

Master Builder Program 2.0

Lodge Benchmarking Program

2016- 2017



12 August 2016

Purpose:

The Master Builder Awareness Program 2.0 is the next generation of the Master Builder Program and is the Lodge Benchmarking Program. The Benchmark program is a powerful tool for Lodges to use for self-assessment and improvement. It is a tool to evaluate a Lodge and its activities against five (5) categories: New Brothers; Brother Development; Public Involvement and Awareness; Fellowship and Family Involvement; and Lodge Administration. The Benchmark provides a starting point in assessing what a Lodge is doing well and what areas of its functioning to improve. The benchmarking program provides data and direction to the Lodge and the District Officer, and allows a method of benchmarking the performance of the District Officer. Grand Lodge will do everything possible, as a team, to provide resources and assistance to problem areas, and shareable knowledge of successes.

Implementation:

Each year prior to the Official Visit of the District Officer the Master and his Lodge should complete the benchmarking document. During the Official Visit the District Officer should be given a copy of the Lodge Benchmark and a discussion should ensue as to what assistance the District Grand Lodge Officer can provide. After the annual election in April/May, the District Officer, the Master and Master-elect should meet to discuss the benchmark and map a game plan for success. Forms should be completed as soon as possible.

The completed form Section 1 through 5 should be provided to the District Officer prior by May 15th; the Lodge should complete and send Section 6 the District Officer evaluation directly to the Grand Secretary prior to May 15th. The District Officer should send Lodge Sections 1 through 5 and Section 7 to the Grand Lodge Office prior to June 1st.

Rating: The Lodge must be honest in its assessment. The self-assessment totals **135+ points**.

- A score of **100** or above indicates that a Lodge is thriving.
- A score of **75-99** indicates that a Lodge needs to work at improving in several categories.
- A score of **74 or below** indicates that drastic steps must be taken if a Lodge is to have an opportunity to survive.

Lewis Smith



M.W. Grand Master

Master Builder Program 2.0

Lodge Benchmarking

2016-2017

Lodge Name:	Lodge No.:	Date:
Section 1 through 5 should be provided to the District Officer prior to May 15th.		
Section 1: New Brothers	(18+ points)	
New Members		
Raised new members in the past year (in your Lodge)	5 point each member	
Brother Bring A Friend		
Using the Brother Bring A Friend Program or similar program	3 points	
Friendship dinner	3 points	
Community Exposure		
Utilizing community projects to attract the attention of potential new candidates	5 points	
Blank Petition Presentation		
Blank Petition Presentation given at Third Degree	2 points	
Total for Section 1:		
Comments:		

Section 2: Brother Development	(44+ points)	
Mentoring		
Every new member assigned a Mentor/Coach	3 points	
Music used during Degrees	1 point	
Mentor has passed the Code Test	2 points	
Individual Development		
Ritualist Program: Ritualist, Senior Ritualist, Master Ritualist	Bonus 5 points for each	
Lodge Trestle board		
Planned and balanced trestle-board shared with all members	3 points	
Letter from the WM to each Lodge member located outside the area	3 points	
Officer Training		
Instructor or other has completed the Instructor Certified Program	3 point	
Officers attend District Lodge of Instruction/District Meeting	5 points	
Monthly Officer Meetings	3 points	
Telephone Tree		
Lodge Telephone Tree	2 points	
Birthday/Anniversary Contacts		
Recognition of Brother's Masonic Birthday	2 points	
Loss Prevention Program		
Lodge makes monthly contact with each member no matter location	5 points	
Personal contact of members in danger of being unaffiliated	1 point	
Certified letters sent to Brothers facing NPD	2 points	
Visitation Program of Sick, Shut-ins and Widows	3 points	
Follow up contact with EAs and FCs who have not advanced	1 point	
Total for Category 2:		
Comments:		

Section 3: Public Involvement and Awareness		16 points
Lodge Programs		
Participation in Bikes for Books	1 point	
Participation in a Public Schools program	1 point	
Participation in (<i>Lodge choice, identify program</i>)	1 point	
Participation in Scholarship or other program supporting kids	1 point	
Use of a Veterans Recognition and support Programs	2 points	
Community Service Projects		
Presentation of (<i>community service program selected by lodge</i>)	2 points	
At least one act of community service a year and/or Charitable activity	2 points	
Participating in local community festivals or celebrations	2 points	
Publicity Efforts		
Lodge Publicity – member(s) assigned to contact media	2 points	
Lodge activities appear in local media	2 point	
Total for Section 3:		
Comments:		

Section 4: Fellowship and Family Involvement		23+ points
Youth Support		
Support of Masonic Youth Activities	2 points	
Support of non-Masonic Youth Activities	2 points	
Sponsor Youth to State of National meeting	1 point per child	
Ladies/Family Programs		
Conduct a Ladies and or Widows Night/Program	1 point	
Conduct Family Event/Program	1 point	
Contact new members by letter and phone	1 point	
Lodge Holiday Party or Charitable event	1 point	
Lodge Summer Picnic	1 point	
Community Programs		
Visit Lodge Widows and elderly members	2 points	
Help with Food Banks, Families in need or similar activity	3 points	
Inter-Lodge Visitations		
Visitation/participation/support of other Lodges in District	3 points	
Joint events with other Lodges or the District	2 points	
New members brought to see Degrees in other Lodges	3 points	
Total for Section 4:		
Comments:		
District Name: _____		District Officer: _____
Number of District Officer Visits: ___ 6 Months ___ 12 Months		
Number of Tyled Meetings District Officer attended: ___ 6 Months ___ 12 Months		
Bonus Points – Communication with members: Lodge keeps in contact with members residing outside the area where the Lodge is located. Contact each member at least three times during the year by phone, letter, or lodge newspaper.		10 points – Additional 5 points if over contact is made over 4 times during the year

Section 5: Lodge Administration		43 points
Masonic Education		
Participation in a Masonic Education Program within the Lodge and/or Masonic education for members outside of a Lodge meeting.	2 points – (Additional 5 points if conducted at over 50% of Lodge Meeting)	
Records in order & audited		
Annual Return submitted prior to 15 March and Per Capita paid on time	2 points	
Accounts audited (internal by members or by accountant or CPA if needed)	2 points	
Dues Notices sent by November 1 st . And Dues Cards sent back quickly	2 point	
Develop annual budget	4 points	
Membership Records Management		
Lodge uses the Records Online for Lodge Secretaries (ROLLS) program	10 points	
Ritual Proficiency		
Opening/Closing proficient	2 points	
Able to confer First Degree	1 point	
Able to confer Second Degree	1 point	
Able to confer Third Degree	2 points	
Attendance at District & Grand Lodge Events		
Lodge attends District Lodge of Instruction/District Meeting	4 points	
Lodge has officer(s) that attend Annual Communication	4 points	
Positive Cash Flow and Reserve		
Money available for Charity	1 point	
Reserve fund available for Lodge and/or Member emergencies	1 point	
Building financially stable	1 point	
Full Officer Line		
Full Officer line	2 points	
Lodge Meeting Attendance		
Over 10% of Membership attends Lodge	2 points	
Total for Section 5:		
Comments:		
Total for Report		
There is no passing or failing. Benchmarking should be a tool to help your Lodge be the best that it can be.		
ADDITIONAL INFORMATION		
Include supporting documentation if needed	Provide copy of By-Laws if changed in last 12 months	
Photos (original or digital) of Outside of Building and Inside of Lodge this is to allow development of a webpage showing lodges and location and create interest in the Lodge. If submitted with the last 12 months no action is needed.		

Section 6 Lodge Questions/District Officer Evaluation

When Completed mail to the Grand Secretary

**This Section should be completed by the Worshipful Master
Please give a thoughtful and sincere response**

Does the District Officer respond in a timely manner in answering questions?	Yes	No
Does the District Officer visit your lodge	Yes	No
Are the Grand Masters programs adequate	Yes	No
Is the District Officer available for ritual	Yes	No
Is the District Officer a good resource for knowing available Masons to perform specific parts of the our ritual?	Yes	No
Is the District Officer well liked in your Lodge	Yes	No
Does the District Officer assist with Masonic education	Yes	No
Did the District Officer review the books Ref 3130.D, 25070 D., 28080, 28100	Yes	No

What additional support or action would you like from the District Officer?
Explain:

Other Comments that you deem would be of assistance to the GM or DGM in making decisions regarding evaluation of your District Officer:

Does the District Officer make official visits to your Lodge? How often does he visit?	Yes	No
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Do you invite the District Officer to Lodge functions? If no then why?	Yes	No
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Comments:

Prepared By:	Date:	
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Lodge Name:	Lodge No.	District Name:
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Reviewed by Grand Master:	Date:	
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Reviewed by Deputy Grand Master:	Date:	
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Section 7 District Officer Section

District Officers should receive Sections 1 through 5 from the Lodges **prior to May 15th**. Section 6 should be sent directly to the Grand Secretary.
 District Officer will complete Section 7 and send the Lodge Sections 1-5 and Section 7 to the Grand Lodge Office **prior to May 31st**.

Lodge Name:	Lodge No.:	Date:
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Number of Members attending your Last Official Visit to this Lodge:	2015-2016		2016-2017	
Number of Members Dimitted/Suspended/Unaffiliated (per Lodge's records) in:	2015-2016		2016-2017	
(Circle Yes or No below)				
Does the Lodge use a system of Masonic Education?			Yes	No
Is the Lodge Active in the District?			Yes	No
Does the Lodge have a WEBSITE? Is it updated regularly?			Yes	No
If yes, please provide the web address:				
Does the Lodge Secretary use the MT ROLLS Program?			Yes	No
Does the Lodge use some form of friendship event or prospect Program?			Yes	No
Does the Lodge use a Mentor/Coach Program?			Yes	No
Have you reviewed the books of the Lodge and have they been audited? Ref 3130.D, 25070 D., 28080, 28100			Yes	No
General attitude towards Grand Lodge?				

Comments:

Prepared By:	Date:		
District Officer review:	Date:		

Return Completed form to the Grand Secretary