

PASSPORT TO LIGHT

(Mentoring Guide)

**Grand Lodge of Iowa
Ancient Free and Accepted Masons**

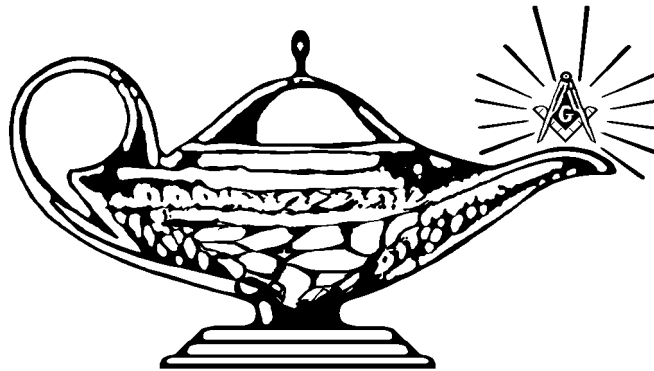


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BROTHERS PLEASE TAKE NOTE:

This “Passport to Light” is to be used in conjunction with the “Iowa Systematic Masonic Enlightenment Course.”

Forward

A PROGRAM DESIGNED FOR THE CANDIDATE AND THE LODGE...

It is one thing for a man to join the lodge; it is quite another for him to become *enrolled* in the lodge, which is the goal for every new member. To attain this goal, it is vitally important that your lodge not only implement but embrace the “Passport to Light”.

The instructions in this guide are the “suggested” manner in which mentoring takes place. They are a “framework” within which mentoring can be conducted. We sincerely hope that your lodge will implement this program. Not only will your new members benefit from its use, but all the members of the lodge will become more knowledgeable about our great Fraternity.

Introduction

The information presented throughout this program and in the accompanying material will provide your lodge with a wealth of information and tools. It includes:

- Steps that are needed to be successful.
- Steps that are optional and, if followed, will enhance the enrollment process.
- Supplemental forms and letter templates for your use. Included are:
 - An introductory letter congratulating the Petitioner on being accepted into the Fraternity and elected to receive the degrees.
 - An introductory letter to the new Mason’s lady.
 - Letters to the Brother between degrees letting him know what lies ahead, but more importantly, maintaining contact with him.

Background Information

The “Passport to Light” consists of a series of meetings based on assigning a Brother to a Candidate to serve as his Mentor for a period of one year. The Master of the lodge needs to assign a Mentor to the Candidate as soon as he has been successfully balloted upon to receive the Degrees of Masonry. Through the relationship that develops, a bond is created helping the new Brother become enrolled in the lodge. As the “Iowa Systematic Masonic Enlightenment Course” is the sole method for determining a brother’s proficiency in an Iowa Lodge, it together with the “Passport to Light” provides the necessary structure to insure that

every Candidate/Brother is properly informed about the fundamentals and workings of the Craft.

The Master of the Lodge must emphasize the importance of the “Passport to Light” not only to the Officers of the lodge, but to all the Brothers. Every Brother in the Lodge must enthusiastically dedicate himself to enrolling not only new Brothers but all the members of the lodge.

The process of enrollment is defined as the progression that occurs as a man is converted from a prospective member, to a Candidate and then to a member. What is a member? “A member is a brother who understands the goals of the Fraternity and decides to support these goals through his active support, attendance and participation and who recommends the organization to others.” Enrollment takes place in stages not unlike the progression of a Candidate through the degrees and begins when the new Brother first feels bonded with your lodge. The opposite of enrollment is disengagement. When a Brother becomes uninterested and detached, his relationship with your lodge is strained or nonexistent. Enrolling new and existing members can help your lodge prevent brothers from disengaging. Remember, first impressions are lasting. Good impressions last a little while. Bad impressions can last forever.

A Mentor, working with the Candidate, facilitates the enrollment process. Who is a Mentor? A Mentor is a wise and faithful advisor, friend, and teacher who is responsible for providing the new Mason with a solid foundation in the history, philosophy, symbolism, ritual work, and organizational structure of Freemasonry. He must assist the new Brother and help him understand his Masonic experiences while inspiring in him a desire for continuing self-development.

Who makes a good Mentor? Any Master Mason with a working knowledge of Masonry is a candidate to be assigned as a Mentor. Probably the single most important qualification to be a Mentor is the desire and willingness to be one, combined with a commitment to follow through on the assignment. A compatibility of personality traits between the Candidate and the Mentor should weigh heavily in the decision of whom to assign as a Mentor.

What are the duties of a Mentor and how is Mentoring accomplished?

The Mentor’s goal is to assist the new Mason in becoming enrolled in the lodge and help him become an enthusiastic, knowledgeable, and committed Mason. Mentoring sessions should be conducted in an atmosphere of warmth and informality with the new Mason being encouraged to ask questions and to offer comments at any time.

What are some of the specific duties of a Mentor? The Mentor shall contact

the candidate and act as a liaison with the Worshipful Master in scheduling his Degrees. As a Mentor, it is important to realize that just prior to the Candidate's Initiation is one of the most critical periods in the process of becoming a Mason. In many cases he does not have existing relationships with members of the lodge and is likely to be anxious and possibly apprehensive. In addition, the Mentor needs to arrange a meeting with the Candidate before the date of his First Degree and invite him and his Lady to any open Lodge functions.

The Mentor needs to maintain contact with the candidate during his progress through the Degrees and assist him in preparing for each Degree. The Mentor should determine if the Candidate has any particular Masonic friends or associates who would like to be invited to attend or assist in the conferral of the Degrees. Above all, the Mentor should assist the new Brother and help him to become enrolled in the Lodge.

One of the most basic thoughts to communicate to the Candidate is that his reception into Masonry should be approached with an open and receptive mind. He should understand that none of the initiation process into which he is entering is intended to demean or to haze, but needs to be viewed as a method of instruction which allows each candidate to interpret the material presented in a way that is meaningful to him.

The Mentor must underscore that Masonry emphasizes the individual man by helping him strengthen his character, improving his moral and spiritual outlook, and broadening his mental horizons.

“Passport to Light”

The Mentoring Process consists of a series of separate and distinct meetings between the Candidate and his Mentor. The mechanics of the Mentoring process differ slightly between a Candidate who receives his degrees one at a time and one who receives his degrees at a Grand Master's One-Day Class. The process for first three meetings, in both cases, is very similar to the one we have used for many years to investigate the candidate and assist the new brother with his proficiency. The subsequent meetings are the heart of the mentoring process and are the means by which the candidate becomes “enrolled” into your lodge and into Masonry.

For a Candidate who has optioned to receive his degrees one at a time the Mentor needs to meet with the Candidate/Brother a minimum of SIX times.

- 1) Prior to the First Degree.
- 2) Following the First Degree, prior to the Second Degree.
- 3) Following the Second Degree, prior to the Third Degree.
- 4) Following the Third Degree.
- 5) Two months following the Brother's Raising.
- 6) Six months following the Brother's Raising.

Meeting Number One

This is similar to the meeting conducted by the Investigating Committee, as it takes place after the candidate is elected but *before* he receives his First Degree.

Where should meeting Number One take place?

At the Candidate's Home, preferably with his lady present.

Meeting Number One's Primary Goal...

To make sure that the Candidate and his Lady feel welcomed into the Fraternity, are informed about the Initiation process and feel comfortable with him proceeding with his Initiation. This meeting begins the enrollment process.

Suggested Procedure

- Congratulate the Candidate for being accepted and elected to become a member of the Fraternity.
- Inform him that he will be clothed in traditional garments for his Initiation, similar to the garments which have been worn by all Masons at their Initiation and that he will be required to leave his valuables in the preparation room.
- Inform him that he will be hoodwinked during a portion of the Initiation ceremony and that he will be required to repeat an obligation which contains symbolic penalties.
- View an appropriate video, such as the "Entered Apprentice", "What's a Mason", or "Opening the Doors to Freemasonry." Encourage the Candidate and his family to ask questions.

- Determine if he has any special physical needs that will need to be taken into consideration for his degree work. e.g. heart condition, back or leg problems, etc.
- Confirm the Initiation date and arrange to transport him to the lodge for the Initiation ceremony. Stress that you are the liaison, representative, for the lodge. If he has questions or needs to reschedule his degree(s), he can contact you.
- Introduce the beginning section of the “Masonic Enlightenment Course” and the “On the Threshold” booklet to provide an overview of Masonry. (Another appropriate pamphlet is “What is a Mason?”)

Meeting Number One’s Key Points Are:

Congratulations

Enthusiasm

Concern

This First Impression Is A Lasting One. *Ignite Masonic Pride!*



Meeting Number Two

This meeting should take place in the lodge hall or the home of the Mentor.

Meeting Number Two's Primary Goal...

To continue the enrollment process by providing positive reinforcement to the Candidate about his decision to become a Mason (in other words to avoid "buyer's remorse.")

Suggested Procedure

- The Mentor needs to contact the new Brother within 72 hours after his Initiation to schedule a time to meet.
- Review the Entered Apprentice section of the Iowa Systematic Masonic Enlightenment Course with him to make sure he has a firm grasp of the material.
- Answer any questions he may have about the First or upcoming Second Degree (or promise to find the answer.)
- Review the Words, Grips and Signs privately with the new Mason.
- Schedule the Fellow Craft Degree and offer to transport him to the Degree.
- Prepare him for the Fellow Craft Degree by informing him that it will be similar to his First Degree, but will build upon what he has experienced and expand his knowledge.
- Invite him to travel with you to any other Masonic events he is eligible to attend in the area, such as First Degrees or other special meetings.

Meeting Number Two's Key Points Are:

Congratulations on his Initiation.

Continued enthusiasm.

Maintain comfort level.



Meeting Number Three

This meeting should take place in the lodge hall or home of the Mentor.

Meeting Number Three's Primary Goal...

To continue providing positive reinforcement to the new Fellow Craft and develop the bonds of friendship and brotherhood.

Suggested Procedure

- Review the Fellow Craft section of the Iowa Systematic Masonic Enlightenment Course to make sure he has a firm grasp of the material.
- Answer any questions he may have about the Fellow Craft or the upcoming Master Mason Degree or promise to find the answers.
- Review the grips, words and signs.
- Schedule the Master Mason Degree and offer to transport him to the Degree.
- Keep him informed of Masonic events in the area and offer transportation.

Meeting Number Three's Key Points Are:

Congratulations on being Passed to the Fellow Craft Degree.

Continued enthusiasm.

Maintain comfort level



Meeting Number Four

This meeting should take place in the lodge hall or home of the Mentor.

Meeting Number Four's Primary Goal

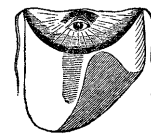
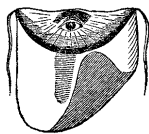
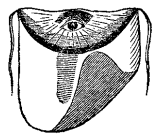
Continue providing positive reinforcement to the new brother and continue the enrollment process.

Suggested Procedure

- Review the Master Mason section of the Masonic Enlightenment Course.
- Answer any questions he may have about the degree or promise to find the answers.
- Review the grips, words and signs with him.
- Inform him of any Masonic events in the area and invite him to travel with you.
- Discuss Customs and Courtesies
- Continue to develop the bonds of friendship and brotherhood.
- Continue the enrollment process by discussing the various opportunities for leadership and involvement within the lodge.
- Provide a membership roster for the lodge.
- Provide a list of the lodge officers and their contact information.
- Provide a copy of the bylaws of the lodge.

Meeting Number Four's Key Points Are:

*Congratulations on being Raised to the sublime Degree of a Master Mason.
Continue to strengthen the bonds of friendship.
Be Enthusiastic.*



Meeting Number Five

This meeting should take place in the lodge hall or home of the Mentor.

Meeting Number Five's Primary Goal...

To deepen and demonstrate the bonds of brotherhood and be a resource for the new Brother.

To continue the enrollment process by determining his needs, level of satisfaction, and interest in participating in the lodge.

Suggested Procedure

- Help him complete the "Skills and Talents Survey"

Ask the Questions...

- How has the lodge met your expectations?
- What can we do to increase the value of your membership?
- What activities would you like to see?
- What are your areas of interest in the lodge?
- On a scale of A – F, how would you grade the lodge on your experience to date?"
- Stress to the brother that this information will remain strictly confidential
"Conversations between brothers remain between brothers."

Meeting Number Five's Key Points Are:

Warmth

Friendship

Congratulations

Enthusiasm and assurance of continued interest, support and assistance.



Meeting Number Six

This meeting should take place in the lodge hall or home of the Mentor.

Meeting Number Six's Primary Goal...

Conclude the preliminary enrollment process, by determining the Brother's level of satisfaction.

Help him determine what part of the lodge's activities he is interested in and then assist him in finding ways become involved in those areas.

Suggested Procedure

- Review and discuss the Brother's answers to the questions posed to him in the prior meeting.
- Continue to make the new Brother aware of the opportunities for growth and self-improvement.
- Encourage him to attend all lodge functions and remind him of the opportunities for visiting other lodges.
- Restate the available resources to facilitate his Masonic education.

Remember, in every interaction with the new brother, your lodge needs to provide at least one of the following:

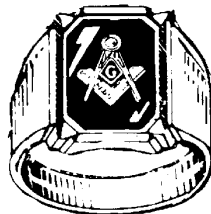
Friendship
Fellowship
Leadership
Family Involvement
Community Involvement

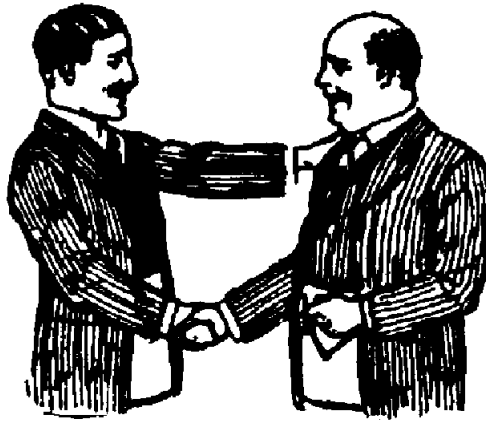
Meeting Number Six's Key Points Are:

Warmth - Friendship – Understanding

Enthusiasm and assurance of continued interest, support and assistance

Conclude preliminary enrollment process





For a Candidate who has optioned to receive his degrees at a Grand Masters One-Day Class the Mentor needs to meet with the Candidate/Brother a minimum of FIVE times.

- 1) Prior to the One Day Class.
- 2) After the One-Day Class
- 3) At the next meeting of the lodge following the Brother's Raising.
- 4) Two months following the Brother's Raising
- 5) Six months following the Brother's Raising.

Meeting Number One

This is similar to the meeting conducted by the Investigating Committee, as it takes place after the candidate is elected but *before* his First Degree.

Where should meeting Number One take place?

At the Candidate's Home, preferably with his lady present.

Meeting Number One's Primary Goal...

To make sure that the Candidate and his Lady feel welcomed into the Fraternity, are informed about the Initiation process and feel comfortable with him proceeding with his Initiation. This begins the enrollment process.

Suggested Procedure

- Congratulate the Candidate for being accepted and elected to become a member of the Fraternity.
- View an appropriate video, such as the “Entered Apprentice”, “What’s a Mason”, or “Opening the Doors to Freemasonry.” Encourage the Candidate and his family to ask questions.
- Determine if the Candidate has any special physical needs that will need to be taken into consideration for his degree work. e.g. heart condition, back or leg problems, etc
- Explain the process of receiving the degrees and assure him that he is receiving the work in its entirety.
- Confirm the One-Day Class date, time, and location with the Candidate and arrange to transport him to that location for the Degrees. Stress that you are the liaison, representative, for the lodge. If he has questions or needs, he can contact you.
- Introduce the beginning section of the “Masonic Enlightenment Course” and the “On the Threshold” booklet to provide an overview of Masonry. (Another appropriate pamphlet is “What is a Mason?”)

Meeting Number One’s Key Points Are:

Congratulations

Enthusiasm

Concern.

This First Impression Is A Lasting One. *Ignite Masonic Pride!*



Meeting Number Two

This meeting should take place in the lodge hall or home of the Mentor.

Meeting Number Two's Primary Goal...

Provide positive reinforcement to the Candidate about his decision to become a Mason. (In other words, avoid "buyer's remorse.")

Suggested Procedure

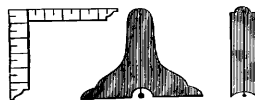
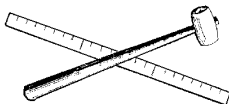
- The Mentor needs to contact the new brother within 72 hours after he has received the degrees to schedule a time to meet.
- Review the Masonic Enlightenment Course with him to make sure that he has a firm grasp of the material.
- Answer any questions he may have about the Degrees (or promise to find the answer.)
- Review the Words, Grips and Signs privately with the new Mason.
- Discuss Customs and Courtesies.
- Provide a membership roster for the lodge.
- Provide a list of the lodge officers and their contact information.
- Provide a copy of the bylaws of the lodge.
- Inform him of date and time of the next meeting of the lodge and offer to transport him to the lodge.
- Prepare him for the meeting by informing him of the meeting form and what to expect.
- Inform him of Masonic events in the area and invite him to travel with you.

Meeting Number Two's Key Points are:

Congratulations on his Raising.

Continued enthusiasm.

Maintain comfort level.



Meeting Number Three

This meeting should take place in the lodge hall.

Meeting Number Three's Primary Goal...

Continue to provide positive reinforcement to the new Master Mason and develop the bonds of friendship and brotherhood.

Suggested Procedure

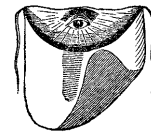
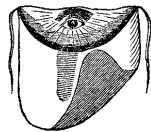
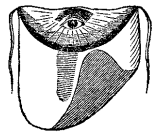
- Take the new Brother to a meeting of the lodge.
- Introduce him to the Brothers present.
- Report that he has completed the review of the Masonic Enlightenment Course.
- Make sure that he signs the bylaws of the lodge.

Meeting Number Three's Key Points Are:

Congratulations on Passing

Continued enthusiasm

Maintain comfort level



Meeting Number Four

This meeting should take place in the lodge hall or home of the Mentor.

Meeting Number Four's Primary Goal

To continue providing positive reinforcement to the new brother.

Meeting Number Four's Primary Goal...

To continue to deepen and demonstrate the bonds of brotherhood and be a resource for the new Brother. Continue the process of "enrolling" him in your lodge by determining the level of his satisfaction, his needs and his level of interest in participating in the lodge.

Suggested Procedure

- Help him complete the "Skills and Talents Survey"

Ask the Questions...

- How has our lodge met your expectations?
- What can we do to increase the value of your membership?
- What activities would you like to see?
- What are your areas of interest in the lodge?
- On a scale of A – F, how would you grade our lodge on your experience to date?"
- Stress to the brother that his information will remain strictly confidential – "*Conversations between brothers remain between brothers.*"

Meeting Number Four's Key Points Are:

Warmth

Friendship

Congratulations

Enthusiasm and assurance of continued interest, support and assistance



Meeting Number Five

This meeting should take place in the lodge hall or home of the Mentor.

Meeting Number Five's Primary Goal...

Conclude the preliminary enrollment process by determining the Brother's level of satisfaction. Help him determine what part of the lodge's activities he is interested in and then assist him in finding ways become involved in those areas.

Suggested Procedure

- Review and discuss the Brother's answers to the questions posed to him in the prior meeting.
- Continue to make the new Brother aware of the opportunities for growth and self-improvement.
- Encourage him to attend all lodge functions and remind him of the opportunities for visiting other lodges.
- Restate the available resources to facilitate his Masonic education.

Remember, in every interaction with the new brother, your lodge needs to provide at least one of the following:

Friendship
Fellowship
Leadership
Family Involvement
Community Involvement

Meeting Number Five's Key Points Are:

Warmth - Friendship – Understanding

Enthusiasm and assurance of continued interest, support and assistance

Conclude preliminary enrollment process

