

Master Builder Program 2.0

Lodge Benchmarking Program



25 June 2011

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.

Rating: The Lodge must be honest in its assessment. The self-assessment totals **130+ 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.



Will Alexander
M.W. Grand Master

Master Builder Program 2.0

Lodge Benchmarking

Lodge Name:	Lodge No.:	Date:
Category 1: New Brothers		(18+ points)
New Members		
Raised new members in the past two years (in the Lodge)	5 point each member	
Brother Bring A Friend		
Using the Brother Bring A Friend 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 Category 1:		
Comments:		

Category 2: Brother Development		(42+ points)
Mentoring		
Every new member assigned a Mentor	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 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	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		
MT ROLLS used for membership information	3 point	
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	
Public Award Nights	1 point	
Total for Category 2:		
Comments:		

Category 3: Public Involvement and Awareness		16 points
Lodge Programs		
Participation in Bikes for Books	1 point	
Participation in Public Schools program	1 point	
Participation in <i>(program selected by lodge)</i>	1 point	
Participation in Scholarship or other program supporting kids	1 point	
Use of Veterans Services 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 Team	2 points	
Lodge activities appear in local media	2 point	
Total for Category 3:		
Comments:		

Category 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		
Conducts Ladies Night	1 point	
Conducts Family Night	1 point	
Send the Family brochure to new members	1 point	
Lodge Holiday Parties	1 point	
Lodge Summer Picnic	1 point	
Widows Programs		
Visit to Widows of the Lodge	2 points	
Widows Banquet	3 points	
Inter-Lodge Visitations		
Visitation/participation/support of other Lodges in District	3 points	
Joint programs with other Lodges	2 points	
New members brought to see Degrees in other Lodges	3 points	
Total for Category 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 out of area 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, lodge newspaper.	10 points – Additional 5 points if over 40%	

Category 5: Lodge Administration		31 points	
Masonic Education			
Participation in a Lodge Masonic Education Program	2 points - Additional 5 points if over 40%		
Records in order & audited			
Grand Lodge per capita paid on time	2 points		
Accounts audited	2 points		
Develop annual budget	4 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	4 points		
Lodge attends Annual Communication	4 points		
Positive Cash Flow and Reserve			
Money available for charity	1 point		
Reserve fund available for 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 Category 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 REQUIRED - Materials needed to be attached to this report			
Copies of Last 5 Months Meeting Notices		Copy of Petition Form in Use	
Current By-Laws		Copy of Current Telephone Tree	
Photos of Outside of Building and Inside of Lodge (from the West facing East)			
Letter(s) used by Secretary to: <u>Follow up with Delinquent Members</u> <u>To Members who have been Unaffiliated</u>			
Questions to be Answered by the District Officer			
Number of Members attending your Last Official Visit to this Lodge:	2010-2011		2011-2012
Number of Members Unaffiliated (per Lodge's records) in:	2010-2011		2011-2012
(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 the Brother Bring a Friend Night Program?			Yes No
Does the Lodge use the Mentoring Program?			Yes No
Have you reviewed the books of the Lodge and have they been audited?			Yes No
General attitude towards Grand Lodge?			
Comments:			
Prepared By:			Date:
District Officer review:			Date:

Return Completed form to the Grand Secretary

Questions to be Lodge

When Completed mail to the Grand Secretary

Does the District Office respond in a timely manner in answering questions?			Yes	No
Are answers accurate?			Yes	No
Are the Grand Masters programs adequately explained?			Yes	No
Is the District Officer available for ritual work?			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 present Grand Lodge in a positive light?			Yes	No
Do you view your District Officer as one who has been elevated by the Craft or does he have the "us and them" attitude? 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
Do you invite the District Officer to Lodge functions? If no then why?			Yes	No
Comments:				
Prepared By:			Date:	
Lodge Name:	Lodge No.	District Name:		
Reviewed by Grand Master:			Date:	
Reviewed by Deputy Grand Master:			Date:	