



Lodge / Chapter Review Tool

Introduction: This tool is applicable to both Lodges and Chapters.

Objective: To help you to understand your Lodge / Chapter and to identify the challenges it faces we recommend that you carry out a review of where you are now and where you would like to be in the future. This review should cover current practices in your Lodge / Chapter and should reflect the views of the **whole membership**.

The **Review Tool** is based four key objectives - **Shape, Grow, Involve and Enjoy** and it allows for each Lodge or Chapter member to rate their score on series of statements related to the various aspects of each section under review.

Lodges and Chapters are strongly encouraged to perform a review. The Review Tool provides an uncomplicated way to understand what all members think of how the Lodge / Chapter is performing. Other methods are available in the **Building Together** toolkit www.solomon.ugle.org.uk

Scoring

The **Review Document** makes a series of statements. Members should score how strongly they feel that each statement applies to their Lodge or Chapter using a Red / Amber / Green rating

Strongly Disagree
or Mildly Disagree



Neutral



Mildly Agree or
Strongly agree



It is really important that scoring is honest. Do not take the easy way out and select neutral as an answer to all the questions.

Performing the review

Experience has shown that the most effective way to conduct the review is

1. At a regular meeting, pass a copy to each member and give them a relatively short period of time to answer all questions honestly, not what they think they should answer - if the review is anonymous, it is considered best practice.
2. The responses are collected and the results reviewed, ideally at that meeting or at the next. The discussion should be led by an open-minded mason (a member of the Lodge / Chapter or someone from outside) who will encourage participation, hence it may not be the Worshipful Master, the "Z" or the senior member of the Lodge or Chapter:
 - Where everybody agrees we should celebrate what we do well.
 - Where the answers are "neutral" you should have some discussion about whether these areas can be improved and moved from Amber to Green.
 - Where there is disagreement, these are the areas that need the most discussion and the most potential for positive change.
 - And where there is a mixture of responses this can generate some really interest topics for discussion and improvement.
3. Most importantly, having identified areas for improvement you need to collectively plan how to change them for the better and for the benefit for the whole membership.

Further guidance is available in the **Building Together** interactive guide and if you would like some help to complete this exercise contact membership@devonshirefreemasons.org.uk



**BUILDING
TOGETHER**
Attracting Members – Growing Freemasonry



Lodge / Chapter Review Tool

SHAPING the Future

Statement				Comments
We understand what makes our Lodge / Chapter special and can clearly explain that to others				
We have created a structure to ensure the smooth running of our Lodge / Chapter				
We know who will be filling each office on the ladder for at least the next three years				
We plan the work and ritual at each meeting well in advance and have a number of members who can deliver the different pieces				
We know who has the relevant skills to help deliver our plans				

GROWING the Unit

Statement				Comments
We ensure all our Members have the support & encouragement they need to make progress in Freemasonry				
We use a range of options including social media and printed materials, to promote our Lodge / Chapter				
We know our feeder Lodges and have ensured the Royal Arch Rep in each Lodge has all the information and resources needed				
We use the Discover Freemasonry in Devonshire / Royal Arch-Discover More booklet to promote consistent messages about our Lodge / Chapter to our members so they can talk confidently to potential new members.				
We act promptly to establish reasons when our members are not attending regularly so we can engage with them and offer support				

INVOLVING all our members

Statement				Comments
We promote an environment where all members are encouraged to participate in our Unit and stay involved between meetings				
We employ the principles of Mentorship, Learning & Development to make sure our members have what they need				
We provide additional support & encouragement for members as they move up the ladder into the different offices in the Unit				
We divide and share the ritual amongst our members to involve more people and make it more understandable				
We encourage members to learn more about Freemasonry and share their progress with new members				

Helping our members ENJOY the Unit

Statement				Comments
We understand the relevant personal circumstances of all members and the way that they want their Masonic journey to progress				
We explore different ways to run our meetings to make them more enjoyable and understandable for members				
Our Festive Boards are enjoyable and promote Friendship amongst our members and visitors				
We understand the value of visiting and encourage our members to visit other Units				
Enjoyment is the ultimate key to our Lodge / Chapter ongoing success				

**Strongly Disagree or
Mildly Disagree**



Neutral



**Mildly Agree or
Strongly agree**

