

## PLANNING

W.Bro. Myles Makortoff  
&  
R.W.Bro. Murray Webster

## Basic Worshipful Masters Plan

- Contact List for Officers and Key District Members
- Know all District Installations & Official Visits
- Quick Snapshot of your year
- Education Plan for your year
- Degree Plan for your year
- Prove-up Plan for your year
- Detailed Meeting Plan & Monthly Calendar
- If your stuck for Ideas use Existing GL Tools

## KEY TALKING POINTS

- Introductions
- Worshipful Masters Plan
- Lodge Strategic Plan
- Grand Lodge Strategic Plan  
[Five-Pillar Plan]
- Closing & Questions

### 2009/2010 Grand Lodge District Officers:

District Deputy Grand Master (DDGM)	
District Education Officer (DEO)	
Grand Secretary	
<b>Langley Lodge 184 2009/2010 Officers:</b>	
Worshipful Master	Wor. Bro. Myles Makortoff E-mail: <a href="mailto:langleymaks@shaw.ca">langleymaks@shaw.ca</a> P:604-530-6177 C:604-992-4342
Immediate Past Master	
Sr. Warden	
Jr. Warden	
Treasurer	
Secretary	
Sr. Deacon	
Jr. Deacon	
Chaplin	
Director of Ceremonies	
Organist	
Sr. Steward	
Jr. Steward	
Director of Education	
Historian	
Inner Guard	
Tyler	

## DISCLAIMER

The opinion expressed in this presentation are those of the presenters and do not necessarily represent the opinion of any Lodge in this Jurisdiction, the Grand Lodge of BC & Y or any other Grand Lodge.

### District 23 Installations

September 24, 2009	Joppe No. 112
October 13, 2009	St. James No. 80
October 15, 2009	Langley No. 184
March 2, 2010	Cloverdale No. 168
April 28, 2010	Eureka No. 103

### District 23 Official Visits 2009 - 2010

September 15, 2009	Cloverdale No. 168 (R)
September 19, 2009	Dogwood No. 192 (E)
October 28, 2009	Eureka No. 103 (E)
November 19, 2009	Langley No. 184 (E)
November 26, 2009 (Grand Master Visit)	Joppe No. 112 (E)
December 10, 2009	Joppe No. 112 (R)
January 12, 2010	St. James No. 80 (R)
January 16, 2010	Dogwood No. 192 (R)
February 2, 2010	Cloverdale No. 168 (E)
March 10, 2010	Eureka No. 103 (R)
April 27, 2010	St. James No. 80 (E)
May 6, 2010	Langley No. 184 (R)
May 27, 2010	Joppe No. 112 (E)

### SURPRISE VISITOR - DON'T PANIC

In case an unknown brother comes to visit the lodge, have this oath taken on the Volume of the Sacred Law in the preparation room, with the Sr. Warden, Director of Ceremonies and the Jr. Warden or MM. Ask for a Valid Dues Card and examine the brother on the secrets.

TYLER'S OATH  
P. 132 (Rulings & Edicts) Book of Constitutions, GL BC&Y

I, \_\_\_\_\_ do hereby and hereon solemnly swear that I have been regularly initiated, passed and raised in a just and legally constituted Lodge of Ancient, Free and Accepted Masons; that I do not stand suspended or expelled, and that I know of no just reason why I should not hold Masonic intercourse with my Brethren.

Year Degree Prove-up Plan – Quick Look	
R - November 5, 2009:	MM – Bro. Dornan, EA – Bro. Klien, EA- Bro. Strachen Questions: MM – Bro Dowding, EA – W Bro. Philipson
E - November 19, 2009:	
R - December 3, 2009:	
E - December 17, 2009:	
R - January 7, 2010	
E - January 21, 2010:	
R - February 4, 2010:	
E - February 18, 2010:	
R - March 4, 2010:	
E - March 18, 2010:	
R - March 31, 2010:	
E - April 15, 2010:	
E - April 29, 2010:	
R - May 6, 2010:	
E - May 20, 2010:	
R - June 3, 2010:	
R - September 2, 2010:	
E - September 16, 2010:	
E - September 30, 2010:	
R - October 7, 2010:	

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				LL 184 Older Covenant		3
4			7	8	9	10
		Covenant 168		Joppe 112		
11		St James 80	14	15	16	17
		St James 80	Evania 103	LL184 Older Covenant		Evania 102
18		19	20	21	22	23
		Covenant 168		Joppe 112		24
25	26	27	28	29	30	31
St James 80 Covenant 168	St James 80	Burea 103 Covenant 168				

**Invited Education Speaker:**

☐ Snin Talk on a Past Master  
By \_\_\_\_\_ of \_\_\_\_\_

☐ Snin Talk on a New Master Master  
By \_\_\_\_\_ of \_\_\_\_\_

☐ 10-20min Lodge Education Officer  
Topic: \_\_\_\_\_

**Regular Communication Agenda:**

☐ 1) Reading of notice of communication  
☐ 2) Reading & Confirming of minutes  
☐ 3) Unfinished Business  
☐ 4) Reading of Correspondence  
☐ 5) Reports of Committees

☐ 6) Reading of Bills & Accounts  
☐ 7) Reading of Petitions  
☐ 8) Reading for Candidates  
☐ 9) New Business  
☐ 10) Notice of Motion

☐ 11) Confering of Degrees  
☐ 12) Education  
☐ 13) Enquiry of Sick & Distressed  
☐ 14) Good & Welfare of Fraternity

**Emergent Communication:**

☐ Degree or \_\_\_\_\_

☐ No Candidate See Education

☐ Fellow Craft

☐ Master Master

**Question & Answer:**

Question 1 \_\_\_\_\_ Retrospect 1 \_\_\_\_\_  
Question 2 \_\_\_\_\_ Retrospect 2 \_\_\_\_\_  
Answers \_\_\_\_\_  
Learner Lights \_\_\_\_\_ Raising \_\_\_\_\_  
Severals \_\_\_\_\_ of a Master's  
Answers \_\_\_\_\_ Secrets \_\_\_\_\_  
Working Tools \_\_\_\_\_ Adm. Charge \_\_\_\_\_  
N.E. Angle \_\_\_\_\_ Training Board \_\_\_\_\_  
Working Tools \_\_\_\_\_ Working Tools \_\_\_\_\_  
Charter \_\_\_\_\_ Final Charge \_\_\_\_\_  
Training Board : J. Varian \_\_\_\_\_  
Final Charge \_\_\_\_\_

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By \_\_\_\_\_ of \_\_\_\_\_

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By \_\_\_\_\_ of \_\_\_\_\_

☐ 10-20min Lodge Education Officer  
Topic: \_\_\_\_\_

**NOTES:**

General Notes for the Month			
<b>Business Meeting - Communication with Sr. Officers prior to meeting</b>			
<input type="checkbox"/> Secretary - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email		<input type="checkbox"/> Jr. Warden - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email	
<input type="checkbox"/> Sr. Warden - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email		<input type="checkbox"/> Director of Canteen - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email	
<input type="checkbox"/> Education Officer - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email			
<b>Items for Confirmation with the Secretary</b>			
<input type="checkbox"/> General Notice content		<input type="checkbox"/> Final Approval of the Notice	
<input type="checkbox"/> Confirmation of Content Sent to Trustee Board		<input type="checkbox"/> Other: _____	
<b>Discussions with the DGM:</b>			
<b>Discussions with the DED:</b>			
<b>Unfinished Lodge Business that needs to be addressed:</b>			
<b>Current Committees:</b>			
<b>Current Petitions:</b>			
<b>Upcoming Ballots:</b>			
<b>New Business or Motions to be discussed:</b>			
<b>Emergency Meeting - Communication with All Officers prior to meeting</b>			
<input type="checkbox"/> Secretary - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email		<input type="checkbox"/> Jr. Warden - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email	
<input type="checkbox"/> Sr. Warden - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email		<input type="checkbox"/> Director of Canteen - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email	
<input type="checkbox"/> Sr. Deacon - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email		<input type="checkbox"/> Jr. Deacon - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email	
<input type="checkbox"/> Sr. Steward - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email		<input type="checkbox"/> Steward - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email	
<input type="checkbox"/> Inner Guard - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email		<input type="checkbox"/> Chaplain - <input type="checkbox"/> By Phone <input type="checkbox"/> By Email	
<b>Candidate Waiting for Next Degree or Probe Up</b>			
<b>Candidate</b>	<b>EA</b>	<b>FC</b>	<b>MM – Probe Up</b>

Grand Lodge of BC & Yukon Lodge Awards Program			
Spts	Item	Description of Task - Category A (2 points each)	Notes
<input type="checkbox"/>	A1	Individualizing Lodges (Incentives of Districts, at least four of Lodge members, including at least two (2) elected officers, must visit a listed meeting of another Lodge having traveled a reasonable distance to do so.	
<input type="checkbox"/>	A2	Attendance by at least four (4) members, including three (3) reported officers, at the same listed meeting (excluding part communications of another Lodge (if item A1 and A2 are completed simultaneously - receive 4 points)	
<input type="checkbox"/>	A3	At least two (2) Lodge members, including at least two (2) elected officers are to participate in a District / Regional Masonic Leadership Course	
<input type="checkbox"/>	A4	The Lodge must hold a ritual practice in at least two (2) of the three (3) degrees of Masonry with a minimum of six (6) officers in attendance at each practice	
<input type="checkbox"/>	A5	Other than Lodge notices which must contain mandatory information as per the Book of Constitutions, the Lodge must distribute at least three (3) written communications to its entire membership reporting on Lodge activities, Masonic education or articles of Masonic interest, and future Lodge activities in the Lodge's calendar year	
<input type="checkbox"/>	A6	The Lodge's voting delegates (as per Book of Constitutions) must participate in the current year Grand Lodge COMMUNICATIONS	
<input type="checkbox"/>	A7	Reports and payments of Grand Lodge per capita assessments with are to be completed and filed with the Grand Secretary by the dates required by Grand Lodge	
<input type="checkbox"/>	A8	Conduct a "Bring a Friend to Lodge Night" or "Buddy Night"	
<input type="checkbox"/>	A9	File a Lodge Budget for the year and present it to the Lodge for its approval	
<input type="checkbox"/>	A10	Have a phoning committee for your Lodge to contact all local members	
<input type="checkbox"/>	A11	The Master to present a formal plan for the lodge work and activities for his term of office to the membership	
<input type="checkbox"/>	A12	A Brother from the lodge to attend another lodge and present a Masonic paper of other program of Masonic interest	
<input type="checkbox"/>	A13	Conduct a visible public Masonic event, such as sponsorship of or participation in local youth activities	
<input type="checkbox"/>	A14	Conduct three (3) Masonic Education programs during the year. At the Worshipful Master's discretion, these programs may be part of either a Regular or Emergent Communication	
<input type="checkbox"/>	A15	At least two (2) Lodge members, including at least one (1) elected officer, visit a Job's Daughters or De Moly meeting, especially as a Fraternal Night for the youth groups	
<input type="checkbox"/>	A16	Visit a local Elementary School and present details of the W.C. Can Help Program to the administration and/or teachers	
<input type="checkbox"/>	A17	Have one or more Entered Apprentices or a Fellow Craft present a paper to the lodge about their thoughts on the degree through which they have traveled; the paper to be presented before the brother progresses to the next degree	
<input type="checkbox"/>	A18	Hold an Appreciation or Recognition event for prominent persons (Masons or non Masons) in such fields as government, medicine, science, education, religion, youth work, etc.	

The First three columns are defined by the Lodge using first a Mail Out Questionnaire that is returned and then a Board of General Purpose is called to summarize the final results to a this one page plan. The 5 year Targets are reviewed periodically and changed as needed to reflect any change in direction that might be required.

These Two columns are defined by the W.M. of the Year. They become part of the W.M. year plan and are aligned with the 5 year targets ensuring consistency

The SWOT - Strengths, Weaknesses, Opportunities, Threats are reviewed each year during the Board of PM's with the SW ensuring they are relevant.

Core Values / Beliefs These are forever	Purpose (Why) 10-30 years	Targets (Where) 5 year	Goals (What) 1 year	Actions (How) Current	SWOT Analysis Current Environment
<p><b>Why are we Here</b></p> <p>Ask the questions: "Why are we doing what we are doing?" "What is the reason for this Lodge?" "What is our Passion for this Lodge?" "What is the Lodge's Higher Reason?"</p> <p><b>The "Should's" and "Shouldn't's" that guide your Lodge Decisions, Attitudes, Behaviors and Performance.</b></p> <p>Should be 5-10 Commandments upon which the Vision for the future of the Lodge is built. It will be the basis for Selection, Performance Review/ Evaluations, Promotion, and Retention going forward.</p> <p><b>Our Promise</b></p> <p>From Jim Collins - "Your Big, hairy, Audacious Goal" Should be 10-25 Years old. Envision your Lodge's Legacy and Legitimacy. Challenges you to Dreamers, and must drive your Lodge's Fundamentals. This is something that may take some time to figure out, so do not rush this process.</p> <p><b>Our BHAG</b></p> <p>From Jim Collins - "Your Big, hairy, Audacious Goal" Should be 10-25 Years old. Envision your Lodge's Legacy and Legitimacy. 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Targets his Year to work towards these goals.</p>	<p><b>Year: 12/31/2010</b></p> <p>W.M.'s Goals for the Lodge 1 Year from now, in terms of Revenue, Profitability, Value, Membership, or OTHER - generally at a calendar point that you select - so you can make substantial, incremental progress towards your Annual Goals and your 3-5 Year Targets.</p> <p><b>W.M. Annual Priorities</b></p> <p>5 specific Moves or Actions defined by the Lodge that he and his officers must apply, in measurable terms, to meet or exceed Goals for the year.</p> <p>These priorities align with each priority defined by the PM's in the 3-5 Year Actions.</p> <p>These stay consistent or are re-defined by each W.M. as he develops his year.</p>	<p><b>Q-1: 4/31/2010</b></p> <p>W.M.'s Goals for the Lodge, in terms of Revenue, Profitability, Value, Membership, or OTHER - generally at the next Quarter-end and end of the year. This should be no more than 1 year for the Lodge and no more than 1 for individual Brokers are the action items that will be most responsible for achieving your quarterly and annual goals. For each rock, an individual or a team is designated to "drive it home".</p> <p>To achieve the Plan, with "YOU" being the "Who" "What" And "By When" must be very specific, measurable and attainable. Each person is responsible for advancing the Plan. This must be in writing.</p> <p><b>Goals / Rocks</b></p> <p>Your Rocks are your Lodge's quarterly Action Items that are the highest priority. These should be no more than 5 for the Lodge and no more than 1 for individual Brokers are the action items that will be most responsible for achieving your quarterly and annual goals. For each rock, an individual or a team is designated to "drive it home".</p> <p>To achieve the Plan, with "YOU" being the "Who" "What" And "By When" must be very specific, measurable and attainable. 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Grand Lodge of BC & Yukon Lodge Awards Program			
1-pt	Item	Description of Task - Category B: (1 point each)	Notes
<input type="checkbox"/>	B1	Invite and host a meeting for at least one other Lodge (i.e. a fraternal visit)	
<input type="checkbox"/>	B2	Hold a special event to which the Lodge members' ladies and deceased members' ladies are invited. Such events could include Ladies' Night, Dinners, Picnics, Ice Cream Socials, Dances, etc.	
<input type="checkbox"/>	B3	Hold a meeting in which Job's Daughters and/or DeMolays present a program about their ritual, work, or activities.	
<input type="checkbox"/>	B4	Recognize a Mason of the Year, a Dennis Marsh Medalion recipient, or others where lengthy or special service to the Lodge is acknowledged	
<input type="checkbox"/>	B5	Visit a local high school or invite a high school student to a Lodge meeting with their family who has been awarded a Bursary Grant from our Grand Lodge (or a lodge bursary) and present the bursary	
<input type="checkbox"/>	B6	Recognize one or more outstanding students from local public schools at a special program open to the public, and present a plaque and certificate	
<input type="checkbox"/>	B7	Perform as a group from your Lodge, a public service or charitable activity (such as Red Cross Blood donations, collection of food items for a Food Bank, clothes for the needy, hospital service, assist Salvation Army with Ringing Bells for Christmas, participate in a Cleanup Program such as highways, parks, etc.)	
<input type="checkbox"/>	B8	Have at least 10 members of a Lodge participate in a local parade by marching or riding on a float to show the public who we are and what we are	
<input type="checkbox"/>	B9	Organize an activity for masons and their families	
<input type="checkbox"/>	B10	At least four (4) members of the lodge, and families if they desire, attend a church parade or church service	
<input type="checkbox"/>	B11	Conduct a "Rusty Nail Night" - an evening where members who have not attended Lodge for some time can refresh their memory of the signs, tokens and words.	
<input type="checkbox"/>	B12	Make contact with and assist Masonic widows during the Masonic Year offering assistance where needed	
<input type="checkbox"/>	B13	Visit all members of your lodge who are within the length of your cable-tow, who are unable to attend lodge because of infirmities and other health issues, and spend time in fellowship with them	
<input type="checkbox"/>	B14	Honour new Lodge members who have been raised to the Supreme Degree of a Master Mason within the last three (3) years	
<input type="checkbox"/>	B15	The Lodge to exemplify any of the three degrees (one point for each degree) at least once during the qualifying year should they have no candidates for the three degrees	
<input type="checkbox"/>	B16	Invite the District Education Officer to your lodge to make an educational presentation to the Lodge	

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## Simple Lodge Strategic Plan

- Brief Overview of One Page Strategic Plan
- Key Components of the One Page Plan

- Core Values
- Purpose
- Targets
- Actions
- SWAT

- Quick Example of Components

- Keep it Simple & Measureable
- Whole Lodge has to contribute & Own it

Core Values / Beliefs These are forever	Purpose (Why) 10-30 years	Targets (Where) 5 year	Goals (What) 1 year	Actions (How) Current	SWOT Analysis Current Environment
<p><b>Why are we Here</b></p> <p>Ask the questions: "Why are we doing what we are doing?" "What is the reason for this Lodge?" "What is our Passion for this Lodge?" "What is the Lodge's Higher Reason?"</p> <p><b>The "Should's" and "Shouldn't's" that guide your Lodge Decisions, Attitudes, Behaviors and Performance.</b></p> <p>Should be 5-10 Commandments upon which the Vision for the future of the Lodge is built. It will be the basis for Selection, Performance Review/ Evaluations, Promotion, and Retention going forward.</p> <p><b>Our Promise</b></p> <p>From Jim Collins - "Your Big, hairy, Audacious Goal" Should be 10-25 Years old. Envision your Lodge's Legacy and Legitimacy. Challenges you to Dreamers, and must drive your Lodge's Fundamentals. This is something that may take some time to figure out, so do not rush this process.</p> <p><b>Our BHAG</b></p> <p>From Jim Collins - "Your Big, hairy, Audacious Goal" Should be 10-25 Years old. Envision your Lodge's Legacy and Legitimacy. 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Targets his Year to work towards these goals.</p>	<p><b>Year: 12/31/2010</b></p> <p>W.M.'s Goals for the Lodge 1 Year from now, in terms of Revenue, Profitability, Value, Membership, or OTHER - generally at a calendar point that you select - so you can make substantial, incremental progress towards your Annual Goals and your 3-5 Year Targets.</p> <p><b>W.M. Annual Priorities</b></p> <p>5 specific Moves or Actions defined by the Lodge that he and his officers must apply, in measurable terms, to meet or exceed Goals for the year.</p> <p>These priorities align with each priority defined by the PM's in the 3-5 Year Actions.</p> <p>These stay consistent or are re-defined by each W.M. as he develops his year.</p>	<p><b>Q-1: 4/31/2010</b></p> <p>W.M.'s Goals for the Lodge, in terms of Revenue, Profitability, Value, Membership, or OTHER - generally at the next Quarter-end and end of the year. This should be no more than 1 year for the Lodge and no more than 1 for individual Brokers are the action items that will be most responsible for achieving your quarterly and annual goals. For each rock, an individual or a team is designated to "drive it home".</p> <p>To achieve the Plan, with "YOU" being the "Who" "What" And "By When" must be very specific, measurable and attainable. Each person is responsible for advancing the Plan. This must be in writing.</p> <p><b>Goals / Rocks</b></p> <p>Your Rocks are your Lodge's quarterly Action Items that are the highest priority. These should be no more than 5 for the Lodge and no more than 1 for individual Brokers are the action items that will be most responsible for achieving your quarterly and annual goals. For each rock, an individual or a team is designated to "drive it home".</p> <p>To achieve the Plan, with "YOU" being the "Who" "What" And "By When" must be very specific, measurable and attainable. Each person is responsible for advancing the Plan. This must be in writing.</p>	<p><b>Strengths</b></p> <p>What are the Top 5 Strengths of your Lodge?</p> <p><b>Weaknesses</b></p> <p>What are the Top 5 Weaknesses of your Lodge?</p> <p><b>Opportunities</b></p> <p>What are the Top 5 most promising and potentially lucrative Opportunities your Lodge can actively and aggressively pursue? over the next 3-24 months.</p> <p><b>Threats</b></p> <p>What are the Top 5 most dangerous and potentially devastating Threats or Brutal Facts facing your Lodge? The timeframe should be immediate to 24 months, and should include Threats which you have some degree of control in countering.</p>

Grand Lodge of BCY “Strategic Plan”

## FIVE PILLAR PLAN

For example, let’s look at the pillar of

## LEADERSHIP



## LEADERSHIP

- Goal: Develop and maintain exceptional and inspiring leaders who are competent, creative, dynamic and committed

## FIVE PILLAR PLAN

- **LEADERSHIP** – strong, effective, committed
- **EDUCATION** – Freemasonry, Society, Liberal Arts and Sciences
- **COMMUNICATION** – clear, effective, timely
- **MEMBERSHIP** – retention and attraction
- **COMMUNITY** – relevance, relationship

## LEADERSHIP – Key Objectives

- LE1. Present the “Lodge Officers and Ladies (Masonic Leadership) Conferences” every two years.
- LE2. Hold an annual two-day seminar for incoming DDGM’s

## LEADERSHIP – Key Objectives

- LE3. Update and maintain the “Lodge Officer’s Leadership Development Workshop”. Continue to conduct at least one workshop annually in each region in alternative years.
- LE4. Develop a definition of the desirable characteristics / skill-set required for a leader in Freemasonry.

Strategic Plans for Lodges can be developed in the same manner

## LEADERSHIP – Key Objectives

- LE5. Provide mentorship for Candidates and Lodge Officers through expanded use of the Mentorship Program

Focus on the **Five Pillars**  
Establish **Goals** to be achieved  
Determine **Tasks** to attain those goals  
Set **Timelines**  
Establish **Accountabilities**  
Monitor **status** regularly

## LEADERSHIP Timelines and Accountabilities

- **Timelines** are assigned for each Key Objective.
- Persons, Positions or Committees are **accountable** for each Key Objective.

[www.freemasonry.bcy.ca](http://www.freemasonry.bcy.ca)  
Member Services  
Lodge Member Resources  
USER NAME: masonic  
PASSWORD: Member  
Five Pillar Plan v\_\_ (date) [PDF]



Questions...?

Or

Comments...?