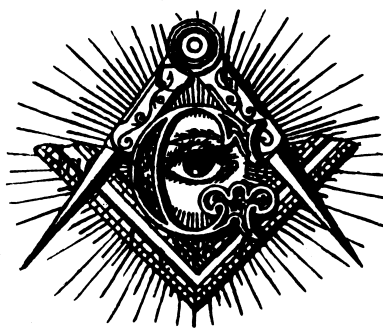


**Hand Book
Of
Instructions and Suggestions
For
District Deputy Grand Masters**



**Herman M. Forrester
Grand Master**

**The Grand Lodge of Kentucky
Free & Accepted Masons**

2008-2009

“NO ENDINGS.....ONLY NEW BEGINNINGS”

*“We need to be an organization people want,
Not just an organization that wants people”*

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BE INCLUSIVE AND NOT EXCLUSIVE

FOREWORD

You have been chosen to represent your district and the Grand Lodge of Kentucky and this Grand Master for the Masonic Year 2008-2009. You come recommended by brethren in your district. That is probably because of the interest that you have shown in Masonry and by your zeal for the Fraternity. I want to personally thank you for your commitment to Freemasonry. I ask nothing for myself, but ever effort on behalf of our brotherhood.

You have accepted a very responsible position in our Order. How successful you and the Grand Lodge are this year will depend greatly upon how closely we work together.

By accepting the position and responsibility of a District Deputy, you are agreeing to promote the programs of the Grand Lodge in your District, to work closely with your Area Officer, and to keep the Grand Master informed of any events that affect our Fraternity. The Grand Lodge Officers believe the programs chosen to be promoted this year are in the best interest of the Craft of Kentucky.

Your job will be a most rewarding one. Enjoy this year, and have FUN visiting lodges in your district and have fun promoting Masonry through the region. There is no doubt in my mind that you will be successful.

Grand Masters Program 2008-2009

The things we wish to promote are:

1. Develop Ritualist: See our new G L Ritualist Program. (Three levels) (Hand outs for any member). This is to Raise the quality of all our work, open, closing, charges, first, second, third sections of all degrees.
2. To Retain our Members Let us cut our suspensions: (DDGM to request from secretary or master a list with name and phone number. The Grand Master or one of the Grand Lodge officers will either call, E-mail or write each one personally before we loose him) (If the lodges has tried with no success)
3. EA's & FC's to finish: (DDGM to request from secretary or master a list with name, phone # and comment as to reason they have not continued), example; can't memorize, don't have the time, church, money, etc. (If the lodge has tried with no success)
4. Reinstatements (DDGM to request from secretary or master a list with name, phone # those suspended in past 5 years and Grand Master or one of the Grand Lodge officers will either call, E-mail or write each one personally inviting him to rejoin our kindred spirit) note should say date suspended, and how much they owe the lodge. (If the lodge has tried with no success)
5. Masons Helping Masons The money collected will be placed in a special fund, available only for lodges in need. The Rules for applying for help financial will be: Submit a budget of income and expenses, and assets; Submit a letter of need

The items listed here are very important to our Grand Lodge and each Brother in our great Commonwealth. By promoting these in your District, Masonry and your District will benefit. These are the areas for you to discuss and focus on when visiting the lodges.

There should be a harmonious relationship with the lodges in your District at all times, and you should be willing to assist the lodges in any of their endeavors. Help them in every way to promote Masonry to our members, the public, and the community as a whole. Do not engage in any lodge dispute, take no side in any disputes or quarrels, do not criticize any lodge or lodge member openly.

“We need to be an organization people want, Not just an organization that wants people”

DUTIES OF THE DISTRICT DEPUTY GRAND MASTER

As District Deputy Grand Master you are the personal representative of the Grand Master in your district. Therefore, it is very important that you become familiar with all the programs promoted and endorsed by the Grand Master. This will enable each lodge in your district to have an understanding of the programs. It is true that an informed brother is an enthusiastic brother. Now, the responsibility is yours and mine. You are also charged to promote peace and harmony among all Masons, especially within your district, and to help coordinate the activities of the lodges on the local level. **YOU ARE TO WORK CLOSELY WITH THE KEEPERS OF THE WORK IN YOUR DISTRICT.** To accomplish this effectively will require patience, understanding, sensitivity and cooperation on your part to the needs and problems of the individual lodges under your care. Never criticize or correct an officer or member publicly - wait until you can explain his error privately that he may be spared any embarrassment. All suggestion should go to the master and him only. At his discretion he may communicate to the rest of his members. Often a suggestion is much more effective than harsh criticism. An open mind is more receptive to constructive criticism than one closed by natural resistance to demands. You may see something in the opening, closing or degree work which differs from the way that it is done in your lodge, but as long as it does not conflict with the Constitution, the moral laws of Masonry, or the ancient landmarks, we cannot tell the lodge they are wrong.

Remember that the Grand Lodge of Kentucky has no mandatory, standardized ritual, but a Ritual has been adopted in Kentucky that is an accepted way of opening, closing, calling off, and conferring work in our lodges. (The 1980 Grand Lodge proceeding under GM Barber Shelton. adopted for the final time. Pages 146 and 147.)

The Grand Master wants you to commute with each of your Lodge Master's in the District and with your Area Officer on a monthly basis by phone, e-mail or letter.

A prompt response to all phone calls, inquiries and correspondence is essential to your success as a District Deputy Grand Master. This marks you as one who does not procrastinate in the performance of his duties. If you cannot satisfactorily answer the question at the time, explain that you will contact them when you can correctly answer the inquiry. And - this is very important - follow up on it.

Study the Book of Constitution. **Better yet first find the answers to the 121 Constitution question in your packet, or obtain a copy from the web site.** Become familiar with the index and sections of the Constitution as you will be asked many

questions when you make your visits. Refrain from giving answers to a constitutional question from memory (never be afraid to say I don't know) - rather, read the appropriate section of the Constitution pertaining to the question in order to correctly answer the inquiry. This will prevent a misunderstanding of its meaning. In instances where an interpretation of the Constitution is required to settle an issue, refer the questionable section(s) to the Grand Master for his decision. You will find, however, in most instances you or the Area Officer can resolve questions on Masonic law by reading or referring to the section of the Constitution pertaining to the issue.

IMPORTANT

Be sure that all lodges in your district have an up-to-date Constitution at each meeting. Encourage them to refer to it often as the laws governing our Fraternity serve the purpose of protecting the integrity of our order. Suggest that each lodge periodically have brief programs on the Constitution, using selected sections as topics in order that the Craft may become familiar and comfortable with the Constitution.

Admonish the lodge Secretary to list the newly elected and/or appointed officers of the lodge on "Officers Form" that the Secretary received from the Grand Lodge Office in November to the office of the Grand Secretary as soon as possible following the election of officers in December. In any case, the form must be received in the Grand Lodge Office prior to January 10, 2009.

Admonish the lodge Secretary to be sure to enter the information on the lodge income requested on the form. This information is required by the I.R.S. (If the lodge total income exceeds \$25,000.00 annually, or the lodge has over \$250,000.00, they must file a 990 Form.) This form must be signed by the Secretary and received under the lodge seal of the lodge.

Nothing is more important to our Fraternity than a strict obedience to our laws and regulations.

Official Knowledge: What When Were

I can not express it strong enough that we all must COMMUNICATE, Visit, visit, visit, if you do not, then use your phone, E-mail, write letters, post cards, or carrier pigeon to announce your planned visits both un-official and official, encourage lodge officers and members to visit with you.

LODGE VISITATIONS

As the personal representative of the Grand Master, I encourage you to set the example by wearing a suit, or sport coat and tie to all lodge meetings when you wear your deputy's apron. I am encouraging you to make a minimum of two visits during your term. One visit made with new installed Master and officers, One Official visit before you District Meeting if possible. If not, you may make your first visit the Official Visit, by notifying the Master and Secretary well in advance for them to make plans. You are to be recognized, giving the Public Grand Honors of three times three and invitation to the east.

Note: DDGM should not require his home lodge nor any lodge to introduce him each and ever time he attend unless he is on some official business of the GL.

As soon as possible, and before this year ends, you should visit each lodge and thank the Master for his service as Master. You should also get acquainted with the incoming Master, learn his plans for the coming year, explain the Grand Lodge programs and goals, promote the district planning meeting which should set by this visit, enlist his support in promoting those programs. Offer your assistance and support in the lodge programs, for by mutual support the bond between the lodge and the Grand Lodge will gain the momentum needed to grow.

The second visit should be your official visit to the lodge. You should notify the lodge of the date of your intended official visit well in advance. On this visit, you will inspect the lodge and examine the records of the Secretary and Treasurer to insure they are complete and in order. The lodge minutes will be inspected to determine that an accurate account is made of all business of the lodge and that the lodge has met on all stated meetings during the year. Inspect the physical property of the lodge, make an assessment of the general attitude of the Craft and record any questions they have concerning Freemasonry along with any suggestions that could improve Freemasonry in Kentucky. This information is to be reported on the form furnished you. Completed forms should be mailed promptly to the Area Officer and to the Grand Master. Do not wait until all visits are made or until you have accumulated several before mailing them. A copy should be left at the lodge and one retained for your personal records.

If at all possible continue to visit your lodges, especially to those which exhibited some form of need regarding membership or Masonic education. Your time in helping a lodge get back on its feet will be, in itself, a great reward in the knowledge that because you cared, enthusiasm returned, and you had a part in assisting to correct its problems.

On each visit encourage support for all Grand Master programs e.g.

Kentucky Ritualist Program

Develop Ritualist: Kentucky Ritualist Program. (Three levels) (Hand outs for any member). This is to Raise the quality of all our work, open, closing, charges, first, second, third sections of all degrees.

All the lessons and tenets of Masonry are illustrated in the portrayal of the three degrees. It is, therefore, essential to the welfare of our Fraternity that the degrees be conferred in a solemn and efficient manner. There is no room to deviate from the ritual for the sake of humor or horseplay. This will not accomplish the desired result on the candidate. With each visit, I ask that you impress upon the Craft, to the fullest extent possible, the importance of conferring the degrees in a quality manner and in strict accordance with our ritual and constitution; so that the lessons of Masonry may be transmitted intact to the candidate.

Remind each lodge that the beauty of the work they portray, the sincerity in which they perform their work, the sensitivity they show, the care they offer, and the wise use of the new members time all work together to make him the kind of member he will eventually become.

Retain our Members

Retain our Members Let us cut suspensions in half ½: (DDGM to request from secretary or master a list with name and phone number of those members the lodge that they do not want to loose. Lodges may have some that they are ok with “not returning”. The Grand Master or one of the Grand Lodge officers will call each one personally before we loose him)

The lodge must first make an effort to personally contact in person or by telephone all members in danger of being suspended. Discover the reason for nonpayment of dues. This is part of number #4 GM Excellence awards program.

EA's & FC's to finish

EA's & FC's to finish: (DDGM to request from secretary or master a list with name, phone # and comment as to reason they have not continued), example; can't memorize, don't have the time, church, money, etc.

Encourage the lodge to follow up immediately and make contact each EA and FC who is on their books. A Personal visit by the mason who signed his petition, or who was lecturing him or the Master. A phone call is a must. Don't loose him. Have Secretary give list to you and the Area Officer along with comments concerning candidates.

The Lodge appoint, each new candidate as soon as elected to receive the degrees of the Fraternity - a Mentor, to work with the candidate and family before and during the degree and at least six months after being raised to sublime degree of Master Mason. To impress upon the new member the important and high dignity of Freemasonry. Encourage the new member to attend and find a work place that fits into the new member likeness and talents, that he will be appreciated and he will appreciate the lodge.

In summary, by doing the work with enthusiasm and respect for the individual, we will all feel the pride, the excitement, and the enthusiasm for the Fraternity again as each of us did the first time we knelt at the altar.

Reinstatements

Reinstatements (DDGM to request from secretary or master a list with name, phone # those suspended in past 5 years (only those the lodge wants to return. Lodges may have some that they don't feel need to return)and Grand Master or one of the Grand Lodge officers will call, E-mail or write each one personally inviting him to rejoin our kindred spirit) note should say date suspended, and how much they owe the lodge.

The lodge must first try and make contact with those members whom the lodge would want to be reinstated ask them to return they are also encouraged to contact 50% of inactive local members (those who have not attended lodge

during the prior Masonic year and living within 50 miles of the lodge). This is part of number #8 GM Excellence awards program.

Masons Helping Masons

Masons Helping Masons This program is to help the small lodges in our Great Commonwealth. We as brother are taught to extend Brotherly Love, Relief, and Truth. What better way can we help our own in case or cases of need. Charity can start at home. Masons helping Masons. It is our plan to let this program run for years. At the current time we have no funds in which to help our own lodges. The money collected will be placed in a special fund, available only for lodges in need. The Rules for applying for help financial will be: Submit a budget of income and expenses, and assets; Submit a letter of need

DISTRICT MEETING **BE INCLUSIVE AND NOT EXCLUSIVE**

The District Meeting will be one of the most important event of your year. The success of this meeting will depend upon the amount of planning and effort you put into its organization. A wealth of assistance is available to you from Past District Deputy Grand Masters, lodge officers, and members of the Craft in your District. You will find that they will appreciate the opportunity to assist you with the meeting. *It is suggested that you set a central meeting place in your district to have a planning meeting prior to December. Invite Officers to attend and help plan their own district meeting, covering subjects such as: when, where to meet, family invited or not, how to pay for.* Also, your Area Officer is ready and willing to assist upon your request.

When all arrangements for your meeting have been completed notify the Grand Master and the Area Officer.

The next step is very important to the success of your District Meeting. Assemble all the information pertinent to your meeting and a black and white photo of yourself (unless a photo was taken at the DDGM Orientation). Mail this data to the Masonic Home Journal, 300 Masonic Home Drive, Masonic Home, KY 40041.

This information must be received by the 10th of the month prior to the month of the issue in which your notice is to be printed. The date, location, instructions and other information will be published. Date must be submitted and approved by Area Officer by 10th of January.

The following is required in your notice:

1. Facility and location of the meeting with directions using known landmarks and highway route numbers. Make certain that someone not familiar with the area can easily find it using only your directions.
2. Time of dinner (prevailing time) and that the meeting will commence immediately following dinner.
3. If the ladies are invited or if it is for Master Masons only.

4. Other information you feel is important.

Remember, according to Masonic protocol, the Grand Master is the last to speak. The lodge is to be closed immediately after the Grand Master concludes his remarks. *The lodge opened for District Meetings may be closed in SHORT FORM. (***) call up lodge, ask one question of M M lecture to the SW. then call for closing prayer, then declare lodge closed, and inform Tiler. *)*

The GM reserves the right to Declare the Dist Meeting closed by the CLOCK.

LESS..... IS MORE

If you plan a meal, begin serving 1 hour before the start of the meeting. Start the meeting as soon as possible after the meal is finished. Do not set a time to begin the meeting as that usually wastes time waiting for the appointed hour.

The lodge should be opened prior to the meal and called to refreshment. The lodge can then be quickly called to Labor at the proper time. Many of the brethren (and guests) have traveled long distances and time saved early in the evening will allow them to return home at a reasonable hour.

A few suggestions to assist you with your meeting:

1. Have the registration table set up prior to dinner and properly manned.
2. Have at least two serving lines for dinner - your meeting will be late starting if only one line is used. Take a close look at the traffic pattern for the serving lines. Arrange it so that access to beverages, desserts, and waste receptacles does not require crossing the lines.
3. To facilitate serving and to observe proper protocol: a. Announce the serving instructions prior to grace, b. You and your wife are to be served first followed by the Grand Master and other Grand Lodge Officers.
4. Have a knowledgeable committee assisted by the Area Officer to assemble and introduce the distinguished guests.
5. Be sure you have enough aprons. You may want to request the lodges in your district to help supply aprons for their members and guests.
6. Start the meeting on time or 10 minutes early, but never late.
7. Familiarize yourself with the outline of the meeting and plan your portion accordingly. A well planned meeting will progress smoothly and will be an evening you will remember for years to come

The Area Officers is available to assist you at any time in the planning of your District Meeting. Do not hesitate to call him if you have any questions or problems.

RECEPTION OF DISTINGUISHED GUESTS

The following is in the order of introduction and is in reverse order of their entrance. It takes into account that rank is introduced from lowest to highest, with the Grand Master entering last. Introductions are made starting on the far right of the person doing the introductions. The line will form at the rear, with the highest ranking officer at the door. Distinguished guests will be received in the following order:

Preferably 1 thru 8 in one long line. Please [With introduction by someone capable of knowing how to clearly pronounce names and titles LOUD enough for all to hear.]

1. Masonic Homes Administrator, Development Office
2. Heads of affiliated bodies. (Scottish Rite, York Rite, and other bodies.)
3. Past District Deputy Grand Masters of your district or (the senior past DDGM to representative all).
4. Current Committee Members of the Grand Lodge.
5. Current District Deputy Grand Masters from other Districts. (Worshipful)
6. Current Appointed Grand Lodge Officers. (Worshipful)(Public Grand Honors)
7. Past Grand Masters. (Most Worshipful) (Public Grand Honors)
8. Elected Grand Lodge Officers. (Right Worshipful) (Public Grand Honors)

The line up places the Elected Grand Lodge Officers at the door, and they enter with the Senior Deacon, in a path to the left of the altar. Even though they enter first, they are introduced last. Of course, the Grand Master enters, and is always introduced separately, and last.

9. The Grand Master, Grand Lodge of Kentucky. (Most Worshipful) (Private Grand Honors)

It is suggested that all distinguished guests, other than the Grand Master, be introduced at the same time. The Lodge is called up when Grand Lodge Officers enter. Begin introductions with affiliated bodies and end with the Deputy Grand Master. Introductions are not made "through" anyone. The proper form is :

"Worshipful DDGM, I present to you and to the Craft here assembled the following Grand Officers and Guest."

Only Grand Lodge Officers are entitled to grand honors, either public or private. All other guests are to be received and given a "hearty welcome" by a round of applause. However, if other than Grand Lodge Officers are introduced at the same time, then all may be given public grand honors of "three times three". Following introduction, the Area Officer is escorted to the left of the District Deputy — other guests will be seated as shown in the seating arrangements.

Next the District Deputy will explain exactly what the private grand honors are. The Grand Master is then escorted into the room and presented West of the altar, introduced.

"Worshipful DDGM, I present to you and to the Craft here assembled The Most Worshipful Grand Master of Free and Accepted Masons of the Commonwealth of Kentucky, Herman M. Forrester".

Acknowledged by the District Deputy who directs the Marshal to conduct the Grand Master to the East (To the right of the District Deputy). There the private grand honors are given, the Grand Master offered the gavel and as a courtesy asked to conduct the meeting.

The Grand Master and Past Grand Masters shall be addressed as "Most Worshipful" and all other elected officers shall be addressed as "Right Worshipful". The Grand Chaplain shall be addressed as "Right Reverend" and the remaining appointed officers as "Worshipful".

District Meeting Outline:

1. Open Lodge and call to Refreshment (must move our charter, lodge furniture and Jewels before hand).
2. Lunch or Dinner time set with meeting to follow.
3. All guest speakers are to speak at meal with ladies and guests in attendance
4. Collect all sign in sheets and give to Area Officer - we will need two or three brothers to observe sign in sheets. Make sure all 50 or more year members sign in. Only those of this particular district with 50 years of service and above with name, years of service and their lodge name are to be recognized. Example: John Doe, 63 years, Favorite #399. Help with data calculations. This is a tiled meeting.
5. The Master of home lodge Calls lodge from refreshment to labor.
6. Reception of District Deputy
7. Reception of Grand Officers and guest
8. Reception of Grand Master
9. Lodge called back to order
10. District Deputy remarks
11. Call for Lodges who have not had a Grand Officer's visit and then Lodges who have had none in the past 3 years
12. Announcements by Masters or others
13. Area Officers Educational remarks
14. Grand Master's remarks
15. Close Lodge

CONCLUSION

“NO ENDINGS.....ONLY NEW BEGINNINGS”

One must serve to really know the rewards. Warm fellowship and brotherly love comes with the knowledge that you have helped others. The rewards of serving as a District Deputy Grand Master are many but are not easy to describe.

A new Grand Lodge year offers the challenge of new opportunities. Each day is important in its history and the success of our Fraternity depends on the cooperation of every member. To maintain our high standards we should always remember the lofty principles of our Fraternity. Let us rededicate ourselves to the goal of perfection in our work.

I wish for you every success in your untiring labors for the Craft and my fervent prayers go with you as you endeavor to be worthy of the proud title you now bear.

May you do honor and glory, not only to the lodges in your district but also to the Grand Lodge and to our glorious Fraternity, which all of us so deeply love and cherish. It is with sincere gratitude and a humbled heart that I thank you for accepting this position as District Deputy Grand Master.

Herman M. Forrester
Grand Master
2008-2009

GRAND MASTERS EXCELLENCY AWARD 2008-2009

The Grand Master's Excellency Award has very high achievement requirements and is the highest award a lodge can receive. Although the qualifications are set high, a lodge can choose those areas in which they currently excel and then look to the challenges that best suit the talents of their officers and members.

The award is designed to raise the overall proficiency of a lodge by encouraging it to broaden its horizons by focusing on specific challenges. The Grand Masters Excellency Award will be presented at the Annual Communication of the Grand Lodge in October of 2009 to those lodges that meet twelve (12) of the (19) requirements after which the lodge has met their responsibility, which is covered in the Constitution.

The time frame used by lodges seeking qualifications is from September 1, 2008 through August 15, 2009. All applications must be signed by the Worshipful Master and certified by the Lodge Secretary with his signature and the seal of the Lodge. The Applications will then be sent to the Area Officer and a copy to the Awards Committee Chairman, Mike Knight at 708 Jock Rd. Bee Spring KY 42207 E-Mail lnknight@alltel.net The applications must be received by them no later than August 30, 2009. Any application presented after this date will not be eligible for review. The Chairman of the Awards committee will mail a letter to the Grand Secretary and copy each lodge that has been certified to receive the Award, no later than September 5, 2009.

Requirements:

- 1. Grand Lodge Attendance:** The Worshipful Master, and either the Senior or Junior Warden (total of 2 of top 3 officers) must have been present at the Annual Communication of the Grand Lodge in October 2008. The report must show the names of the Officers attending.***Note. If an officer is unable to attend due to extenuating circumstances, for example, sickness, death, or other valid reasons, and a proxy attends, the lodge may

apply to the DDGM & Area Officer for relief. If they determine that the absence was due to justifiable reasons, the lodge will then be considered to have met the requirements for Grand Lodge attendance.

2. **Masonic Funeral Ceremony:** Your Lodge has one or more members that can and does Confer Masonic Funerals by memory ‘not read’. Give name of brother and when he last performed it. Or if the lodge does not have anyone that does, then this is a place to get started for this point. If a brother of this lodge learns it and wishes to perform it before the lodge, please invite the DDGM or Keeper of the Work or elected or appointed Grand Lodge officer to attend. This will count by giving time and place it was heard.
3. **Conferral of Degrees:** To achieve this point for the lodge, one or more members of this lodge must give from memory, “not read”, all of the following: Confer as Master or acting Master from the East the EA Degree first section. Confer as Master or acting Master from the East the FC Degree first section. Confer as Master or acting Master from the East the MM Degree first section. The report must show the names of the ritualist, date performed in his lodge, or was witness by the DDGM or Keepers of the Work or Grand Lodge officer? All can be given by one brother. Note: In the Constitution under Digest sec. 18 it gives authorized books by Grand Lodge (trestle board, the Kentucky Monitor, the Kentucky Ritual, and the Kentucky Ritual, are acceptable for use by its members, revised (2006) For the purpose of this ritualistic performance, the work known by your lodge, regardless of what source it came from, it must be performed in a dignified, creditable, proficient manner. Plain and simple my brothers, CONFERRED not PUT ON. We all have seen PUT ON Degrees.
4. **Lodge Ritual Point:** To achieve this point for the lodge, one or more members must give from memory, “not read”, all of the following: 1. Bible Lecture-EA, 2. Apron presentation EA, 3. Charge in one of the degrees, 4. Letter “G” 5. Give MM degree lecture in open lodge. It may take two, one to ask and another to answer. The report must show the names of the ritualist, date performed in his lodge, or was witness by the DDGM or Keepers of the Work or Grand Lodge officer. All can be given by one brother.
5. **Attend Your own District Meeting:** All elected and appointed officers of the lodge (Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Tiler) must be present at their own District Meeting. ***Note: If an officer is unable to attend due to extenuating circumstances, for example, sickness, death or other valid reasons, the lodge may apply to the DDGM & Area Officer for relief. If they determine that the absence was due to justifiable reasons, the lodge will

then be considered to have met the requirements for that office being filled.

6. **Masonic Education Conferences:** Attend one of the 2009 Area Masonic Education Conferences: The Master, Senior Warden, Junior Warden, and any two of the remaining officers must attend the Program.
7. **Masons Helping Masons Fund:** The lodge contributes an amount equal to or greater than \$2.00 per member to the Masons Helping Masons Fund. Any lodge contributing \$2.00 or more per member will receive recognition by the Grand Lodge, This cannot be an assessment, but it may be from lodge funds, passing the hat, donations, or a fund raiser. *(To be used for future relief of lodges that may have been hit by disaster, and not enough insurance, or to just help etc.. Funds administrated by agreement of majority of the 3 Area Officers upon recommendation of current DDGM. (And funds are available) The Rules & Criteria for the request will be published in the DDGM hand book.*
8. **Membership Program:** Personally contact in person or by telephone all members in danger of being suspended. Discover the reason for nonpayment of dues. Also contact 50% of inactive local members (those who have not attended lodge during the prior Masonic year and living within 50 miles of the lodge). Produce and maintain a log to be attached to the application.
9. The lodge Master, Senior, or Junior Warden must get a copy of the questions on The Book of Constitution of the Grand Lodge, either from the Grand Lodge Web site, or ask the DDGM to give you a copy of the questions. Obtain an up to date Constitution or purchase one from GL. The lodge must have a constitution.
 - a. Complete the Written Test on the Constitution of GL of KY, filling it out completely “open book test”.
 - b. Look up the answers write them down along with the section (#)
 - c. Send the completed test to DDGM as proof work performed for this point. (have fun, call a lodge for instructions, get three or four constitutions, let all the brethren help by reading questions and looking them up. The reward will be immeasurable.)
10. **District Deputy Grand Masters Official Visit:** All elected and appointed officers of the lodge (Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Tiler) must be present at the District Deputy Grand Masters Official Visit. If the District Deputy is an officer of the lodge, a member of the lodge will be substituted for him. No other substitutions will be allowed. The lodge will be opened in form on the Third Degree for the reception of the District Deputy Grand Master.
***Note: If an officer is unable to attend due to extenuating

circumstances, for example, sickness, death, or other valid reasons, the lodge may apply to the DDGM & Area Officer for relief. If they determine that the absence was due to justifiable reasons, the lodge will then be considered to have met the requirements for the District Deputy Grand Masters Official Visit.

11. **Open Installation of the Lodge;** All elected and appointed officers of the lodge (Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward, Tiler) must be present at the their own Open Installation of the Lodge. ***Note: If an officer is unable to attend due to extenuating circumstances, for example, sickness, death or other valid reasons, the lodge may apply to the DDGM & Area Officer for relief. If they determine that the absence was due to justifiable reasons, the lodge will then be considered to have met the requirements for that office being filled at the Open Installation of the Lodge.

12. **Widows Communications:** The lodge begins or continues an active communications program with the widows of lodge members including personal contact with them. Examples include, but are not limited to, sending holiday and birthday cards, giving holiday gifts, sending invitations to public functions of the lodge, and assure their financial needs are met. The lodge will provide the Grand Lodge with a current list of widows including addresses and telephone numbers or a contact person with a phone number. The report must describe the activities and actual results obtained.

13. **Officers Proficiency:** The three principal officers to be proficient in the ritualistic opening and closing of all three degrees and a minimum of eight (8) of the officers of the lodge consisting of the Worshipful Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward and Tiler receive a Certificate of Proficiency in their station or place. They must have been examined and be recommended for a Certificate of Proficiency from the Grand Lodge by June 30, 2009.

14. **Dinner Meetings;** Have at least five dinner meetings consisting of: One or two fraternal dinners for Masons only. These may be in conjunction with a called or stated meeting and are to be solely for the purpose of promoting Masonic and fraternal fellowship, friendship, and brotherly love. Report the dates of the meetings, the topics presented at each, and number attending

One or two dinners for ladies and families that include a speaker or some type of entertainment for the family. Report the dates of the meetings and the topics presented at each. Widows Sweetheart night example.

Father and Son and/or Daughter: Host a Father and Son and/or Daughter Night (grandchildren included) with a lodge meal and program. The report must give the date, attendance, and program.

Observing Past Masters Night, including a dinner and some type of special recognition for these brethren. Report the date and program.

A lodge dinner for prospective candidates and their families, featuring a speaker on Freemasonry. The intention is to make prospective candidates and their families comfortable with Masonry and answer any questions they may have. The reports must show the date, number of prospective candidates and their families, an outline of topics presented and number attending.

- 15. Other Lodge Visitation: The Master and two of his principal officers (Senior Warden, Junior Warden, Treasurer, or Secretary) plus four other members make a minimum of three visits, as a group, to lodges other than their own during the qualifying period. The report on the visits must show the dates, the lodges visited, and identify the officers and members who made the visits.**
- 16. Cornerstones of Public Buildings: The lodge will secure in writing an official invitation for the Grand Lodge to lay the cornerstone for a new church or other public building. (We suggest and encourage for historical reasons that that the stone be allowed to have Date, Year, Square & Compass, and Grand Masters name engraved upon it.) The confirm date of the ceremony be after the qualification period as long as the Grand Master receives the invitation within the qualification period. The report must give the church or public building, the date of ceremony, and the date agreed upon by the Grand Master.**
- 17. Scholarship Program & or Community Awareness : Implement a scholarship with a local school. Host a lodge dinner for the recipients and their families, community leaders and teachers from the local schools. The report must show the names of the scholarship recipients, date of the lodge function, and number attending. And OR perform something in Community: The lodge host a community fund raiser or volunteer for a community project such as Hospice, Habitat, Salvation Army, American Red Cross, Meals-On-Wheels, Camp for Children with Cancer. Write a letter telling of your involvement and achievements with this program.**

- 18. Visit a Masonic Youth Group: The Master, Senior Warden or Junior Warden plus four other members make a visit, as a group, to a Chapter, Assembly and/or Bethel meeting during the qualifying period or have a representative of one of the Youth Groups come to their lodge and speak on behalf of their organization at a dinner. Show time and date of function**
- 19. Kentucky Ritualist Award: The lodge may get a point for having one or more of its brothers that attains the very Coveted Kentucky Ritualist Award by achieving any level of the Awards.**

Kentucky Ritualist Award

To achieve this award a brother must have proven that he has been a ritualist in Masonry or is a Masonic Ritualist today.

<i>Ritualist</i>	<i>100 - 125</i>
<i>Senior Ritualist</i>	<i>125 - 150</i>
<i>Master Ritualist</i>	<i>150 - 200</i>

Points that can be earn: 200

A brother must accomplish from the list below to achieve this prestigious recognition. Must be given from memory, "not read":

- 5 confer the Working Tools lecture on EA
- 5 confer the Working Tools lecture on FC
- 5 confer the Working Tools lecture on MM
- 5 confer the Charge EA
- 5 confer the Charge FC
- 5 confer Bible Lecture-EA,
- 5 confer Apron Lecture-EA,
- 5 confer Minor speaking part of MM second section (any)
- 5 confer the Address to Newly Raised brothers
- 5 Confer Letter "G" FC Degree
- 5 Confer EA Degree second section.
- 5 Open a lodge by setting in all three principle stations M, SW, & JW.
- 5 Confer the EA Obligation
- 5 Confer the FC Obligation

- 10 Confer the MM Obligation
- 10 Confer EA Degree first section.
- 10 Confer FC Degree first section.
- 10 Confer MM Degree first section.
- 10 Confer the EA degree Third Section (chart or slides)
- 10 Major speaking part in MM second Section (KS, JM, or Zeph)
- 10 Can teach Lecture on any degree through "reinvestment".

To be awarded Master Ritualist you must confer one of the following. You can obtain the points for any or all of them. They are:

- 20 Confer the Stair Lecture in the FC Degree(chart or slides).
 - 20 Confer the Third Section in the MM Degree(chart or slides).
 - 20 Confer Masonic Funeral by memory not read.
- 200 points**

2008-2009 ATTENDANCE AWARDS PROGRAM

For DISTRICT MEETING

An attendance award will be presented at Grand Lodge to those lodges with more than 50 Members who have the Master, two of the top four other elected officers (Senior Warden, Junior Warden, Treasurer, and Secretary) present at your District Meeting plus 8 other officers/members for a total of 11, or the Master and 15 officers/members total 16 members. Lodges with LESS than 50 Members who have the Master, two of the top four other elected officers (Senior Warden, Junior Warden, Treasurer, and Secretary) present at your District Meeting plus 4 other officers/members for a total of 7, or the Master and 7 officers/members total 8 members.

*****Note:** If an officer is unable to attend due to extenuating circumstances, for example, sickness, death or other valid reasons, the lodge may apply to the DDGM & Area Officer for relief. If they determine that the absence was due to justifiable reasons, the lodge will then be considered to have met the requirements for that office being filled. **NO MAKEUPS.: your district meeting only.**

Grand Lodge of Kentucky Traveling Gavel Program

A traveling incentive program has been in place for the last several years, I am going to encourage each District to continue this Program on it own. Please continue traveling to other lodges, meet other Masonic brothers. The whole idea behind the program has been to have good social fraternal discussions in your traveling efforts within and without your respective districts.

**DISTRICT MEETING ATTENDANCE
AWARD**

Master	_____
Senior Warden	_____
Junior Warden	_____
Treasurer	_____
Secretary	_____
Chaplain	_____
Senior Deacon	_____
Junior Deacon	_____
Senior Steward	_____
Junior Steward	_____
Tiler	_____
Other Members present	_____
Total in attendance	_____
 AWARDS EARNED	 _____

GRAND LODGE ORGANIZATION AREAS

- Area No. 1 The Grand Junior Warden will be the Area Officer for Districts 1-10.**
- Area No. 2 The Grand Senior Warden will be the Area Officer for Districts 11-20.**
- Area No. 3 The Deputy Grand Master will be the Area Officer for Districts 21-30.**

YOUTH GROUPS:

**The International Order of the Rainbow for Girls in Kentucky.
International Order of Job's Daughters,
Kentucky DeMolay,
The Order of Builders,**

**Know the Youth Group in your District.
The body heads can be found in the directory.
Support the Youth Groups.**

Masonic Homes of Kentucky, Inc.
3761 Johnson Hall Drive
Masonic Home, Kentucky 400041
Phone: 502/259-9627
fax 502/259-5290

Leadership Educational Conference

Dates, Times and Locations will be announced in Masonic Home Journal

2009 TENTATIVE DISTRICT MEETING DATES

With time and location being announced in the Masonic Home Journal

2009

SORTED BY MEETING DATE -

DIST. #	MEETING DAY	MEETING DATE	TIME
29	Saturday	March 21	
30	Saturday	March 21	
26	Friday	March 27	
27	Saturday	March 28	
28	Saturday	March 28	
1	Saturday	April 4	
2	Saturday	April 4	
3	Saturday	April 18	
4	Saturday	April 18	
9	Friday	May 1	
7	Saturday	May 2	
8	Saturday	May 2	
5	Saturday	May 9	
6	Saturday	May 9	
16	Tuesday	May 26	
10	Saturday	May 30	
11	Saturday	May 30	
17	Friday	June 5	
23	Friday	June 12	
24	Saturday	June 13	
25	Saturday	June 13	
15	Friday	June 26	
12	Saturday	June 27	
13	Saturday	June 27	
14	Saturday	June 27	
22	Tuesday	July 14	
18	Saturday	July 18	
19	Friday	July 24	
20	Saturday	July 25	
21	Tuesday	July 28	

District Deputies for 2008-2009 District 1 Through 30

1. Michael Terry (499) (Annetta) 89 County Rd 1025 Bardwell KY 42023 Home Ph 270-642-2436 C-270-559-2778 E-Mail mterry@wk.net
2. Darren C. Moore (543) (Nancy) 1526 Little Cypress Rd Calvert City KY 42029 Home Ph 270-898-3884 C-270-205-1820 E-Mail Dcmoore41@hotmail.com
3. Charlie Brennan (82) (Bertha) 114 Brennan Dr Princeton KY 42445 Home Ph 270-365-9127 C-270-625-6620 E-Mail cwbrennan@bellsouth.net
4. Mike Mathews (946-37) (Connie) 124 South Sunset Circle, Hopkinsville, KY 42240 Home Ph 270-707-9911 C270-889-4927 E-Mail mikemathews@bellsouth.net
5. Bill McGrew (881) (Patricia) 174 E Cullen Box 64 Wheatcroft KY 42463 Home Ph 270-664-6179 C-270-635-2818 E-mail wmmcgrew@hotmail.com
6. Kenneth E. Vincent (673) (Barbara) 160 Charlie Brown Rd Central City KY 42330 Home Ph 270-543-1399 C-270-543-1399 E-Mail Bvincent57@gmail.com
7. Lee Maglinger (878) (Lisa) 3509 Queen Way Owensboro KY 42301 Cell Ph 270-302-2860 Wk 270-754-5415 E-Mail leemagliner@Yahoo.com
8. Scot Bratcher (863) (Tracy) 745 Richland Rd Caneyville KY 42741 Home Ph 270-879-3044 C-270-589-9821 E-Mail msbratcher1@tva.gov
9. Gary Yates (212) (Sue) 907 Rineyville Big Springs Rd Rineyville KY 40162 Home Ph 270-737-8954 C-270-234-6517 E-Mail gyates270@windstream.net
10. Scott Lindsey (355) (Teresa) 678 Sulphur Rd Smiths Grove KY 42171 Home Ph 270-991-2250 Work 270-651-7407 E-Mail scottpastmaster@aol.com
11. Bill Hart (24) (Connie) 208 Lenna Dr Glasgow KY 42141 Home Ph 270-651-2259 C-270-670-7538 E-Mail hhsmallengines@scrtc.com
12. Cory R. Stovall, Sr. (862) 135 Thunder Rd Shepherdsville KY 40165 Home Ph 502-543-1054 C-502-492-2220 E-Mail cskym06@windstream.net
13. Larry S. Johnson (865) (Diane) 213 Zelma Place Shepherdsville KY 40165 Home Ph 502-957-4514 C-502-417-5052 E-Mail nylarry1970@windstream.net
14. Jacques King (774) (Kim) 8005 Stonemeadow Dr Louisville KY 40218 Home Ph 502-499-5578 C-502-419-6924 E-Mail king1@insightbb.com
15. Rodney E. Burress (180) (Lauren) 767 Alpar Ln Shepherdsville KY 40047 Home

Ph 502-531-0772 C-502-640-2923 E-Mail rodneydburruss@kycourts.net

16. Steve Curry (54) (Darlene) 165 East KY REA Rd Greensburg KY 42743 Home Ph 270-932-5304 C-270-405-4304 E-Mail steve@thesma.net

17. Bill Jackson (772-472) (Lindsay) 1200 Lebanon Rd Bagdad KY 40003 Home Ph 502-226-2105 C-502-330-8118 E-williampjackson@gmail.com

18. Alton L. Cummins (926-222) (Phyllis) 2472 Venetian Way Burlington KY 41005 Home Ph 859-586-0557 C-859-486-1302 E-Mail cumm51@aol.com

19. R. Eric Creech (808) (Rene) 3818 Sicma Dr Erlanger KY 41018 Home Ph 859-342-6855 C-859-342-6855 E-Mail rericcreech@aol.com

20. Ed Wilson (14-702) 145 B Towson Way Georgetown KY 40324 Home Ph ?? C-502-370-8203 E-Mail None.

21. Rodney S. Elam (636) (Judy) 112 Lancaster St Crab Orchard KY 40419 Home Ph 606-355-7072 C-606-510-0821 E-Mail rodneyelam@bellsouth.net

22. John W. Johnson (491) 68 Woodland Dr Nancy KY 42544 Home Ph 606-636-5650 C-606-875-8545 Wk Cell 606-872-0357 E-Mail jjohnson1173@windstream.net

23. Bufford Litteral (755) (Kim) 177 John Brown Rd West Liberty KY 41472 Home Ph 606-743-7504 C-None E-Mail buffkim@mrtc.com

24. Wilson K. Wilder (40) (Sally) 2175 Houston Antioch Rd Lexington KY 40516 Home Ph 859-294-6611 C-859-227-1498 E-Mail wkwilder@alltel.net

25. Luther Muncy (601) (Diane) 129 Wise Rd McKee Ky 40447 Home Ph 606-364-5388 C-None E-Mail wlm601@prtcnet.org

26. Gary N. Fleming (144) (Vanessa) 366 W. City Dam Rd Corbin KY 40701 Home Ph 606-620-4048 C-606-261-5549 E-Mail fleming7550@roadrunner.com

27. Marc I. Rosen (325) (Diane) 2223 Paradise Ln Ashland KY 41102 Home Ph 606-328-8180 C-606 923-5625 E-Mail judge_marc@yahoo.com

28. Stephen Barnette (950) (Andrea) P O Box 203 Martin KY 41649 Home Ph 606-226-2226 C-606-226-2226 E-Mail stephen_barnette@csx.com

29. Bobby Danner (905) (Tabitha) 70 Engle BR Rd Hazard KY 41701 Home Ph 606-436-1119 C-606-435-6069 E-Mail bgdanner@tvscable.com

30. Silas Whitehead III (832) (Kristi) 312 New York Rd Cumberland KY 40823 Home Ph 606-589-9263 C-606-273-2527 E-Mail lawman959@yahoo.com

You may or may not need to rework this when you complete your inspection report on the next page.

DDGM OFFICIAL VISIT REPORT INSTRUCTIONS

ATTENDANCE: Do NOT count visitors in years of service or Past Masters present.

OFFICERS PRESENT: Check list of those present.

MEMBERSHIP: Insert 2008 and 2009 in calculation of gain & loss).

Promotional printed material for hand outs will be available. Brother to Brother and Friend to Friend program is the minimum any lodge should do. give answer even if it is "nothing to report".

Active Committee - Is there an actual committee? "We all do it" is not an active committee with specific responsibilities.

DUES and FEES : this is annual dues. Fees are what the lodge charges for all three degrees.

COMMUNITY Visibility and Participation:

Public Perception - be prepared to offer suggestions of programs or activities.

Building Condition - be objective - if it is poor say so, don't gloss over a problem in an attempt to be diplomatic.

ADMINISTRATION:

Directory Listing - check it carefully - could I find the Lodge using the listing? If not, obtain a commitment from the Secretary to correct it on his annual report.

REVIEW COMPLETED REPORT WITH LODGE.

Nothing in the report is intended to be a surprise , but is intended to provide a working tool for Lodge leadership to identify areas of strength and for improvement.

Encourage the Lodge leadership to develop a plan of action for the areas in which they are not satisfied. Offer assistance and encouragement. **FUTURE LEADERS:** In your travel thru your district attempt to identify younger masons and past masters, especially those with leadership potential or skills for committee assignments. This report will be confidential and should be mailed to the Deputy Grand Master.

DISTRIBUTION: Mail reports to each individual listed at least weekly - do NOT mail to the Grand Lodge office and do NOT hold longer than 1 week after visit.

This Page is for your 2009 Grand Lodge of Kentucky Official Visit Form. The three part form to be filled out by the DDGM on his official visit.

This page has not changed any from all the other hand books and may be copied as they appear in those books.

Set up for Auditorium: Position the "East" near the front of the stage and the lodge officers appropriately seated in the south and west in the audience.

Set up for Lodge room: Provide work space for two Grand Lodge officers GM on DDGM's right and Area Officer on his left.

LESS..... IS MORE

“NO ENDINGS.....ONLY NEW BEGINNINGS”

Herman M. Forrester