



# Personal Mentors Handbook



Mentor's Name: .....

Dear Bro. Mentor,

I congratulate you on your appointment as either the Lodge Mentor or as the Personal Mentor of a newly made Brother. Your contribution to the Mentoring Scheme cannot be underestimated as the future of our membership will depend heavily on our ability not only to attract new members but also to retain our members – which, of course, is where you come in. This Guide is designed to assist you in your new responsibilities as an important part of the Sussex Mentoring Scheme.

If your role is that of a Lodge Mentor, it is vital that you make sure that the Personal Mentor assigned to each new Brother does indeed closely look after that Brother; but, and in addition, it is your responsibility to make sure that either you, or any other capable member of your Lodge, is able to identify and give help and advice to any Brother, however senior, in time of need in whatever form that need may take.

If you are a Personal Mentor to a newly initiated Brother, you should make sure that you maintain a close personal relationship with your charge so that you are immediately able to ascertain if he stumbles or falls by the wayside on his masonic journey. You will then be best placed to give such assistance and guidance as will enable him to tread his masonic path with understanding, confidence and enjoyment. Ever remember that by making him a happy Mason you not only benefit him but will also benefit your Lodge.

I therefore wish you success in your endeavours and hope that you will find pleasure and satisfaction in showing the true brotherly love that will make a lasting impression on those for whom you care and thus establish their full participation in our Fraternity.



Kind and fraternal regards

**Christopher L Moore**  
Provincial Grand Master.

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# MENTORING PROGRAMME

## Introduction

The purpose of the Mentoring Programme, as practiced in the Province of Sussex and sanctioned by the United Grand Lodge of England, is to ensure that every new member enjoys being a Freemason, understands what it is about and becomes involved in his Lodge both in the work and all its activities.

Lodges that accomplish this objective will benefit from keen, enthusiastic and committed members who are not only an asset to their Lodge and Freemasonry in general, but also keen to encourage their friends as well.

This objective cannot be achieved by one person alone; the Lodge must welcome, involve and value its new members. In receiving them into our Order, their attitude and response to us will depend on how we treat them.

At the start of the Initiation Ceremony, the candidate is told that he can 'follow your leader with a firm but humble confidence' and so begins a symbolical journey from darkness to light, from ignorance to Masonic Knowledge.

## The Mentor

We will first look at the Mentor and his role and then how the Lodge can make it possible for him to achieve the objectives. The Oxford Dictionary defines a Mentor as 'An inexperienced person's advisor' One of the Candidates Sponsor(s) will in many cases assume the role of Personal Mentor. However, it may be an advantage sometimes to have a third party involved who can focus on the new Brother for the first two or three years of his membership of the Lodge and oversee his education and introduction into Freemasonry.

The work of the Mentor is to be the new Mason's guide, leader and coach once the ceremony has finished. To explain not only the workings, traditions and organisation of our Institution, but also to lift the veil of allegory and reveal the meaning behind the symbols so that the new Mason can enjoy and understand the organisation that he has joined.

Thus, the whole focus of Masonic Mentoring is to enable the new Mason to grow in knowledge, involvement and confidence in Masonry so that he can benefit from and enjoy his membership. His Masonic development can be broken down into three headings, namely:

SOCIAL

EDUCATIONAL

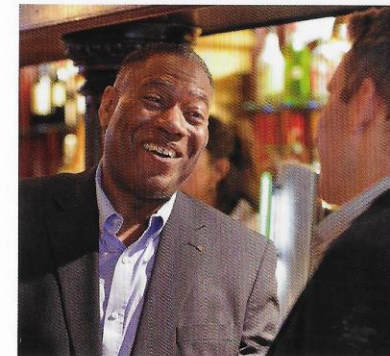
CEREMONIAL

It is the Mentor's responsibility to ensure that the new Brother is made to feel welcome, understands Freemasonry, what is required of him and what he can look to receive from it, and is involved in the activities and work of the Lodge. To be able to do this, the Mentor must be an enthusiastic Mason, be keen to take on the role and be a good communicator. He will need to be an experienced Mason, not necessarily a Past Master.

The first and most important attribute for a Mentor is that he relates to his charge and that they get on well together and enjoy each other's company. The Mentor will then introduce the new Mason to his friends in the Lodge and immediately increase his circle of friends. It is likely, but not necessary, that the Mentor himself only became a Mason quite recently, perhaps in the last five years or so, and may not have the in-depth knowledge to fulfil his task. If the view is taken that only knowledgeable Masons can be Mentors, then it is likely that they will be of a different generation to their charges and, while they may relate, the new Mason could find himself in the company of men much older than, and with different interests to, himself.

## The Lodge

It is the responsibility of every Lodge to look after its members and it needs to ensure that a Mentor is appointed for each of its Candidates. Lodges may adopt various procedures for doing this. One of the most effective is to appoint a Brother to co-ordinate the scheme. This Brother should not necessarily shoulder the responsibility of acting as the only Mentor in his Lodge because each Candidate needs his own guide to whom he can relate. It would also be too onerous for one Brother to look after more than one Candidate properly as will be seen in the Guidance Notes that follow.



## Guidance Notes

The appointment of the Mentor cannot come too soon. The Lodge Mentoring Co-ordinator should be advised as soon as a P form is received so that he may start considering who he would recommend being the Candidates Personal Mentor.

If he is to be one of the Candidate's proposers, this is easily achieved, but if it is to be another Brother then he should be involved as soon as possible so that the Candidate can have someone to refer to from the start.

## Initial Meeting Before the Interview

The Proposer should make every effort to meet the Candidate and his Spouse/Partner at the Candidate's home and answer any questions they may have regarding Masonry. If another Brother is to act as Mentor, they will probably wish to involve him in this meeting. The following points should be considered in the discussions with the Candidate: -

- 
- Are his moral and mental standards satisfactory?
  - Is he prepared for the time commitment that membership might involve?
  - Is he prepared for the financial commitment of joining and the ongoing cost of membership?
  - Is he prepared to support the charitable aims of the Order?
  - Does he believe in a Supreme Being?
  - What are his motives for joining Freemasonry?
  - Does his family support his wish to become a Freemason?
- 

In particular, it is necessary to ascertain that he is not seeking to become a Freemason because he expects that membership will advance him in his business or provide him with a material gain or preference.

It is important to explain that he will be formally interviewed by a small Lodge Committee and thereafter a ballot for his membership will take place at one of our subsequent meetings. Also explain that we have a Mentoring Scheme to assist his Masonic development and a Personal Mentor will be assigned and, if he does not know him, will be introduced to him shortly.

**The Candidate (and his Spouse/Partner) will obtain their first impressions of the Craft from this meeting so ensure that it is a favourable one.**

The Candidate must be given whatever Information and Guidance booklets, available at the time, produced by Grand Lodge and Province which are designed to give assistance to him, his partner and his family.

Prior and post his formal Interview with the Lodge Committee, his Proposer and prospective Personal Mentor, if already selected, should also take this opportunity to introduce and involve him informally with as many of the members as possible.

Upon the election of the Candidate for Initiation, the Lodge should send the Candidate a congratulatory letter which should also inform him of the proposed date of his Initiation, the fees he will have to pay and the correct dress for the evening.

The Proposers, or Mentor, must inform the Candidate of what is expected of him at his Initiation. The Proposers, or Mentor, must also ensure that the Candidate and his partner are invited to any forthcoming open Lodge functions. The Proposers, or Mentor, must find out if the Candidate has any Masonic friends who would like to be invited to attend in the conferral of the Degrees. Above all, the Proposers, or Mentor, will make the new Brother a part of the Masonic Family.

## The Night of the Initiation Ceremony

Upon arrival at the Lodge building, the proposer should ensure that the candidate is welcomed by the Worshipful Master and some of the members. He should be introduced to the Tyler and Junior Deacon who should put him at ease and explain that he is not expected to say anything during the actual ceremony unless he is prompted to do so. When the Lodge is being opened, ideally, he should not be left on his own, but if he is, it should be explained that the Tyler will come to collect him after a short while.

It is recommended that the Personal Mentor assigned to the Candidate (or Lodge Mentor) should be formally invited to the pedestal by the Worshipful Master and the Director of Ceremonies and introduced to the Candidate immediately after the Charge is delivered. (The same procedure is recommended for the Fellow Craft, immediately following the 2nd Degree Tracing Board and the Master Mason immediately following the Traditional History) At this stage the Personal Mentor (or Lodge Mentor) will use the recommended form of words (see back of this Guide) to formally present to the Initiate his Entered Apprentice booklet and the relevant "Fact

Sheets" designed to accompany it. These Fact Sheets must be previously downloaded from the Provincial Website and printed as and when required. If you require assistance to do this, your Lodge Secretary will be able to assist. The Personal Mentor will then be able to accompany the Candidate back to his chair next to the Senior Deacon and remain with him for the rest of the proceedings (if practicable). After the meeting the Personal Mentor must look after the Candidate by showing him where to leave his Apron, taking him to the Bar and seeing that he is introduced to the Brethren.

At subsequent meetings, the Personal Mentor should sit with the Candidate both in the Lodge Room and at the Dinner afterwards, making sure he is introduced to as many of the Lodge members as possible.

After each topic covered, it is recommended that you tick the relevant box to help you stay abreast of the programme. Please endeavour to complete all the topics at each stage, as by doing so, you will be helping the new made Brother to enjoy the very best experience.

## The Mentor's Work

It is hoped that the Personal Mentor will have constant and regular contact with the Mentee during his early years in the Craft but there are four periods of time where his supervision is not only desirable but essential; these being: -

- 1) **Following the First Degree and prior to the Second Degree**
- 2) **Following the Second Degree and prior to the Third Degree**
- 3) **Shortly after the Third Degree**
- 4) **Between 1 & 2 months after the Third Degree to discuss the continuing Education and Development Programme as designed by the Lodge and the Province.**



The new Brother needs to know and understand his duties as a Freemason and what his rights and privileges are. He should be taught how to visit other Lodges and the Personal Mentor should take the opportunity to arrange visits to other Lodges where the new Brother can see the Ceremony in which he has recently taken part. This programme is designed to give him information about the traditions and work of the Craft as a whole. It must be stressed that the duties of a Personal Mentor should continue well beyond when the Mentee becomes a Master Mason. It is hoped that they would have developed a trust and bond which will remain for all time. It goes without saying that a newly made Mason should never be left alone to fend for himself after the Third Degree. For too long, new Candidates have been brought into the Craft, enthusiastic and eager to become active

members, only to be neglected by their Lodge. A properly educated, orientated and interested Brother will soon become an ACTIVE member of his Lodge. The Mentoring Programme is the first step to membership retention and expansion.

*N.B. If there is to be a meeting where a superior degree ceremony is to take place and the Candidate has to leave the Lodge for a while, the Personal Mentor should accompany him. This is an excellent opportunity for further instruction especially if there is another new Mason in the same position. Should this prove impracticable then the Lodge Mentor should have foreseen this problem and have made contingencies for it. This may mean that in a large Lodge it will be necessary to devise a rota of experienced Brethren to take on these duties. In a smaller Lodge however, this may not be possible and hence it will be necessary to place the Brother in the care of the Tyler. The Tyler may be given 'The Lodge Mentor's Booklet' and briefed on which topics to cover with him.*

The pages which follow give a specific guide for those subjects to be covered. Some will be covered in the booklet which you will give to the Mentee after each Ceremony. Be prepared to discuss and answer questions on these. The booklet will also advise him of other topics to be covered at each stage (they are also listed below). Some topics can only be demonstrated, for example the sign, token and word. Most will have to be explained verbally.

After each topic covered, it is recommended that you tick the relevant box to help you stay abreast of the programme.

## PERIOD BETWEEN THE FIRST AND SECOND DEGREES

The Candidate will have received the Entered Apprentice Booklet.

### Topics covered in the text are: -

- Welcome from the Provincial Grand Master
- Brief history of Freemasonry
- Officers of the Lodge
- Inviting Masonic visitors to your Lodge
- Early involvement in the Ceremonies
- Preparing for the Ceremony of Passing
- Q&A for next Ceremony
- Typical layout of a Lodge Room

### Topics to be covered verbally:-

- Symbolism of the Initiation Ceremony (*fact sheet 1*)
- Reconfirm Sign, Token & Word
- Purpose of the LOI and how to participate
- Masonic Etiquette and subject avoidance (*fact sheet 2*)
- Festive Board: Protocols, Toasts, Fire and 'Booking in' (*fact sheet 3*)
- Overview of the Lodge Charities, Provincial Charities, Grand Charities and Alms (*fact sheet 4*)

The Personal Mentor should ensure that he takes every opportunity to introduce his Charge to as many Lodge members and guests as possible. If possible, take him to another Lodge and ideally at another Centre so that he may experience the Ceremony he has just participated in. Alternatively, if he can arrange for him to join one of the other Lodge members who may be visiting elsewhere, this should prove to be fruitful and enjoyable for all concerned.

## LOI

The Personal Mentor should introduce the new Brother to the LOI's Preceptor and if possible, accompany him to the LOI. Discussions should take place between the Personal Mentor and the Preceptor of how best to involve the new Brother in the LOI (see notes on page 9) If the new Brother has to retire from the LOI at any stage, this would also be an opportune time for the Personal Mentor to discuss with him some of the subjects listed.

## PERIOD BETWEEN THE SECOND AND THIRD DEGREES

The new Brother will have received the Mentoring Programme's Fellow Craft Booklet.

### Topics covered in the text are: -

- The Progressive system of Freemasonry
- Symbolism of the Second Degree
- Provincial Grand Lodge: Purpose and the Executive
- Detailed explanation of Masonic Charities
- Q&A for next Ceremony

### Topics to be covered verbally:-

- Reconfirm Sign, Token & Word & Password
- Symbolism of Lodge furniture etc. (*fact sheet 5*)
- Overview of the History and Ancestry of the Lodge
- Masonic Terminology and the Singing Traditions. (*fact sheet 6*)
- Understanding visiting within the English Constitution and other countries.  
The need for clearance for overseas visits etc.

Continue to support and encourage the Mentee by answering questions which are bound to develop as his knowledge expands. He will now be able to play a full part in the LOI's other than practicing the 3rd Degree. This will help the bonding process with other members of the Lodge.

## PERIOD IMMEDIATELY AFTER THE THIRD DEGREE

Mentee will have received the Mentoring Programme's Master Mason's Booklet.

### Topics covered in the text are: -

- Brief explanation of the symbolism of the 3rd Degree
- Visiting
- United Grand Lodge of England and other Jurisdictions
- The next steps in your Lodge
- The Lodge of Instruction
- Provincial Training, Educational Seminars & Lectures
- Provincial Cathedral Service & Annual Carol Service
- Social Functions and the New and Young Masons Clubs

### Topics to be covered verbally:-

- Discuss and answer Questions on the 3rd Degree (*fact sheet 7*)
- Reconfirm Sign, Token & Word and 5 Points of Fellowship
- Delivering Ritual: Tracing Boards and Working Tools
- Grand & Provincial Grand Officers and their duties (*fact sheet 8*)
- Explain Private Lodges, School and other themed Lodges (*fact sheet 9*)

By this time, it is hoped that the Mentee is fully assimilated into the Lodge, able to hold his own and act independently and with confidence. However, the friendship, bond and trust which he has built up with his Mentor will be a great asset for his future development in the Craft. Remember this is not the beginning of the end; it is just the end of the beginning. It is important that regular contact continues indefinitely. If he is to have a long and successful future in the Craft, he will need to know his Personal Mentor is monitoring his progress and ready to give advice and support at a moment's notice.

At this stage you might consider asking your new Brother to sit on the Lodge Membership Committee. Not only will he possibly have friends and family members eligible to join but he recently experienced the good or bad aspects of the Lodge performance and may be able to suggest improvements or alternative /additional approaches in order to make it more attractive to Candidates.

## A LITTLE TIME AFTER THE THIRD DEGREE

### Topics to be covered verbally:-

- Discuss going forward in Office
- Royal Arch; introduce him to the Chapter Rep. in the Lodge
- Grand Lodge Certificate (*fact sheet 10*)
- Attracting new members: what to look out for and avoid: 'P' forms etc
- The Future
- **OPENNESS.** Be proud of your Membership and talk about it.

The Provincial Annual Meeting is not only a tremendous spectacle but encapsulates many aspects of the working of the Province, and as a Master Mason he is entitled to attend. This can be quite daunting to the inexperienced, so arranging for him to be accompanied will be both educational and exhilarating.

## LOI

The new Brother taking an active role in the LOI as soon as possible after his Initiation cannot be over stressed. It will not only give him the knowledge confidently to take his place in the Lodge, it will also aid the bonding process with the other members. However, there are occasions where his full involvement is difficult to achieve. There is no problem when rehearsing a 1st Degree, in fact his involvement at the LOI would benefit everyone if he takes the part of the next Candidate. His involvement in the Installation rehearsal is also helpful. Difficulties occur when a 2nd and 3rd Degree are being rehearsed. It goes without saying that the purpose of a rehearsal is to help the Officers prepare for the upcoming Ceremony. However, on these occasions it would be most helpful to give some thought to the new Brother's needs. Therefore, whilst he remains in the room, would it be possible for him to 'shadow' the Wardens, Deacons and I.G. during Opening and Closing? Indeed, if practicable, the Officer could allow the new Brother to practice these roles under his direction. Also, why not take some of the agenda out of sequence? i.e. if the Closing was rehearsed before the new Brother had to leave, this would potentially avoid him 'kicking his heels' waiting to be let back in.

It is crucial that the Lodge retains his interest during this most critical period of his Masonic career and gives him guidance and encouragement until he has time to develop into a working, active and happy Mason.

## CONCLUSIONS

If the Mentoring Programme is followed, the Lodge will have a new member with a clear understanding of the fundamentals of Freemasonry and who will have met and enjoyed the company of the members of the Lodge. By joining the Lodge of Instruction, he will have become involved in the ritual and ceremonial proceedings at a very early stage. He should be able to thoroughly enjoy his Freemasonry. In short, by looking after, taking care of, and instructing the new Brother, the Lodge will have gained a valuable new addition to its membership and the Craft in general is strengthened with a strong link in the chain.

### Lodge Mentor to EA

**Suggested form of words for the Lodge Mentor to hand over the first of the three Mentoring Booklets. This is to be carried out immediately after the Ancient Charge.**

Worshipful Master invites Lodge Mentor to make a presentation.

#### Lodge Mentor salutes WM.

**Lodge Mentor:** Bro {.....} welcome to the ancient fraternity of Freemasonry, the Province of Sussex and this Lodge in particular. I am Bro {.....} and I'm the Lodge Mentor /Your Personal Mentor. It's my duty to guide and advise you throughout your Masonic journey in this Lodge. (IF APPLICABLE) I have already introduced to you your personal Mentor whose job it is to look after you and answer your questions; his name is Bro {.....}.

I keep a list of all Lodge meetings in the Province of Sussex making it easy for you to visit other Lodges and see this ceremony as a visitor. This will help you to understand exactly what you yourself have just experienced. Just ask me when you're ready.

I'd like to present to you this booklet. This lists the Lodge Officers who helped tonight, provides some guidance notes, and the answers you'll need to learn in preparation for your next ceremony – when you'll be passed to the degree of a Fellow Craft.

I also present to you this Hymn Sheet of the Opening and Closing Hymns, known as Odes. These are sung at every Lodge meeting; here are some Fact Sheets that I hope will help you understand more about what's just happened here today.

Congratulations BROTHER on taking your first Regular step in Freemasonry. We all hope this will be a passion that you'll enjoy for the rest of your life.

**Lodge Mentor Salutes WM and resumes his seat.**

**If practicable, sit next to where the Initiate is about to be placed.**

## Lodge Mentor to FC

To be carried out immediately after the Second Degree Tracing Board.

Worshipful Master invites Lodge Mentor to make a presentation.

Lodge Mentor/Personal Mentor salutes WM.

**Lodge Mentor: Bro** {.....} congratulations on taking the second Regular step in Freemasonry, also known as the Passing ceremony. I would like to remind you that, as a fully-fledged member of our Lodge, you are welcome, indeed encouraged, to propose into the Lodge any of your suitably qualified friends, family or work colleagues that you feel would benefit from our Fraternity. As in the previous ceremony I have a Booklet to present to you, this contains information about the ceremony you have just experienced, and also about the Province of Sussex and Masonic Charities as well as the answers you will need to learn for the next ceremony, when you'll be raised to the degree of a Master Mason.

As before, here are some Fact Sheets to support and enrich your progress.

And lastly, please don't forget you only have to ask, and we can visit other Lodges to see the ceremony you have just experienced.

Lodge Mentor salutes WM and resumes his seat.



## Lodge Mentor to MM

To be carried out immediately after the Traditional History.

Worshipful Master invites Lodge Mentor to make a presentation.

Lodge Mentor salutes WM.

**Lodge Mentor: Bro** {.....} congratulations on being raised to the "sublime degree" of a Master Mason. This ceremony completes the three degrees that all Masons must experience. In the near future you'll be presented with a Grand Lodge Certificate to prove your rank. As a Master Mason you're now at liberty to join a Royal Arch Chapter where the ceremony you have just completed will be explained further. In this, and every Lodge, we have a Royal Arch Representative, and his name is Bro {.....} and no doubt he will make himself known to you in the near future.

Having now completed your Three Degrees, this is the last official booklet you'll receive from the Province of Sussex and from me. It explains in greater depth our Masonic workings. I'd also like to pass to you these additional Fact Sheets for your perusal. You will note the absence, in this Booklet, of any questions and answers required to be learnt by you. This is because you have already proved to us your ability to do so. Many congratulations.

Lodge Mentor salutes WM and resumes his seat.

THE  
CONSTITUTIONS  
OF THE  
FREE-MASONS.  
CONTAINING THE  
*History, Charges, Regulations, &c.*  
of that most Ancient and Right  
Worshipful FRATERNITY.