

THE MOST WORSHIPFUL GRAND LODGE OF ANCIENT FREE AND ACCEPTED MASONS

OF THE STATE OF CONNECTICUT

POLICY AND PROCEDURES MANUAL

CONTENTS

Applicability and Responsibility

The Policy and Procedures Manual is a collection of documents which describe policies of the Grand Lodge and its committees as well as procedures for accomplishing certain objectives.

Responsibility for maintaining the Policy and Procedures Manual rests jointly with the Grand Secretary, the cognizant committee and the Grand Master who must approve its contents.

Discussion

The Grand Lodge of Connecticut has produced a number of manuals in the past containing ceremonies, instructions to officers, and reference material such as the Resource Guide. With the proliferation of such documents, it is inevitable that there will be duplication. When there is duplication, there will be conflict or confusion because when one document is changed, frequently the other is not updated.

The Policy and Procedures Manual is intended to provide a single source of the latest correct information on a particular topic. The documents contained therein are therefore the controlling documents and all other existing documents are subordinate thereto.

Each of the documents in the manual have been assigned to a committee or to a Grand Officer for maintenance.

Procedure

Copies of the documents contained in the Policy and Procedures Manual are available on the Connecticut Freemasons website, <http://gl.ctfreemasons.net> and may be downloaded in pdf format for use. They may also be requested from the Grand Lodge Office by sending an email request to grandlodge@masonicare.org and requesting a specific document. The Grand Lodge office will forward the document in pdf format as an attachment to the return email.

Appendix A contains the Table of Contents of the Policy and Procedures Manual. The Table of Contents identifies the Title of the document, who is responsible for maintaining the document and the date of its revision.

Each responsible committee or Grand Officer should review the documents for which they are responsible on an annual basis. Editable copies of the documents may be obtained from the Grand Lodge office. All changes must be approved by the Grand Master.

Should any person other than a member of the responsible committee note an error or feel that change is needed, they should contact the responsible committee chairman in writing with the details of the change needed and the reasons therefor.

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