

THE MOST WORSHIPFUL GRAND LODGE
OF ANCIENT FREE AND ACCEPTED MASONS
OF THE STATE OF CONNECTICUT

POLICY AND PROCEDURES MANUAL

EVALUATION

Applicability and Responsibility

This document is applicable to all Constituent Lodges of the Grand Lodge A.F. & A.M. of Connecticut, and may be of some use to coordinate and appendant bodies.

Responsibility for maintaining this document rests with the Committee on Masonic Education, and with the approval of the Grand Master.

References

Grand Lodge of Connecticut Constitution, Masonic Law, Practice, Rules and Regulations:

Section 2402 Duties of District Deputies

Discussion

One of the responsibilities of the Most Worshipful Grand Master is to ensure that all Lodges are conducting their affairs and their work in a proper manner. For this reason, each Lodge is expected to undergo an official evaluation annually. It is one of the duties of the District Deputy appointed by the Grand Master to conduct the evaluation in place of the Grand Master, at which time, the District Deputy is the direct personal representative of the Grand Master.

Duty of the District Deputy

The evaluation process is a continuous one. Each time the District Deputy visits one of his lodges he should discuss with the Master and Officers the status of the lodge and things that should be corrected or emphasized for improvement of the lodge ritual work and lodge functions. This will insure that the lodge officers are acutely aware of the status of their lodge work so that there are no surprises at the time of the official evaluation. The evaluation of the lodge is a continuous process.

As a part of his Official Evaluation of each Lodge in his district, the District Deputy is required to examine its books and records, its finances, and its condition in every respect, and to observe the work on the degree, which has been assigned for evaluation by the Grand Master. He may point out errors that he discovers, give all necessary instructions, and is required to make a written report on the condition of the

Lodge to the Grand Lodge. All officers concerned in keeping the books and records or in carrying out the program of the Lodge should be alerted to the District Deputy's official visit so that they can be on hand to greet and assist him.

The District Deputy brings with him a wealth of Masonic knowledge and experience, and he is always ready to offer good counsel. It is important, therefore, that all parties concerned view his Official Evaluation as an opportunity to improve themselves and the Lodge.

The Official Evaluation

The Master, Wardens, Treasurer, and Secretary should make arrangements to be at the Lodge early to meet with the District Deputy on the evening of Evaluation, previous to the hour of opening, so that the records of the Lodge can be reviewed. During this period the Master may also privately discuss with the District Deputy any problems or concerns he may have. Prior to opening Lodge, the District Deputy will also request the Master and Wardens (and possibly all of the officers) to transmit the various words and signs in the proper manner.

The Official Evaluation will include an examination of several Lodge records and other items which should be available that evening. They include:

- The Lodge charter.
- An up-to-date list of paraphernalia.
- Secretary's minutes.
- Annual report of Treasurer, Secretary, and Trustees.
- Annual return of the Lodge.
- Audit date of the records of Treasurer, Secretary, and Trustees.
- Audit committee's report.
- The Lodge budget.
- Bylaw book (properly signed by all members).
- Rituals or mnemonics (properly signed for).
- Evidence of compliance with Grand Lodge Rules and Regulations regarding N.P.D.'s (registered/certified mail receipts).

Degree Work

The opening and closing of the Lodge and degree work is to be presided over by the Master, with all other officers in their stations and places to which they have been regularly and duly installed in that Lodge. Substitution for the Master requires the approval of the Grand Master.

Other Helpful Hints

The Lodge room and building should be clean and well cared for. The Lodge should be opened on time as specified in its bylaws. There should be no unnecessary delays between the first and second sections of the degree work. The business of the Lodge should be limited to matters pertinent to the Lodge.

Follow-up

Upon completion of the Official Evaluation, the District Deputy will usually discuss in private any weaknesses noted with the Worshipful Master and possibly the Wardens. He will prepare an Official Inspection report noting his observations and forward it to the District Grand Lodge Officer for his review and comment. The Associate Grand Marshal and District Deputy will submit the report to the Grand Junior Warden. The District Deputy will retain a copy for his files and provide one for the Lodge. District Deputies are expected to work with the Lodge to correct any discrepancies.