

**HAND BOOK
of
Instructions and Suggestions
for
District Deputy Grand Masters**



**Terry L Bowman
Most Worshipful Grand Master**

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

2011-2012

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FOREWORD

You have been chosen to represent your District and the Grand Lodge of Kentucky for the Masonic Year 2011-2012. You come highly recommended by the brethren in your district which is due to your 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 and willingness to serve our great Fraternity. 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, work closely with your Area Officer, and keep the Grand Master informed of any events that affect our Fraternity.

Your job will be challenging, but it's absolutely a rewarding one. Enjoy this year, have fun visiting lodges in your district and enjoy promoting Masonry throughout the region.

The things that we have chosen to promote in Kentucky Freemasonry are the following:

1. Candidates must receive all sections of all degrees and return complete proficiencies.
2. Promote the use of ThKyRtl Uncoded Ritual in Lodges.
3. Continue Masons Helping Masons and Bluegrass Ritualist Program.
4. Get involved in the Community.
5. Participation in the Masonic Light Conferences.
6. Continue our Widows Programs.
7. Dress for success.

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. For any organization to grow, we need to be an organization people want. Not just an organization that wants people.

Terry L. Bowman
Most Worshipful Grand Master

DISTRICT DEPUTY GRAND MASTER'S HANDBOOK

GRAND LODGE ORGANIZATION AREAS

Area No. 1: The Grand Junior Warden will be the Area Officer
Districts 1 - 10

Area No. 2: The Grand Senior Warden will be the Area Officer
Districts 11-20

Area No. 3: The Deputy Grand Master will be the Area Officer
Districts 21-30

The purpose of this handbook is to explain the duties expected of you in performing the office of District Deputy Grand Master and define the expectations of this important position for the Grand Lodge of Kentucky, F. & A.M. The information enclosed will offer recommendations and useful guidelines to consider as you execute your official duties to be as effective and efficient as possible in representing your district and our Grand Lodge. Please read the material carefully because it contains valuable information that is vital to the success of your service as District Deputy Grand Master.

PURPOSE OF DISTRICT DEPUTY GRAND MASTER

The office of District Deputy Grand Master was established to serve as a liaison for the Most Worshipful Grand Master between Masonic lodges of the district and to assist the Most Worshipful Grand Master in the performance of his duties as requested. The District Deputy Grand Master is the district spokesperson to promote Grand Lodge programs and activities, to work closely in providing assistance to lodges of the district and to coordinate the District Meeting. Through your service strive to strengthen unity, lasting friendships, and goodwill in your district. It is essential that you realize you were selected as District Deputy Grand Master because of the example and positive image you project as a leader in your district.

DUTIES OF DISTRICT DEPUTY GRAND MASTER

The District Deputy Grand Master is the personal representative of the Most Worshipful Grand Master in the district. You are to effectively communicate and work closely with the Masters of the District Masonic lodges in the advancement and promotion of Grand Lodge programs and activities for the year.

You are charged with the responsibility for assisting the Most Worshipful Grand Master in the execution of tasks and duties are for acting as a liaison between lodges and the Most Worshipful Grand Master. You will be afforded the opportunity to interact with other District Deputy Grand Masters, the Most Worshipful Grand Master, Grand Lodge Area Officer, and other Masonic members within and without the district. It is essential that you promote the Grand Lodge of Kentucky activities and programs within the district and throughout the Commonwealth.

Visit every Masonic lodge of your district twice in a period of twelve months for a minimum of two visits. The second visit should be your official visit to the Masonic lodge. The most effective way to ensure this task is to establish a schedule of visitations and the official visitations for you. Determine the meeting nights and times of all the Masonic lodges in your district. Strive to distribute your visits evenly over the year so you will not neglect nor over-visit any lodge. Use your own judgment as to whether to notify the lodge members of your first expected visit. Once your official visits are finished, submit an email to your Area Officer advising them that this has been completed. During your official visitation of a lodge in your district, highlight the Grand Lodge programs and pass on any needed information to your Area Officer.

Coordinate the details of the District Meeting. Please plan to make the facilities convenient and accommodating for people traveling within your district as well as outside your district. Make a point to become familiar with the guidelines of this handbook by reading, reviewing and following it when planning and executing the details of the District Meeting. Don't take for granted that you know what you need to do without first reading the handbook carefully. The handbook provides useful information and serves as an excellent resource to coordinate the District Meeting. As you share your plans for your District Meeting with the Masonic members of your district, promote the Attendance Award to the lodges within your District.

Familiarize yourself with the Grand Lodge incentive programs and promote them to the lodges of the District. Encourage lodges in your district to strive in achieving the various incentive awards for the year by placing special emphasis on the Grand Master's Award of Excellence program.

Promote cordial relationships among the lodges, between the lodges and the district, and between the lodges and the Grand Lodge.

Serve as a role model for others to follow in your district and work as a team with your Area Officer and the Grand Master during your year of service. By working together, we can achieve uncommon results.

Suggest ways to advance the Grand Lodge programs in the district. Please address any organizational concerns to the Most Worshipful Grand Master.

Assist in the motivation and inspiration of all Masonic members in the district.

Attend as many district meetings and special events of the year as you can with special emphasis in attending one of the Masonic Light Seminars, neighboring district meetings, the reception and dinner for the Grand Master and the Grand Junior Warden, and the Grand Lodge Annual Communication. By attending as many of the District Meetings as possible, this may afford you extraordinary opportunities in developing lasting friendships, becoming more familiar with the fraternal work of the Masonic fraternity, understanding your responsibilities during your own district meeting and enabling you to become a more informed brother.

In respect to appropriate clothes to wear, please remember, you can always “dress-UP” in your attire, but never “dress-DOWN” for the event.

The clothes may or may not make the person; the old saying is still unresolved.

However, it is true that clothes do create that all-important first impression, whether it is businesslike or casual, stylish or old fashioned, neat or sloppy, sharp or rumpled. Much is said about “image” and the appearance is the first determining factor. You should be clothes’ conscious! Dress for success in your official duties as District Deputy Grand Master by wearing a coat and tie.

Sometimes it is better to be a bit over dressed than under dressed at any lodge meeting or special function of the Masonic fraternity. You are projecting an image for other members to emulate. Let’s always project a positive image for our Masonic fraternity.

The District Deputy Grand Master will have an identification badge with a D.D.G.M. apron provided by the Grand Lodge to be worn during his term of office.

Wear your identification badge and Masonic apron with honor, pride and dignity and exercise caution in its care and safekeeping as you serve the fraternity. Your D.D.G.M. apron is sufficiently distinctive so as to set you apart in any group. The apron should be worn with appropriate attire. It is proper to wear your apron to all tiled special and stated communications of the Masonic fraternity during your year of service, to any function directly connected with the Masonic fraternity, such as Public Cornerstone Laying Ceremonies and Dedication Ceremonies, but **not** Masonic Funerals.

As District Deputy Grand Master, you will be called upon to speak usually during the Good of the Order prior to closing the meeting. When speaking **ALWAYS STAND TO ADDRESS THE CRAFT**

You will be required to speak and to present your **state of the district** report at your District Meeting. You will usually be accorded the courtesy to speak at special meetings and other special functions in the district during the year. Be prepared!

When visiting a lodge and then asked to extend remarks on your visitation to subordinate lodges in the district, observe the following rules: (1) Be prompt, (2) Be prepared, (3) Be positive and (4) Be humble

1. **Promptness.** Don’t make it a habitual practice to arrive late for meetings that you have promised or planned to attend. If you happen to be delayed, make your entrance as inconspicuous as possible. ALWAYS apologize for your tardiness when called upon to speak, but do not make excuses about your lateness. Strive to be early for various engagements, if at all possible, and it will give you time to prepare your remarks and become comfortable with the brothers of the lodge visited. Early arrivals allow you to get acquainted with the Masonic members of the lodge and permit you time to consider your thoughts that you wish to offer to the lodge. Get to know the leadership and “fellowship” of the lodge.

2. **Be Prepared:** “Perfect Practice makes perfect,” and as time passes, you will find yourself more at ease. However, you should never be too complacent with your own performance - no matter how well you think you are doing.

Have in writing several possible points of interest and promotion to share with the membership. This year offers several lodge incentive programs with a number of special events planned that you can highlight in your remarks. You should never just express that you’re glad to be here with nothing else to say. You have been given worthwhile information that you can share with your brothers in hopes of building a better future for our Masonic fraternity.

When addressing a lodge, the first rule in public speaking is consideration of your audience. If a long meeting has taken place, keep your remarks brief. Always have something to say, as it is expected of you. There are few exceptions to “always having something to say,” which your judgment must consider.

After you are introduced to the lodge, you will more than likely be offered a seat in the East. Please accept the cordial invitation or have a seat on the side but offer your attentiveness and interest during the meeting. Being prepared is being able to handle any situation that may be thrown at you.

3. **Positive Attitude.** Whatever the content of your remarks, they should be of a positive nature. There is no instance that would call for negative comments from you. A statement of reprisal may be employed in a positive manner. Remember to eliminate the negatives and to accentuate the positives.

Enthusiasm is a major part of any positive attitude. Be enthused about that which you speak. If you don’t believe in what you are saying, the lodge members will not likely be convinced that they will want to attend or participate in the promotional programs and events. Not everyone will smile at you all of the time; you don’t have to make them smile in order to exude enthusiasm. You just need to be committed to the cause, whatever it may be. Rally around your Most Worshipful Grand Master, your Grand Lodge officers and build them up wherever you go. You can increase participation with the incentive programs and attendance at your District Meeting, other Grand Lodge programs and events, and the annual Grand Lodge Communication.

4. **Be Humble.** The last point is common sense. Carry yourself with the dignity befitting the office. Confidence in yourself is expected, but should not be carried to extremes. You can turn off more people with a case of the “big head” than you will be able to convert to participation in the entire year. Keep in mind that modesty is a virtue that few have. Always remain friendly in manner and let others speak of your virtues.

General Considerations: Proficiency in bringing remarks will come with the passing of time. You should always think twice before speaking once. At least, make a list of points that you wish to cover. Refer to the list during your remarks in making sure that you cover the various topics in your message to the lodge visited.

KEY POINTS OF SERVICE

Send a note of thanks to the Master, Secretary or anyone of the lodge who made you feel welcome or done something special for you during your visitation. Take the given minutes required to compliment the Masonic members and the lodge for their thoughtfulness and courtesies.

Do not get involved with individual disputes within a lodge. Remember you are there to observe and offer advice, not to tell a lodge how to be ran.

Encourage the officers of the lodge in your district to utilize the Grand Lodge Constitution as a reference and an informational tool to assist lodge officers with their leadership responsibility.

Always conduct yourself in a manner that will be beneficial to all concerned as a District Deputy Grand Master and to the Masonic fraternity in general, especially in the eyes of the brothers of the lodge.

Always radiate enthusiasm for our Masonic fraternity and the local lodge, even if the situation there seems gloomy. Be positive about the opportunities presented by difficulties.

Set the example for other members to follow and be efficient in performing your duties and responsibilities of your office. Meet your commitments in a timely and efficient manner that you can be proud of, and that will reflect favorably on the Grand Lodge of Kentucky, F. & A.M.

Coordinate a calendar of your travel plans as District Deputy Grand Master and share it in advance with the lodges of your district.

When speaking in the lodge, **always** stand when addressing the brothers.

BOOK OF CONSTITUTION

Study the Book of Constitution. 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 - rather, read the appropriate section of the Constitution pertaining to the question asked 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.

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, 2012.

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 filed electronically with the IRS.

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

TRAVELING

Traveling is an integral part of your duties as District Deputy Grand Master. Naturally you are expected to work with the lodges and to offer any service and assistance. Therefore, the vast bulk of your traveling will be within your district. You were selected as District Deputy Grand Master because you are qualified and respected among the membership of your district. Traveling outside your district is encouraged but your primary responsibilities are within your district.

MASONIC LIGHT SEMINARS AND DISTRICT MEETINGS

The Masonic Light Seminars and District Meetings can be one of the most important events of your year. The success of these gatherings will depend upon the amount of planning and effort you put into their 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 the Brethren will appreciate the opportunity to assist you in any way possible. Also, your Area Officer is ready and willing to assist upon your request.

When all arrangements for your district 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 digital 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 or email to masonichomejournal@hotmail.com .

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. Plans and details must be submitted and approved by the Grand Master and Area Officer.

The following is required in your notice:

1. Facility and location of the meeting with directions using the correct Post Office address and highway route numbers. Make certain that someone not familiar with the area can easily find it using only your directions.
2. If a meal is to be served: Time of meal (prevailing time) and that the meeting will commence at the established, designated meeting time.
3. Indicate if the ladies are invited or if it is for Masons only.
4. Highlight the name of the Masonic Education speaker or program offered.
5. 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.

If you plan a meal, begin serving one hour before the start of the meeting. Start the meeting on time as announced in your notice.

The lodge should be opened on the Master Mason Degree 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 book and attendance forms out prior to meal with a responsible committee to oversee this manner.
2. Have at least two serving lines for the meal - 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. Have you and your wife 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.
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 event you will remember for years to come.

RECEPTION OF DISTINGUISHED GUESTS

Only the District Deputy, the Area Officer and the Grand Master will be introduced west of the altar. The line up places the District Deputy Grand Master and the Area Officer at the door, and they enter with the Marshal, in a path west of the altar. Of course, the Grand Master enters, and is always introduced separately, and last.

The Area Officer and the District Deputy Grand Master will receive the Public Grand Honors.

The Grand Master, Grand Lodge of Kentucky. (Example: Most Worshipful Brother John Smith Grand Master of Masons in Kentucky) (Private Grand Honors – 3 signs of Masonry – EA, FC, MM) (Please NO CLAPPING)

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. Introductions are not made "through" anyone. The proper form is **"I present to you and to the Craft here assembled"** _____.

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"**

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, and acknowledged by the District Deputy who directs the Marshal to conduct the Grand Master to the East (to the right of the District Deputy). Then the private grand honors are given, the Grand Master is 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".

Suggested agenda for the District Meetings:

Open Lodge on the Master Mason Degree and call to Refreshment (must move lodge charter, lodge furniture and Jewels before hand) Please keep entire meeting to no more than 2 hours.

1. If a meal is to be served, hold it one hour before the start of meeting.
2. Make special presentations to invited guests at the meal time.
3. Collect all sign in sheets and give to Area Officer - a committee of two or three brothers to observe sign in sheets for registration purposes would be appropriate. This is a tiled meeting. Call lodge from refreshment to labor for meeting purposes.
4. Reception of District Deputy Grand Master
5. Reception of Area Officer, all other will be introduced from the floor
6. Reception of Grand Master
7. Masonic Education Committee Presentation
8. District Deputy Grand Master's Remarks
9. District Town Hall Forum conducted by DDGM and Area Officer
10. Grand Junior Warden Introductions and other Announcements
11. Recognition, Acknowledgements & Presentations
12. Area Officer's remarks if applicable
13. Grand Master's remarks if applicable
14. Closing

AWARDS PROGRAM 2011-2012

Bluegrass 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>126 - 150</i>
<i>Master Ritualist</i>	<i>151 - 200</i>
Available Points:	<i>240</i>

A brother must perform from the list below to achieve this prestigious recognition. All lectures must be given from memory and not read. Consult with the Bluegrass Ritual Chairman for more details.

- 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 Short Bible Lecture-EA
- 5 confer Short Apron Lecture-EA
- 5 confer Minor speaking part of MM second section
- 5 confer the Address to Newly Raised brothers
- 5 Confer Letter "G" FC Degree
- 5 Confer EA Degree first section
- 5 Open a MM Lodge by setting in all three principle stations M, SW, & JW
- 5 Open a FC Lodge by setting in all three principle stations M, SW, & JW
- 5 Open an EA 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 second section.
- 10 Confer FC Degree first section.
- 10 Confer MM Degree first section.
- 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.

- 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 Rite
- 20 Confer the Annual Installation of Officers
- 20 Confer the EA degree Third Section (chart or slides)

District Meeting Attendance Awards

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.

(If an officer is unable to attend due to extenuating circumstances, the lodge may apply to the DDGM & Area Officer for relief. If they determine that the absence was justifiable, the lodge will then be considered to have met the requirements for that office being filled. Lodges may attend other District Meetings closer to them as makeup.)

There will be 30 District Meeting this year.

Grand Master's Excellency Award for 2011-2012

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 and increase their visibility and activity within their community. The Grand Masters Excellency Award will be presented at the Annual Communication of the Grand Lodge in October of 2012 to those lodges that meet nine of the eleven requirements from September 2011 through August 15, 2012.

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 must be received by the Grand Lodge Office by August 30, 2012. The requirements for this award are weighty.

1. Widows Initiative: (REQUIRED)

Your lodge must follow the Grand Master's Widows Initiative, or a variation that may work for your particular Lodge. The program is on the Grand Lodge website along with supporting forms for your use. The minutes of the Lodge must reflect all reports made on our Masonic Widows and to what extent their well being is.

2. Visitation Committee

A Visitation Committee should be formed to visit Members in Nursing Homes, Hospitals and shut-ins. The committee would keep the Lodge informed of their visits and report on the condition of the member visited.

3. Open Installation of the Lodge (REQUIRED)

All elected and appointed officers of the lodge must be present at their own Open Installation of the Lodge. ***Note: If an officer is unable to attend due to extenuating circumstances, the lodge may apply to the DDGM & Area Officer to be excused.

4. Community Service:

Your lodge must work within your district in a Community Service Project, Blood Drive, Drug Awareness, Scholarship Program) Sponsor or be involved in a parade, or other community function that would serve your county or area. This must be documented.

5. Officers Proficiency: (REQUIRED)

All officers of the lodge consisting of the Master, Senior Warden, Junior Warden, Treasurer, Secretary, Chaplain, Senior Deacon, Junior Deacon, Senior Steward, Junior Steward and Tiler must have a Certificate of Proficiency issued by the Grand Lodge of Kentucky. If they are not in possession of one, they must have been examined and be recommended for a Certificate of Proficiency from the Grand Lodge of Kentucky by June 30, 2012.

6. Bluegrass Ritualist: (REQUIRED)

Each Lodge must have at least two members who have attained the honor of a Kentucky Bluegrass Ritualist within their Lodge.

7. Constitution (REQUIRED)

The Master or Secretary must read at least one page of the Constitution beginning on page 1, at each Stated Meeting. Finishing a section with a bold typed heading would be appropriate.

8. Other Lodge Visitations:

The Master and two of his principal officers (Senior Warden, Junior Warden, Treasurer, or Secretary) plus 3 members must make a minimum of six 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. This is to be done with three visits within your District and three visits outside your District.

9. Contact Committee

A committee should be formed to contact all members and widows twice in one year to check on their health and well being. Also to contact members to attend funeral services. There should be at least eight members to attend a funeral service who are dressed properly.

10. 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...)*

11. Personal Appearance (Required)

The Lodge Offices must wear decent clothing to lodge. No tee shirts, short pants, jeans with holes in them, sandals or flip-flops. Wear at least a tie with a nice shirt. Show respect for your lodge and station.

2011-2012 Traveling Gavel Program

During the year 2011 – 2012, the Grand Master is offering a suggestion on how to use the Traveling Gavel along with a program to support your travel to other lodges, meet other Masonic brothers and gain recognition in process. The whole idea behind the program is for you and your lodge brothers to travel within your district. The Traveling District Gravel will start the year with the District Deputy Grand Master's home lodge and then spread throughout the district during the year.

The District Deputy Grand Master within each district will be urged to promote and execute this traveling program in their district. Each district will possess the Traveling Gravel for promotional purposes.

A lodge visitation can be one of the most educational and rewarding experiences with in our fraternity. Let us share our fraternal friendship and fellowship with our brothers by visiting lodges in the district and throughout our great jurisdiction.

The below Rules and Regulations are a guide on how it should work *BUT* if your particular District has had a program of their own in place for some time now and your District wishes to keep it in place, The Grand Master wishes for you to do just that, keep

yours in place. The Rules and Regulations below are a guide line for those Districts who wish to have a set guideline.

The District Deputy Grand Master should know at all times where the Traveling Gavel resides and it is his responsibility to keep it moving.

The below Rules and Regulations are a guideline ONLY, you may use any other program within your District that said District wishes as long as all Masters of that said District agrees on the Rules and Regulations.

The Grand Lodge of Kentucky Traveling Gravel Program may utilize the following Rules and Regulations:

The Traveling Gravel has to be placed in clear view of all visiting Brothers

- (1) The traveling gravel may be claimed from a lodge on a regular meeting, called meeting, degree work, installation of officers, or District Meeting.
- (2) Minimum of the Master and two of his four principal officers, (Senior Warden, Junior Warden, Treasurer or Secretary)
- (3) A lodge that has four principal officers or more.
- (4) A lodge that has five or more brothers.
- (5) If two or more lodges within the district visit a lodge, which qualify, the lodge that brought the most members will receive the gravel.
- (6) If there is a tie, the lodge that traveled the farthest will receive the Gravel.
- (7) The presentation of the “District Traveling Gravel” will presented it to the visiting lodge before closing of the lodge.
- (8) The lodge receiving the Gravel will notify the District Deputy that they have it in there position, so when he is asked in his travels, the other lodges will know where it is.

CONCLUSION

Perform your duties to the very best of your capabilities. You were not appointed as District Deputy Grand Master simply to hold a title. We expect from you a team effort to make your district strong and vibrant for our Masonic Fraternity. In turn, you can expect from your Grand Master, your Area Officer and the other Grand Lodge officers all the help and assistance we can give you. A sacrifice of your time and energies will be necessary to make your term as District Deputy Grand Master a success. By working together for the Good of our Masonic fraternity, we can make a significant difference for the continued success of Kentucky Freemasonry.

Terry L. Bowman
Grand Master
2011-2012