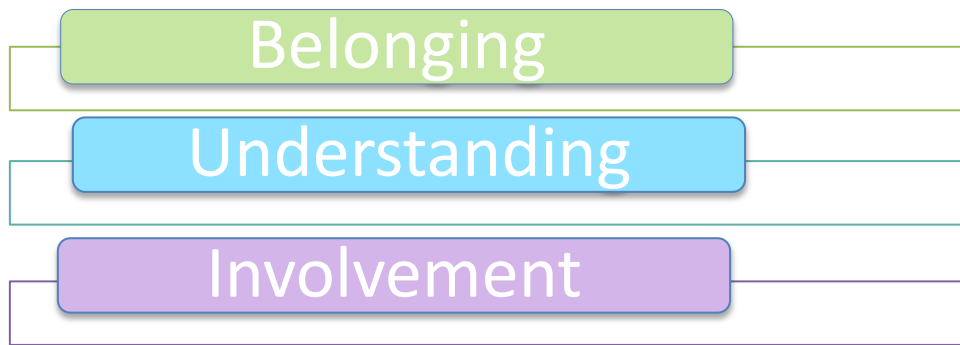
“MH”	PGLEL ‘Mentor’s Handbook’
“PDG”	PGLEL Personal Development Guide (this booklet)
“EAPG”	Entered Apprentice – Personal Guide
“FCPG”	Fellow Craft – Personal Guide
“MMPG”	Master Mason – Personal Guide
“ELMT_1”	East Lancashire Mentoring Toolkit (1)
“ELMT_2”	East Lancashire Mentoring Toolkit (2)
“BOC”	UGLE ‘Book of Constitutions’
“LETRS”	PGLEL Welcome and Congratulatory Letters

*The Referenced Guidance Documents are available from your District Mentor, or directly downloadable from the Mentoring section of the East Lancashire Provincial Grand Lodge Website:*

[www.pglel.co.uk](http://www.pglel.co.uk)

### Annexes

Annex I	‘Welcome Pack’
Annex II	Initiation: Information Pack & EA Personal Guide
Annex III	Passing: Information Pack & FC Personal Guide
Annex IV	Raising: Information Pack & MM Personal Guide



MENTORS SHOULD USE THIS BOOKLET AS A GUIDE TO ASSIST IN THE DEVELOPMENT AND EDUCATION OF NEW MASONS – IT IS NOT INTENDED TO BE PRESCRIPTIVE AND SHOULD BE ADAPTED BY MENTORS TO BEST SUPPORT THE NEEDS AND ASPIRATIONS OF INDIVIDUAL MEMBERS

The guidance lists in this booklet are broken down into five key stages which relate to logical Masonic milestones. Each element within a stage is colour coded to indicate its relationship to the three aspects of development shown above, namely that of establishing:

- **Belonging**
- **Understanding**
- **Involvement**

Each key stage is presented in the form of a Guidance List which is cross referenced to further documentation where appropriate to provide additional explanation and information for the Mentor.

It is anticipated that the use of these Guidance Lists will:

- Facilitate ease and consistency of the approach to Mentoring in PGLEL
- Provide a guide to and record of activities undertaken
- Facilitate progress reviews

### **‘Welcome Pack’ and Personal Development Guides**

Supportive documentation is provided for new members in the form of a ‘Welcome Pack’ and additional ‘Personal Development Guides’ (see Annexes I to IV). It is strongly recommended that these are formally presented to new members at the Social Boards directly following the Ceremonies of Initiation, Passing and Raising. This public demonstration of the Mentoring process in action is intended to reinforce the concept of Mentoring for all Brethren, to enhance the role of the Mentor in the eyes of all concerned and to elevate the importance of the mentee himself. Lodge Mentors will receive appropriate training via their District Mentors in the application of this process.

Some Mentors will no doubt wish to add items to these guidance lists, while others may feel that some of the elements are not appropriate for their mentee or Lodge. Equally some may wish to devolve the responsibility for delivering some elements of the programme to others. Making such judgments is perfectly acceptable. However, it is considered essential that the Mentor is committed to making sure that **his** proposed programme is seen through to its completion, as raising expectations which are subsequently not met will be counterproductive and result in potential disillusionment.

# Provincial Grand Lodge of East Lancashire

## Mentoring: Guide List 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 them from the time of their first formal contact with the Lodge until the time they are initiated, and to provide them with an initial understanding of the personal and financial commitment being made			
Area of Guidance		Source of Information	Responsibility	Reference Materials	✓
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.	Discussion with Proposer and Seconder	Proposer and/or Seconder, nominated member or members of the Lodge, Secretary	MH Section 4 ELMT_1 Stage 2	<input type="checkbox"/>
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	MH Section 4 ELMT_1 Stage 2	<input type="checkbox"/>
1.3	To inform the Candidate of the successful outcome of the interview and that the decision will need to be formalised by a ballot in open Lodge. Give information about probable initiation dates and overall timescales	Verbally after the committee has made its decision	Lodge Secretary	ELMT_1 Stage 3	<input type="checkbox"/>
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	ELMT_1 Stage 4	<input type="checkbox"/>
1.5	Identify and allocate a suitable Mentor to the Candidate, if not to be the Lodge Mentor	Guidance notes for selecting Mentors and setting up the pairing.	Lodge Mentor	MH Section 5	<input type="checkbox"/>
1.6	Arrange an initial meeting between the Candidate and Mentor to discuss and agree the basis of the relationship, the future agenda frequency and location of meetings	Mentor contacts Candidate and agrees mutually convenient arrangements for the meeting	Mentor	MH Section 4	<input type="checkbox"/>
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	ELMT_1 Stage 4	<input type="checkbox"/>
1.8	Provide the Candidate with support before, during and after the Initiation meeting. Prepare the Candidate for the ceremony and make the key introductions before and after the meeting	One to one support	Mentor, Proposer, Seconder and Tyler	ELMT_1 Stage 4 ELMT_1 Stage 5	<input type="checkbox"/>

# Provincial Grand Lodge of East Lancashire

## Mentoring: Guide List 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 integrating him as a member of it			
Area of Guidance		Source of Information	Responsibility	Reference Materials	✓
2.1	Explain the role of the Lodge of Instruction/Junior Practice, how it's structured, and the benefits of attending, the frequency and dates of meetings, dress code, and introduction to members	Discussion with the LOI DC/Preceptor, talking to LOI Members, Attending LOI if appropriate	Mentor, Proposer, LOI Members	MH Section 4 ELMT_1 Stage 6	<input type="checkbox"/>
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	EAPG	<input type="checkbox"/>
2.3	Learn the questions and answers for the ceremony of Passing	Booklet containing questions and answers with the support of Mentor and Proposer	Proposer, Seconder and Mentor	EAPG ELMT_1 Stage 6	<input type="checkbox"/>
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	EAPG ELMT_1 Stage 6	<input type="checkbox"/>
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	<input type="checkbox"/>
2.6	Initial explanation of the different offices in the Lodge and corresponding regalia, aprons, jewels, wands etc.	Discussion, examples and reference material	Mentor	EAPG	<input type="checkbox"/>
2.7	Explanation of what goes on at the Festive Board, protocols, toasts, Masonic Fire etc. procedure for booking meals, dining list	Discussion, observation and reference material	Mentor, Proposer, Seconder	EAPG	<input type="checkbox"/>
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	EAPG	<input type="checkbox"/>
2.9	Explain the requirement to avoid discussion on certain subjects such as politics and religion	Discussion	Mentor, Proposer, Seconder.	1 <sup>st</sup> Degree Ceremony	<input type="checkbox"/>
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	Bye Laws	<input type="checkbox"/>
2.11	Explain the support available for Brethren and their families in distressed circumstances and what constitutes it	Discussion with the Lodge Almoner.	Mentor and Lodge Almoner	'Welcome Pack'	<input type="checkbox"/>
2.12	Arrange a visit, or visits, to other lodges to experience 1 <sup>st</sup> . Degree Ceremony. Arrange a discussion / de-brief session afterwards.	Selection of suitable visits in conjunction with Proposer and Seconder	Mentor, Proposer and Seconder	EAPG	<input type="checkbox"/>
2.13	Introduce to the organizers of the District 'Light Blues' / 'Perfect Ashlar' club, or similar	District Mentor	Mentor	-	<input type="checkbox"/>

# Provincial Grand Lodge of East Lancashire

## Mentoring: Guide List 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	FCPG	<input type="checkbox"/>
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	FCPG	<input type="checkbox"/>
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	FCPG	<input type="checkbox"/>
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	<input type="checkbox"/>
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	<input type="checkbox"/>
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	FCPG	<input type="checkbox"/>
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	<input type="checkbox"/>
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.	Selection of suitable visits in conjunction with Proposer and Secunder using existing contacts and special relationships with individuals or other Lodges	Mentor, Proposer and Secunder	FCPG	<input type="checkbox"/>
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 ELMC and the use of gift aid	Discussion, charity booklets and other written reference material. ELMC and Grand Charity Websites	–	'Welcome Pack'	<input type="checkbox"/>



# Provincial Grand Lodge of East Lancashire

## Mentoring: Guide List 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			
Area of Need		Source of Information	Responsibility	Reference Materials	✓
4.1	Understand the meaning and symbolism of the Third Degree. Presentation of Ritual Book	Reference material, Ritual Book, Peterborough Booklets, discussion with Mentor, DC and Master	Mentor, DC, Master	MMPG	<input type="checkbox"/>
4.2	Appreciate the history and structure of the UGLE, key officers, the Board of General Purposes and other key groups. Understand the structure of its Districts and Lodges overseas. Other Grand Lodges	Reference material, UGLE and other web sites and discussions with Grand Officer and Mentor	Mentor	Book of Constitutions MMPG	<input type="checkbox"/>
4.3	Provincial Grand Lodge, regalia, who's who, Provincial and District structure and key roles and responsibilities. Number and sizes of Provinces, no of officers, active and past officers	Reference material, Provincial Websites, discussion with Provincial Grand Officer and Mentor	Mentor	Book of Constitutions PGLEL Year Book	<input type="checkbox"/>
4.4	The Holy Royal Arch and how to join it. Create an awareness of the other degrees in Freemasonry and the qualifications for membership. Understand the impact of over commitment	Provincial booklet, Peterborough Booklet etc, discussion with member of the Holy Royal Arch and Mentor	Mentor	MMPG RA Representative	<input type="checkbox"/>
4.5	Provincial meetings & social events, accompany new Mason to Provincial Grand Lodge meeting & explain structure etc, Annual programme of social events	Discussion with Mentor and suitable Provincial Grand Officer	Mentor, Proposer, Seconder	PGLEL Year Book PGLEL website District Newsletter	<input type="checkbox"/>
4.6	Explanation of categories of Private Lodges, School Lodges, Past Masters Lodges, Stewards Lodges etc	Discussion with Mentor	Mentor	Book of Constitutions	<input type="checkbox"/>
4.7	Provincial Library and Museum, location, who's who, aims and objectives etc	Discussion with Mentor, if possible arrange a visit	Mentor	'Welcome Pack'	<input type="checkbox"/>
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	<input type="checkbox"/>
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 & PGLEL websites	<input type="checkbox"/>
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	Book of Constitutions MMPG	<input type="checkbox"/>
4.11	Understand the role of Provincial, District and Grand Officers	Discussion with Mentor, Provincial and Grand Officers	Mentor, Provincial and Grand Officer	BOC PGLEL Year Book	<input type="checkbox"/>
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	-	<input type="checkbox"/>
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	ELMT_2	<input type="checkbox"/>

# Provincial Grand Lodge of East Lancashire

## Mentoring: Guide List 5



### Preparing for Office

BROTHER:					
Name:					
TIMING:		AIM:			
After consolidating the learning from Stage 4 and before taking office		To maintain interest and prepare new Masons to take office in the Lodge and participate in the management of the Lodge			
Area of Guidance		Source of Information	Responsibility	Reference Materials	✓
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 EAPG	<input type="checkbox"/>
5.2	Understand the key management roles within the Lodge, Secretary, Treasurer, Director of Ceremonies. Role and structure of the General Purposes Committee. Role and responsibilities of the WM	Discussion with Mentor and holders of key management offices	Mentor	BOC EAPG	<input type="checkbox"/>
5.3	Understanding how order is maintained in the Lodge, disciplinary procedures, role of the Provincial Grand Secretary and UGLE	Discussion with Mentor and key officers	Mentor	Bye Laws BOC PGLEL Year Book	<input type="checkbox"/>
5.4	Development of relationships within the "Management Team"	Mentoring support and reference material	Mentor	ELMT_2	<input type="checkbox"/>
5.5	Development of management skills - communication, leadership, interpersonal skills	Mentoring support and reference material	Mentor	ELMT_2	<input type="checkbox"/>
5.6	Create a personalised programme for learning ritual linked to key milestones, e.g. expected appointment as Inner Guard	Mentoring support and reference material	Mentor	ELMT_2	<input type="checkbox"/>

# Provincial Grand Lodge of East Lancashire

## Mentoring: Annex I



### ‘Welcome Pack’

The new members’ ‘Welcome Pack’ is presented to a newly initiated Brother by the Lodge Mentor at the Social Board directly following the Ceremony of Initiation. At the same time the Lodge Mentor also presents a copy of the ‘Personal Development Guide – Entered Apprentice’ which is contained within the ‘Initiation Information Pack’.

The purpose of the ‘Welcome Pack’ is to facilitate a new member’s general understanding of his Lodge, the Craft in general and in particular its Charitable works. Also to be included are documents and journals that will be of a more general interest. The exact contents will be determined by the Lodge and Lodge Mentor and will be subject to those booklets / journals that are available at any particular point in time. District Mentors will make available the core contents which should be added to by the Lodge Mentor, as appropriate.

A new member’s ‘Welcome Pack’ will be presented within an A4 plastic wallet (eg Snopake Polyfile) and will typically consist of the following:

- a. A5 plastic wallet (eg Snopake Polyfile) containing a welcome letter and the booklet ‘Personal Guide – Entered Apprentice’ – see Annex II for contents
- b. A5 plastic wallet containing relevant introductory material for a new member and his family / friends, e.g:
  - i. Copy of the Lodge Summons (*Ceremony of Initiation*)
  - ii. Lodge members name and address list – including wives & partners
  - iii. Lodge history
  - iv. ‘Freemasonry – What’s it All About ?
  - v. ‘Freemasonry Cares’
  - vi. The Freemason’s Grand Charity Annual Review
  - vii. Freemasonry in East Lancashire – An Introduction to Membership
  - viii. Manchester Masonic Museum
  - ix. East Lancashire Masonic Charity – Annual Report and Accounts
  - x. RMBI – Our Services
  - xi. The Central Masonic Charities
- c. Journals of interest
  - i. Complimentary copy of ‘The Square’
  - ii. Complimentary copy of ‘Freemasonry Today’
- d. Discount voucher for Regalia and books of Masonic interest.

# Provincial Grand Lodge of East Lancashire

## Mentoring: Annex II



## Initiation: Information Pack & EA Personal Guide

The 'Initiation Information Pack' is presented to the new member (mentee) in an A5 plastic wallet (eg Snopake Polyfile) containing:

- a) Letter of welcome and congratulations from the Area's Assistant Provincial Grand Master (APGM)
- b) A copy of the PGLEL's booklet '**Personal Guide – Entered Apprentice**', the contents of which include:
  - Freemasonry – A Brief History
  - Lodge Officers
  - Layout of a Lodge Room
  - Symbolic Explanation of the Ceremony of Initiation
  - Charge After Initiation
  - Concerning God and Religion
  - Of the Civil Magistrate, Supreme and Subordinate
  - Ritual
  - Basic Masonic Etiquette
  - Festive Board
  - Inviting Guests
  - Visiting other Lodges
  - Second Degree Questions and Answers
  - Hymns Which May be Sung at Opening and Closing of Lodge

*Information Packs are available from your District Mentor – please give at least 4 weeks notice in advance of being required*

# Provincial Grand Lodge of East Lancashire

## Mentoring: Annex III



## Passing: Information Pack & FC Personal Guide

The 'Passing Information Pack' is presented to the mentee in an A5 plastic wallet (eg Snopake Polyfile) containing:

- a) A copy of the PGLEL's booklet '**Personal Guide – Fellow Craft**', the contents of which include:
- What is a Fellow Craft?
  - Symbolic Explanation of the Ceremony of Passing
  - Tracing Board
  - Working Tools (2nd. Degree)
  - Symbolism
  - Charity is at the heart of Freemasonry
  - Relationship between UGLE and the Provinces
  - Masonic Clothing
  - Third Degree Questions and Answers

# Provincial Grand Lodge of East Lancashire

## Mentoring: Annex IV



## Raising: Information Pack & MM Personal Guide

The 'Raising Information Pack' is presented to the mentee in an A5 plastic wallet (eg Snopake Polyfile) containing:

- a) Letter of congratulations from the Area's Assistant Provincial Grand Master (APGM)
- b) A copy of the PGLEL's booklet '**Personal Guide – Master Mason**', the contents of which include:
  - Symbolic Explanation of the Ceremony of Raising
  - Applying the Principles to our Everyday Lives
  - Life as a Master Mason
  - Lodge of Instruction
  - Grand Lodge Certificate
  - Visiting other Lodges
  - Conclusion – Being a Mason in the World
  - Talking about Freemasonry
  - Relationship between the Craft and the Holy Royal Arch

***Thanks are given to the Province of East Kent which has supported the PGLEL approach by making available much of their own mentoring materials for adaption.***