

# SPRINGFIELD LODGE #217, A.F.&A.M.



## 2010 Master Plan

***“Building Strong Foundations”***

Springfield, VA  
January 5, 2010

# Contents

- ▶ 2010 Goals and Initiatives
- ▶ 2010 Priorities
  - Lodge Administration
  - Ritual
  - Education
  - Charity, Family and Community

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▶ 2010 Goals and Initiatives

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➤ Lodge Administration

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## 2010 Goals

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- ▶ Build a strong line of lodge officers and leaders
- ▶ Establish a strong basis for excellence in Masonic ritual and education
- ▶ Engage and retain new members
- ▶ Make the lodge a welcoming place for members to spend time
- ▶ Undertake community, family, and charity activities



## 2010 Initiatives

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- ▶ Improve lodge communications with members
- ▶ Earn the Hillman Award
- ▶ Create a short and long-term plan for the vision and sustainment of the lodge
- ▶ Undertake projects to improve the physical condition of the lodge building and property
- ▶ Empower committees to plan and execute work towards goals
- ▶ Implement a program through the LIW to strive for excellence in ritual

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# Priorities: Lodge Administration

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## ***A. Membership***

- ▶ Appoint a Membership Committee to create a plan for member retention
- ▶ Keep Non-Payment of Dues down to <2% of membership
- ▶ Raise at least six new members during 2010

## ***B. Communication***

- ▶ Trestleboard will be mailed out by the 25th of each month
- ▶ 90-day calendar of events posted in Tiler's room
- ▶ Distribute wallet cards with all officers, representatives, and committee chairs' contact info
- ▶ Clear communication of 2010 goals and expectations
- ▶ Monthly reminder emails to members of activities
- ▶ Update the lodge website with current information
- ▶ Use the Springfield listserv to send out messages



# Priorities: Lodge Administration (cont.)

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## ***C. Fraternal Relations***

- ▶ Use the Needle as an outreach and education vehicle
- ▶ All line officers expected to attend Grand Master's official visit to District 1B
- ▶ Fraternal visits planned to: Ft. Hunt-Skidmore, Mt. Vernon, Occoquan, and E. Timberman; all line officers to attend
- ▶ Work with appendent body reps and hold appendent body nights for Shrine, York Rite, and Scottish Rite
- ▶ Make petitions available for all appendent bodies in library
- ▶ Publicize and hold a Wardens' night for all 1B lodges
- ▶ Hold a table lodge and invite other 1A/1B lodges

## ***D. Meetings***

- ▶ Regular monthly schedule of called communications on 2nd – 4th Tuesdays
- ▶ Start all meetings on time at 7:30 pm
- ▶ Each meeting will have an agenda and education program
- ▶ LIW will ensure accuracy of ritual during meetings



## Priorities: Lodge Administration (cont.)

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### ***E. Planning***

- ▶ Form a Master's Advisory Council of Past Masters
- ▶ Hold monthly officers' meetings on 2nd Thursdays
- ▶ Form a new Strategic Planning Committee to create a long-range lodge plan

### ***F. Refreshment***

- ▶ Establish Stewards' Committee to plan and prepare food at meetings
- ▶ Dinner will be served at every stated meeting
- ▶ Light snacks served at every called communication
- ▶ Pizza or sub sandwiches served at Master Mason 2nd section practices every other month

### ***G. Rentals***

- ▶ Enforce penalties and use forfeit deposit money for scholarship fund
- ▶ Post updated rental documents on lodge website
- ▶ 3% of all rental income will support lodge scholarship



# Priorities: Lodge Administration (cont.)

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## ***H. Building and Grounds***

- ▶ Hire a property manager/handyman for minor maintenance
- ▶ Use existing grounds contract to landscape and maintain exterior
- ▶ Schedule lodge clean-up days to organize closets and office
- ▶ Re-establish capital improvement fund as per bylaws

## ***I. Morale and Brotherly Love***

- ▶ Hold a Past Masters' night with dinner to honor PMs
- ▶ Track new candidates and maintain regular contact through mentors
- ▶ Have name badges made for all new members
- ▶ Hold rusty nail session for infrequent attendees
- ▶ Recognize Masonic birthdays and veterans' anniversaries
- ▶ Include Masonic widows in special events

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# Priorities: Ritual

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## ***A. Cecil S. Barksdale School of Instruction***

- ▶ Every 1st, 3rd, (and 5th) Thursday
- ▶ Individual instruction at 7pm, group at 7:30pm-9pm
- ▶ Regular program of planned instruction by LIW
- ▶ Assign assistant officers where possible as backups
- ▶ 3rd Thursday of alternating months will focus on MM 2nd section and will have pizza or sub sandwiches for participants
- ▶ Identify and increase number of catechism instructors
- ▶ Senior Warden will earn Wardens' certificate by July

## ***B. DIW School***

- ▶ DIW School (on 4th Wednesdays) will take the place of 4th Thursday practice; all officers expected to attend

## ***C. William H. Wood School***

- ▶ All line officers and LIW expected to attend



## Priorities: Ritual (cont.)

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### ***D. R.J. Simmons School***

- ▶ Strongly encouraged for all line officers
- ▶ Lodge will pay for gas and ½ of lodging expenses

### ***E. Degree Lectures and Charges***

- ▶ Assign select members to learn lectures/charges

### ***F. Degree Conferral and Charges***

- ▶ EA Degrees will be held on 2nd Tuesday of every month; FC Degrees will be held on 3rd Tuesday of every month; MM Degrees will be held on 4th Tuesday of every month
- ▶ Casts assembled in advance by Senior Deacon, Junior Warden, and Senior Warden, respectively

### ***G. Master Mason Degree***

- ▶ ID and train additional 2nd section cast members
- ▶ All MM Degree 2nd sections will be in full costume
- ▶ Hold special workshops several times per year for MM degree to train cast participants
- ▶ Cast selected 24-hours prior to Degree or it will be rescheduled

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# Priorities: Education

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## ***A. Stated Meeting Education Programs***

- ▶ Featured speaker at each communication
- ▶ Reading from Methodical Digest by line officers
- ▶ Reading of duties by each lodge officer
- ▶ LEO programs presented regularly

## ***B. Library***

- ▶ Clean up and organize library
- ▶ Establish books program for expanding library
- ▶ Appoint lodge librarian

## ***C. DEO Seminars***

- ▶ Lodge officers attend all sessions when held



## Priorities: Education (cont.)

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### ***D. Leadership Conferences***

- ▶ All line officers and LEO attend

### ***E. Mentoring Program***

- ▶ Establish a robust program to educate new members
- ▶ Provide each new member a POC

### ***F. Officer Training***

- ▶ Leadership correspondence courses required for all officers – lodge will support cost
- ▶ Provide binders for all line officers outlining duties, bylaws, and other pertinent information

### ***G. Needle Program***

- ▶ Program will be presented in lodge this year
- ▶ Program will be part of fraternal visits to other lodges

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# Priorities: Charity, Family and Community

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## **A. MAHOVA**

- ▶ MAHOVA brochures available in the lodge
- ▶ Founder's Day donation from the lodge

## **B. Child ID**

- ▶ VACHIP brochures available in the lodge
- ▶ Schedule at least one event in 2010 to participate

## **C. Blood Program**

- ▶ Brochures available in the lodge
- ▶ Lodge members donate at least 80 units in 2010
- ▶ Earn the Levy Award

## **D. Community**

- ▶ Present at least one Community Builder's Award
- ▶ Sponsor a youth sports team
- ▶ Award at least one lodge scholarship



## Priorities: Charity, Family and Community (cont.)

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### ***E. Youth***

- ▶ Feature a Youth Night as a program at a stated meeting
- ▶ Appoint a lodge Youth Rep to report on activities
- ▶ Make a group visit to a Masonic youth group meeting
- ▶ Sponsor a youth group in lodge

### ***F. Family Events***

- ▶ Hold a Ladies' Night event in May
- ▶ Hold a Family Picnic/BBQ in August
- ▶ Hold holiday pancake breakfasts (Presidents' Day and Veterans' Day)

### ***G. Charity***

- ▶ Donate to and support the Masonic benefit fund
- ▶ Demonstrate charity towards our own by giving to worthy brothers, their widows, and orphans
- ▶ Support Wor. Capuno's mission trip
- ▶ Sponsor needy local families during the Holidays

**Let's Participate in 2010!**

***“Building Strong Foundations”***