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**Grand Lodge Free & Accepted Masons of Wisconsin**

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**Table of Contents**

[Welcome and Introduction 1](#_Toc479167728)

[Charge to the District Lecturers 1](#_Toc479167729)

[District Lecturer Defined in the Masonic Code 1](#_Toc479167730)

[The Esoteric Committee 2](#_Toc479167731)

[Planning and Reference Documents 2](#_Toc479167732)

[Status Reporting 2](#_Toc479167733)

[Schools of Instruction 2](#_Toc479167734)

[Ritual and Proficiency 3](#_Toc479167735)

[Lodge Visits and Evaluation 3](#_Toc479167736)

[Periodic Reporting 3](#_Toc479167737)

[Lodge Visits 3](#_Toc479167738)

[Schools of Instruction 4](#_Toc479167739)

[Planning 4](#_Toc479167740)

[Schedule the Dates and Location 6](#_Toc479167741)

[Agendas 7](#_Toc479167742)

[Training Methods 7](#_Toc479167743)

[Expense Reports 8](#_Toc479167744)

[Ritualist and Proficiency 9](#_Toc479167745)

[Proficiency Passport 10](#_Toc479167746)

[Requesting a Ritualist Award 10](#_Toc479167747)

[Ritualist Medallion 10](#_Toc479167748)

[Recertification as a Ritualist or Proficiency Man 11](#_Toc479167749)

[The Pure Work and Cipher 12](#_Toc479167750)

# Welcome and Introduction

Congratulations on your appointment as a District Lecturer for the Grand Lodge of Wisconsin, welcome to the District Team.

District Lecturers are the principal instructors, mentors and above all, guardians of the sanctity of our masonic ritual. It is our charge to help encourage learning, evaluate proficiency, and propagate the ability of Lodges to conduct quality ritual work. You are an integral part of your District Team. Please work with your district team, attend and be an active participant in district team meetings and events. Take the opportunity to deliver a brief presentation or say a few words of guidance and encouragement at District events.

## Charge to the District Lecturers

“My Brothers, you will be responsible for the proficiency of the esoteric work in all lodges of your District. For this purpose you shall conduct a School of Instruction in every lodge in your District at least once, providing a report of each to the Grand Lecturer. Promote a desire among your lodges to attain proficiency in our ritual and encourage all to strive to earn a ritualist or proficiency card. It is your responsibility to annually certify all proficiency men and degree teams in your district. You shall be responsive to the Grand Lecturer and give additional instructions to any lodges under such terms as the Grand Master may direct.”

## District Lecturer Defined in the Masonic Code

*26.01 Shall Visit and Instruct Lodges.*

Each lodge in this Grand Jurisdiction shall be instructed at least annually by the Grand Lecturer or District Lecturer unless the Grand Master shall otherwise order. The Grand Master may, in his discretion, order additional instruction in any lodge upon such terms as he may deem proper. Lodges desiring additional instruction may obtain it by arrangement with their District Lecturer.

*26.02 District Lecturer.*

The Grand Master shall appoint a District Lecturer for each Masonic District in the state. The Grand Lecturer shall recommend to the Grand Master names for possible appointment as District Lecturer. Each District Lecturer will be responsible to and under the supervision of the Grand Lecturer. The Grand Lecturer shall be responsible for the proficiency of the District Lecturers. A District Lecturer may be removed from office by the Grand Master without specification of charges. Any vacancy occurring by such action or by death, resignation, or any other cause shall be filled by appointment by the Grand Master for the unexpired term of office.

*26.03 Vote of District Lecturer.*

The District Lecturers shall be entitled to vote on all matters presented to the Grand Lodge at its Annual Communication.

# The Esoteric Committee

You are a member of the Esoteric Committee. This committee is made up the Grand Lecturer and the District Lecturers. The duties of the Esoteric Committee are to protect and maintain the esoteric parts of our ritual, discuss ritual related issues that come up, review recommendations and suggested ritual changes submitted by Brothers or Lodges, make recommendations on them and pending ritual-related resolutions to the Grand Master.

The Esoteric Committee meets on a periodic basis; usually twice per year in person and by conference call or video conference as needed. It is important that you try and make these meetings. Communication within our committee members is important. Attending this meeting is a good way to keep up to date on what is happening in Wisconsin regarding the ritual.

# Planning and Reference Documents

A number of documents, checklists and forms are provided as a toolkit for you to use. Review and incorporate them as guides and tools to make your processes more effective and efficient.

The most recent copies of the District Lecturers Handbook and the documents referenced in it are available on the Grand Lodge Website ***http://www.wisc-freemasonry.org/***. under “Grand Lodge Officers Tools and Resources”

The reference documents are categorized as follows:

## Status Reporting

Annual SOI Attendance Report

DL Status Report for Ritualists and SOI

## Schools of Instruction

SOI Sign in Roster

School of Instruction Planning Form

Sample SOI Booklet

Sample School of Instruction Model

Sample Outline for FC School of Instruction

Sample SOI Locations & Agenda

## Ritual and Proficiency

Proficiency Passport v4 Mar 2017

Proficiency Passport Booklet

Procedure for Requesting and Presenting the Ritualist Award

Ritualist Award Request Form

Grand Lodge of Wisconsin Emeritus Proficiency Award Certificate

Grand Lodge of Wisconsin Proficiency Award Certificate

Grand Lodge of Wisconsin Ritualist Award Certificate

Memorizing Ritual

## Lodge Visits and Evaluation

Degree Planning Checklist

DL Lodge Visit Checklist

Ritual Evaluation Form

# Periodic Reporting

The Grand Lecturer issues quarterly reports to Grand Lodge on the status of SOI’s (planned and completed), and metrics on the number of Ritualists and Proficiency Men there are in the State of Wisconsin, District Lecturers will keep records of this information and submit the following reports to the Grand Lecturer:

* School of Instruction Planning Guide – by end of September
* Annual SOI Attendance Report – by the end of April
* DL Status Report of Ritualists and SOI - quarterly at the end of Nov, Feb, May

**Reference Documents:**

School of Instruction Planning Guide

Annual SOI Attendance Report

DL Status Report of Ritualists and SOI

# Lodge Visits

Regular visits to the Lodges in your District are encouraged as a means to determine the ritual capabilities, provide feedback and to assess the overall ritual proficiency of Lodges in your district. Try to arrange visits during stated meetings and special meetings for the purpose of conducting degree work.

Schedule some time with the WM, Secretary and Counselor to conduct a review of their records and talk about how they plan and schedule degree work. If a Lodge needs some assistance or suggestions, introduce the degree planning checklist document and other methods to improve their planning efforts.

Observe and evaluate how your Lodges conduct various rituals (opening, closing, balloting, degree work, etc) and provide them honest feedback, suggestions and encouragement. The DL Lodge Visit Checklist and Ritual Evaluation Form are good tools for consistent auditing and evaluation.

**Reference Documents:**

Degree Planning Checklist

DL Lodge Visit Checklist

Ritual Evaluation Form

# Schools of Instruction

One of the primary venues for teaching and learning about our ritual is the School of Instruction (SIO). SOI’s are planned and coordinated by the District Lecturer.

District Lecturers know the capabilities and needs of the Lodges in their Districts better than anyone. You have the latitude to come up with topics and formats that meet the needs of the Lodges that you serve. Topics and tasks covered should be tailored to meet the needs of the particular audience (Lodge, Area or District). As such, the content of an SOI’s in the various Districts and within a District might be different.

The Ritualists, Proficiency Men and Emeritus Proficiency Men in your Districts are one of the best resources you have. Use them in the planning phases of your SOI events. Incorporate them into your schools as instructors, demonstrators and mentors.

Schools may be conducted in any degree. This is done to make educational opportunities available to all Brothers (EA, FC or MM) and encourage them to get involved and learn ritual. Remember to keep the content and topics discussed at the same or lower level than the degree the schools is conducted in. Make sure to advertise what degree the SOI will be in and encouraged Brothers to attend schools that correspond to the level of degree that they have attained.

## Planning

Planning for the upcoming years SOI should begin immediate after the annual communication. During the summer months, you will be assembling your school of instruction (SOI) schedules for the year. It is important to complete your planning and provide a schedule of events to Grand Lecturer for review and approval by September. Following is a suggested planning timeline with associated milestones and deliverables.

Please use the following timeline and planning milestones for your SOI’s:

June – Annual Communication, full Staff meeting of Esoteric Committee

July – initial communication with Ritualist and Lodges with planning requirements, topics to be covered

August – Identify locations for SOI’s and contact host Lodges

September – Submit schedule of SOI’s to Grand Lecturer

October – continue planning and coordination,

November to May – conduct SOI’s, record results in Annual SOI Attendance Report and report to Grand Lecturer

## Schedule the Dates and Location

Schools may be held at the Lodge or Area level. Choose a location to host your schools and coordinate with the host Lodge. A Grand Lodge directory will be sent to you. District Lecturers are authorized to use MORI, if you do not already have access, it can be requested through the Grand Secretary. Use this information to contact the Master of the lodge that will be hosting the school. Plan the event location with consideration of the date/time, number of rooms needed, number of attendees, if there will be a meal or refreshments served, and any special accommodations required for Brothers or instructors. Make sure and communicate this information with your DDGM and make sure the information gets out the Lodges so it can be included in trestle boards and Lodge websites. Get an accurate headcount of attendees before the event and coordinate with the host Lodge, especially if meals or refreshments are to be provided.

By Masonic Code, schools cannot be scheduled on Sundays. When choosing the day/time for your schools be attentive to personal and family events like; work schedules, family nights, holiday travel days, school events, etc. If conducting schools on a weeknight, don’t run them too late.

Whether you hold area schools or individual lodge schools, your schedule must be set up before September. Figure 1 is an example of a Schools Planning form that includes all of the required information.

After assembling your schedule of dates/times and locations, please return it electronically to the Grand Lecturer for approval and submission to the Grand Lodge Office. The Grand Lodge Office will publish your schedule. If you have questions, please feel free to contact the Grand Lecturer.

## Agendas

An agenda is a tool used to structure and guide an event. Create one for each event you hold to organize and direct the learning. The key word is guide, don’t be afraid to deviate and cover other items that come up or answer questions that Brothers have. Remember to keep in mind what you want to cover and don’t let the conversation wander too far off topic.

The agenda and topics of your schools will change, but the primary objective should be to teach the ritual.

## Training Methods

Having lodges simply prepare to recite and demonstrate a particular ritual without providing feedback and instruction will not help the lodges grow in ritual proficiency. Be creative, in the methods, activities and materials you employ at your schools. Make your schools interactive and hands-on. Get participants up, moving around and involved in the activities.

There are a wide variety of methods and techniques available. Experiment and find one that works with the group and fits the style and strengths of your instructors. Small group training techniques are a good way to make instruction more personal and get everyone involved.

**Reference documents:**

Annual SOI Attendance Report

SOI Sign in Roster

School of Instruction Planning Form

Sample SOI Booklet

Sample School of Instruction Model

Sample Outline for FC School of Instruction

Sample SOI Locations & Agenda

# Expense Reports

As a District Lecturer, you are entitled to have certain out-of-pocket expenses covered and reimbursed. It is important that this report is submitted on a timely basis. Any expenses reported that are older than two months will not be reimbursed. As an example, if a report is submitted to the Grand Lecturer in the month of April and it includes expenses for the month of January, the expenses for January will be removed from the report and will not be reimbursed.

The following expenses will be covered in a report.

1. Mileage at the Current Rate Prescribe by the Grand Secretary
   1. Within your district for the purpose of ritual work
   2. Within your district for the purpose of attending District Team Meetings
   3. Within your district for the purpose of attending a District Meeting
   4. Any mileage for attending a degree competition
2. Cost of meals for any of the above events (expenses over $25 require a receipt to be submitted with the report)
3. Cost of any lodging authorized by the Grand Master (requires a receipt to be submitted with the report)

Expenses for visits to your own lodge will **not** be reimbursed unless the visit is for the purpose of attending a District Meeting or holding a SOI.

If you do not wish to be reimbursed for any or part of your expenses, you are still encouraged to submit the report and enter those expenses in the “Adjustments to Total” section. This will help the Grand Lodge Officers in developing an accurate budget projection for the Esoteric Committee.

Complete the appropriate fields on the form, fill in your name and the date, save the form and forward a copy to the Grand Lecturer for review and approval. The Grand Lecturer will forward the approved form to Grand Lodge for payment.

The most current copy of the expense report can be found on the Grand Lodge website at ***http://www.wisc-freemasonry.org/***. under “Grand Lodge Officers Tools and Resources”

**Reference document:**

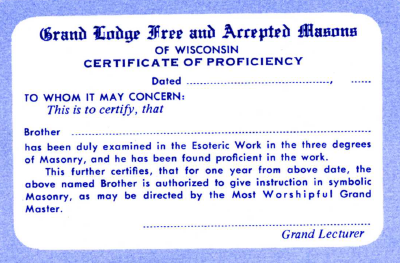
Expense Report\_1\_2017 – Grand Lodge website

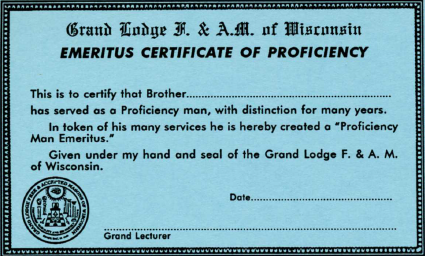
# Ritualist and Proficiency

be annotated. If you are a new District Lecturer or do not have a current roster of Proficiency men and ritualists are important to the Masonic fraternity, and they can also be assets to the District Lecturer. You should keep track of these brothers within your district and report this information to the Grand Lecturer on a quarterly basis. The Brothers MORI record should who your Ritualists are, contact the WM's of your Lodges and ask them who their Ritualists are, ask if those Brothers are active in supporting their ritual work and SOI's, ask them if they would consider them to be a Ritualist or Proficiency Man in those degree(s).

Proficiency men and ritualists are provided a card to designate their status. Pictured below are three cards to designate a proficiency man, a ritualist, and Emeritus Certificate of Proficiency.

The remaining Emeritus Certificate of Proficiency card is an honorary card usually given to long term proficiency men who have served the craft for seven or more years as a Proficiency Man. As a District Lecturer you can recommend a member for this lifetime award.



## Proficiency Passport

The Multi-Lettered Cipher explains the definition and qualifying criteria of a Ritualist and Proficiency Man.

The Proficiency Passport process is the means for tracking and documenting the qualification of new Ritualists and Proficiency Men. As of June 2015, all Brothers going through the Ritualist qualification process should use the Proficiency Passport to record their progress. The Proficiency Passport is an Excel document that breaks down the qualifying tasks for each degree. An electronic copy of this document should be maintained by each District Lecturer and be submitted as documentation for a Ritualist Award request.

The first tab of the document contains the instructions for using the form.

The second tab is a rollup of all Brothers for a particular Lodge or District.

The third and subsequent tabs are a record for each individual Brother.

The Proficiency Passport Booklet is a Word document that can be printed and carried by a Brother as a travelling document.

## Requesting a Ritualist Award

Once a Brother has completed all of the tasks for proficiency in a degree, the District Lecturer should submit a Ritualist Award Request to the Grand Lecturer.

Each application should include two documents:

* a copy of the completed Proficiency passport document that has the dates that each of the tasks for that degree were completed with the name of the person that is verifying it.
* a completed Ritualist Award request form

The Grand Lecturer will review and approve the award and send it to Grand Lodge for processing. The Ritualist or Proficiency status should be noted on the Brothers MORI records.

## Ritualist Medallion

All Ritualists, Proficiency Men and Emeritus Proficiency Men qualify for a card and Ritualist medallion set. There are three different color ribbons that identify the award. A Blue ribbon is awarded to Ritualists in one or two degrees. A Gold ribbon denotes a Proficiency Man and a Blue and Gold ribbon denotes an Emeritus Proficiency Man. A medallion and appropriate ribbon will be presented for the first award. Subsequent awards will be the appropriate ribbon only.

## Recertification as a Ritualist or Proficiency Man

Once a Brother has attained proficiency in a degree(s), it is important that they demonstrate their skills and knowledge and are perceived as a subject matter expert through active participation in degree and ritual work, mentoring and teaching in their Lodges.

To be considered qualified and current as a Ritualist or Proficiency Man; on an annual basis, the candidate must demonstrate the following characteristics or competencies to the satisfaction of the District Lecturer through his observations or as attested to by the WM or Counselor of a Lodge.

* Be an active participant in degree and ritual work in their home Lodge or another Lodge in the State.
* Be recognized as a mentor and teaching resource in their Lodge(s) or District as witnessed during events like stated meetings, practices, degree exemplification, etc.
* Actively participate in a SOI as a demonstrator, instructor, and mentor.

**Reference documents:**

Proficiency Passport v4 Mar 2017

Proficiency Passport Booklet

Procedure for Requesting and Presenting the Ritualist Award

Ritualist Award Request Form

# The Pure Work and Cipher

It is understood that all District Lecturers are not proficiency men. It is important that you work to meet that goal. A copy of the Pure work will be assigned to you for reference and to help with answering questions about the ritual. Please remember that this Pure Work is the property of the Grand Lodge and should not be duplicated, copies distributed, or left unattended at a Lodge. Keep it in your possession or under your supervision at all times. Make it available for the Brethren of your District to review and reference during events you attend like; Lodge visits, degree practice, District Meetings or study sessions.

At the conclusion of the year, if you are not returning or are not being reappointed to the position of lecturer, you must return the Pure Work to the Grand Lodge Office or Grand Lecturer.

Each year, Grand Lodge will provide a current copy of the multi-letter cipher to each District Lecturer. Use it for reference, instruction and to track any errors or changes. .

Again, Welcome aboard Worshipful Brother Lecturer, thank you for your service to the craft and to the ritual. Strive to make the lodges in your district better than when you took the appointment. Teach the ritual with excitement and that excitement will become contagious.

If you need help, the Grand Lecturer is at your service. Work with your District Deputy and District Team. Those brothers have a wealth of knowledge to share. Good luck on this exciting journey.