



Supreme Grand Royal Arch Chapter of Queensland

TRAINING MODULE TM-GEN-08

ROYAL ARCH EDUCATION FOR MASTER MASONS

A Royal Arch Freemason is a Master Mason in search of knowledge

References: A. **Training Module TM-RA-06 Festive Board Protocol and Procedure.**

Introduction

One of the methods advocated to arrest and turn around the declining membership within this obedience is to provide a means of educating Master Masons to give them an insight into those aspects of Royal Arch Freemasonry which could influence their decision to further their Masonic progress. Such education can be achieved in two ways:

- **By going to them.** Royal Arch addresses within a Craft Lodge depend on an invitation coming from the Lodge and Grand Chapter giving approval to the presentation material and the presenter. The **Criteria for Addresses Within Craft Lodges** is contained in Annexure A to this Training Module.
- **By getting them to come to us.** This Training Module deals with that situation.

The decision to hold Royal Arch Education for Master Masons must never be taken lightly. Because we are involving members of another Sovereign Order, certain protocols must be observed. The ideal situation would be to have the event organized on a District basis, planned by the District Committee and hosted by a selected Royal Arch Chapter. This would ensure the full use of the resources within the District, the widest dissemination to the catchment area of Craft Lodges and an even spread of the workload and expenditure. A combined District event may be contemplated if the geographical situation would support it. The aim should be to get the widest possible coverage with a well planned event.

The Most Excellent First Grand Principal has indicated that, wherever possible, a Delegation of Grand Chapter Officers will attend. For this reason the Grand Instructor must be advised of the planning from the initial phase and kept informed of progress being made.

For convenience, this Training Module has been written as if the DGIW were the organizer and planner.

Planning

- Be receptive to suggestions for holding Royal Arch Education for Master Masons. It is the expectation of Grand Chapter that each District should hold one such event per year.
- Raise and discuss the proposal at a District Committee meeting, stressing the advantages and possible associated problems, with a view to obtaining support from each Chapter within the District.
- Identify a Companion or a small team of Companions capable and willing to undertake the detailed planning and organizing.
- Decide on the area to be covered, the catchment Lodges and select a Host Chapter.
- Be aware of the Masonic commitments within the area specified including responsibilities to the wider family of Freemasonry and other attractions and activities that could clash with your proposal. Arrange a firm date which is suitable to the broad range of potential participants.
- Determine if the ladies of Companions and visiting Master Masons are to be invited. It is recommended they be so.
- Complete and forward “**Request for Grand Chapter Visitation**”. This should be forwarded six months before the planned event.
- Inform the Grand Instructor who will request a Grand Chapter Delegation, arrange for speakers and their papers and prepare ‘handouts’ for those Master Masons attending. See Annexure B.

Organizing

Precise planning and optimum organizing will ensure a successful session. An Organizer's Checklist is at Annexure C. Certain items need to be further explained:

- Is the meeting to be held other than on the host Chapter's meeting night and at the normal location? Are dispensations required and have they been sought?
- Identify the Lodges to be targeted. Forward the list of Chapters to be involved and target Lodges to Grand Chapter. The First Grand Principal will support your request by writing to the Scribes of each Chapter involved, outlining the proposal and seeking the assistance of all of the Companions in the promotion of the activity. The First Grand Principal will also write to the Grand Secretary of the United Grand Lodge of Queensland asking that he advise the respective AGSW and Lodges.
- On receipt of confirming correspondence from UGLQ, write to the Scribes/Secretaries giving a broad outline of your intentions, and
- Write to all AGSW whose Lodges are being contacted, give an overview of what is proposed and invite each of them to attend, with their ladies, if appropriate..
- If other DGIW are to be involved, write to them seeking their cooperation and detail what you wish them to do. Follow this up with a telephone call or personal meeting.
- Personally visit each Chapter to be involved to solicit the assistance of Companions, by promoting the event in their respective Craft Lodges and to follow that up by speaking about it whenever possible. It cannot be too strongly stressed that speaking to Members of the Craft at their own Festive Boards and obtaining an intention to attend is the single most important part of promoting the event.
- The correct protocol for speaking in a Lodge is for the speaker to obtain prior permission of the Worshipful Master to speak at the Festive Board and arrange with the Director of Ceremonies for an appropriate time to do so. Be brief but get your message across.
- You will need to maintain detailed lists of volunteers for the work involved in organizing and presenting the event, lists of Companions attending and lists of Master Masons who have indicated their intention to attend. Follow up visits, reminders and 'prodding' will no doubt be necessary. Use the excuse that numbers are required for catering purposes.
- Consider placing a suitably worded invitation with the local media:

ROYAL ARCH MASONIC EDUCATION FOR CRAFT MASONS

**The.....Royal Arch Chapter is organizing a Masonic Education evening at
..... on This is an open invitation for all Master Masons and their ladies
to attend. For further information contact your Lodge Secretary or phone:.....**

Planning

In planning for the event, the following need to be planned and well executed:

- The Chapter must be set up for an Exaltation in the Royal Arch Degree.
- Ensure some Companions are specifically allocated certain duties:
 - One Companion to ensure all Craft visitors sign the Attendance Book stating the name of their Craft Lodge.
 - One Companion to prepare and issue name tags for visitors. These should give full names and preferred given name.
 - One or two Companions to welcome visitors and to mingle with them.
 - If a raffle is to be conducted, ensure ticket sellers are appointed and briefed on when to sell them.
 - If a Festive Board levy is to be imposed, appoint suitable collectors. It is suggested that a raffle and a levy collection detract from the main thrust of the meeting. It is strongly suggested that Craft visitors and ladies be admitted to the Festive Board free of charge.
 - Companions to hand out, at the conclusion of the event, the folders prepared by the Education and Training Committee.
- Have the necessary dispensations been received?
- Ensure the Chapter opens punctually and only essential business is dealt with. Allow approximately fifteen minutes.
- Close the Chapter. Altar remains veiled. Floor lights remain extinguished. Working Tools remain 'broken'.
- Admit the visitors and ladies and sit them in the North. Be prepared for latecomers.
- Although the Chapter is closed, the Grand Chapter Delegation will formally enter with full protocol including Grand Honours (S of F – once) and welcome by Z. Companions and visitors stand for the entry.
- In his welcome, Z should state the reason for the meeting and invite the Grand Chapter Delegation Leader to proceed.
- The Delegation Leader will respond, introduce the speakers, control question time and summarise.
- The folders prepared by the Education and Training Committee are distributed under the direction of the Chapter Director of Ceremonies.
- The Closing Address is delivered and all are requested to return to their places.

- The Grand Chapter Delegation will formally retire. All should rise appropriately.
- The Chapter Director of Ceremonies requests all Companions to remain standing while the visitors retire.

Festive Board

It is imperative that the Festive Board start without undue delay. All Companions involved in its conduct should be familiar with TM-RA-06.

It is strongly recommended that:

- The Festive Board be conducted in an informal 'buffet' style. There be no formal seating. All be encouraged to intermingle. It is essential that visitors be made to feel welcome.
- For this type of environment it is suggested that 'finger food' be provided. Food and drink should be strategically placed to encourage movement and intermingling.
- Companions should move quickly to avoid visitors being left standing alone and be prepared to answer questions or refer to a more experienced Companion. Discussion at the Festive Board is important in consolidating the information previously given.
- The two loyal Masonic Toasts and the response by the Grand Chapter Delegation Leader be dispensed with early.
- A capable speaker be nominated to propose the toast to 'The Visitors'. A visiting Companion and a Master Mason should respond. Ensure they are given plenty of warning and the Master Mason knows the correct method of address.
- If it is found necessary to hold a raffle, the drawing of this must be handled expeditiously and not intrude on the main aim of the night.
- Conclude with the Janitor's Toast.

After Action Procedure

It is important that the activity does not 'die on the vine'. Ensure:

- You thank each participating Chapter for their assistance and support.
- You encourage Companions to 'follow up' on any Master Mason they may have nominated. Care must be taken that he does not feel he is being harassed or 'hustled'.
- Prepare a written report to the Grand Instructor giving total attendance, number of Master Masons attending and details of likely prospects. Comment on any perceived weaknesses and make suggestions for improvement.
- Write to the First Grand Principal, through Grand Scribe E, to thank him for Grand Chapter participation.
- After a reasonable time, say three months, contact each of the Master Mason visitors to see if they require further information or assistance.

CRITERIA FOR ADDRESSES WITHIN CRAFT LODGES

Any Companion contemplating delivering an address on Royal Arch Freemasonry to any organization outside this jurisdiction must be familiar with the following guidelines which have been written to specifically cover a presentation to a Craft Lodge:

- The Accession List of Lectures, containing presentations suitable to be given to Craft Lodges, is available on the SGRACQ web site. This should be the first selection as they have the approval of Grand Chapter.
- Other, 'private' addresses should be of an historical and informative nature and be relevant. They must be submitted to Grand Committee for approval before delivery.
- Historical addresses may be actual, Biblical or traditional Masonic. Care must be taken to ensure accuracy in text and references.
- Informative addresses should be confined to such items as number of Chapters, number of Members and qualification for membership. Care must be taken not to include any item which may be construed as '**advertising**'.
- Relevant addresses should be of an historical, ritual, traditional and/or symbolical significance and contain general philosophical arguments.
- The Companion giving the address must have the necessary skills to deliver it in a suitable manner and be sufficiently well versed in the Order to answer any questions. This would also mean to have the skill to sidestep those questions which may seek to violate the criteria.
- Under no circumstances may other than Craft regalia be worn or displayed in open Lodge. It is permissible, if deemed appropriate to the subject matter, to have some form of display in the Festive Board, with the permission of the Worshipful Master. Care must be taken to ensure that none of the presentation or display be construed as advertising. This is confined to addresses given in a Royal Arch Chapter.
- Invitations to speak at Craft Lodges may not be accepted without the approval by Grand Chapter of the address and a judgment by the Chapter that the presenter is suitably qualified/skilled. The Chapter may request Grand Chapter to provide a speaker from its panel of approved speakers.
- Companions who receive invitations must not accept without first seeking and obtaining permission from Grand Chapter.

CHECK LIST OF INFORMATION FOR GRAND INSTRUCTOR

Immediately

- Provide initial advice of an intention to conduct a MM Education event.
- Submit a 'Request for Grand Chapter Visitation' to Grand Chapter. (Six months lead time)

When Available

- Name of host Chapter.
- Name and contact details of the organizer(s).
- Names of all Chapters to be involved and all Craft Lodges to be contacted.
- Number of Companions likely to attend.
- Number of Master Masons invited to attend.
- Agreed date, time and location of the meeting.
- Is it a normal meeting in the normal location or are dispensations required.
- After Action Report summarizing the results of the activity and relevant comments and recommendations.

Folder Contents

On receipt of the pre meeting information, the Education and Training Committee will prepare information folders and arrange for them to be available to visiting Master Masons on the conclusion of the event. These folders will contain:

- The Chapter Notice Paper. This provides worthwhile contact information and serves as a useful record of the evening for the recipient.
- Brochure, 'It Is Found'.
- Brochure, 'Why Join The Royal Arch'.
- Copy of the Addresses given that evening.
- Other promotional material available at the time.

ORGANIZER'S CHECKLIST

Preliminary Organization

- Has the Grand Instructor been advised of the intention to conduct Royal Arch Education for Master Masons.
- Is the District Committee aware and supportive.
- Has the Host Chapter been selected.
- Has a Project Organizer(s) been appointed.
- Has a, 'Request for Visit from Grand Chapter', been sent.

Planning

- Has the target area been identified.
- Has a date, time and location been set.
- Has confirmation been received from SGRACQ and UGLQ.
- Have all Chapters and 'catchment' Lodges been identified.
- If necessary, have other DGIW been informed and assistance sought.
- Have the appropriate AGSW been advised and invited.
- Have suitable Companions been identified to speak at Lodge Festive Boards. Has the protocol been explained to them.
- Is a list of interested Master Masons being compiled. Have they been written to.
- Have follow up visits to Chapters and Lodges and follow up contacts with Master Masons been arranged.
- Has the local media been advised and a notice published.
- Are you getting an idea of the numbers likely to attend. Important for catering requirements.
- Are you keeping the Grand Instructor informed.

Organization of the Event

- Have the necessary dispensations been obtained.
- Has the meeting program been decided.
- Have suitable Companions been notified of their duties including reception, toasts and responses.

Festive Board

- Has the layout been decided. Buffet style.
- Have Companions been detailed to arrange the set up and the clearing up afterwards.
- Has the Toast List and responses been decided and the appropriate speakers notified. Is the responding Master Mason aware of the correct method of address.

After Action

- Has a thank you letter been sent to Grand Chapter.
- Has a report been compiled for the Grand Instructor.
- Have all other participants been suitably thanked for assistance and support.
- Have the Master Mason visitors been contacted to see if they require further additional information or assistance.