

Road Map for Improvement

“The 24 inch gauge is used by operative masons to measure and lay out their work.”

This **Road Map for Improvement** has been developed to assist Worshipful Masters and their Lodge Officers to measure and lay out the work of improving their Lodges in several areas, i.e. member programs, community involvement, attendance, leadership, etc. Below are several headings followed by specific topics that you can rate from 1 to 4. Your Lodge may be strong in some and weak in others. This evaluation is meant as a way to measure where your Lodge is currently and as a means of choosing areas for improvement.

It is tough to try to make improvements in too many areas so it might be beneficial to work to make improvements in just a few areas each year.

The Grand Lodge is interested in collecting data from these forms anonymously. The data will help the Grand Lodge to know in what areas Lodges most need assistance.

Lastly, Lodges will not be graded on these items. Like the twenty four inch gauge, these are meant purely as a tool to help measure and lay out our work.

Completion of this form is the responsibility of the Worshipful Master. Worshipful Masters should complete this along with input from Officers of the Lodge. He may include others, such as PM's or other elder statesmen of the Lodge if he wishes. This could be done at an officer's meeting or as an Education Program for the entire Lodge when no guests are present.

This Self-Improvement Tool should be presented to the DDGM electronically prior to the Lodge's inspection.

“Opportunity for distinction lies in doing ordinary things extraordinarily well.” Bernice Abicht

*“Without continual growth and progress, such words as improvement, achievement, and success have no meaning.”
Benjamin Franklin*

Lodge Name _____ # _____ DDGM Assigned _____

Community Involvement

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Community Service Activities	The Lodge and/or its members do not participate in any Community Activities.	Some of the Lodge members participate in Community Activities on their own.	The Lodge and its members participate in one or two Community Activities per year.	The Lodge and its members participate in several Community Activities throughout year and look for ways to participate and make a positive impact in their community.	
Lodge Activities engaging Community	The Lodge holds no activities to which community members are invited.	The Lodge holds one activity per year to which community is welcomed.	The Lodge holds two or more activities per year to which community is invited.	The Lodge sees itself as an important part of the community and is always looking for opportunities to invite community members into the Lodge.	

Member programs/activities

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
<u>Member programs/activities</u>	The Lodge does not present any programs that benefit its members.	The Lodge presents one or two programs for its membership per year.	The Lodge presents three or more programs for its membership per year.	The Lodge feels an obligation to present fun and meaningful programs for its members and tries to plan something for every month.	

Examples: Widow dinner/program, PM recognition, father/son or father/daughter activities, Awards Programs, Community Builder Award, Holiday party/dinner, summer picnics, movie night, potluck dinners, (other social events), etc.

Education

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
LEO Program	The LEO does not meet the minimum requirements of the yearly GL Education Program.	The LEO meets the minimum requirements of the yearly GL Education Program.	The LEO meets the minimum requirements of the yearly GL Education Program plus a couple of additional programs.	The LEO meets the GL Education Program requirements plus presents exciting programs that get the members involved and engages guest speakers who bring interesting and educational programs.	
Candidate Mentoring	The Lodge does not follow the recommended Apprenticeship program.	The Lodge uses parts of the recommended Apprenticeship program.	The Lodge uses most of the recommended Apprenticeship program.	The Lodge uses the recommended Apprenticeship program in it's entirety.	

Retention/Growth

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Membership/ Retention Committee	The Lodge does not have a Membership or Retention Committee.	The Lodge has a Membership and/or Retention Committee but they are not active.	The Lodge has a Membership or Retention Committee but not both.	The Lodge has a Membership and Retention Committee that are active in trying to avoid suspension for non-payment of dues and are actively looking for ways to grow the Lodge's membership.	
Percent of Growth or Loss	The Lodge had a net membership loss last year.	The Lodge membership number stayed the same or improved by less than 5% last year.	The Lodge membership increased by 5% or more last year.	The Lodge membership increased by 10% or more last year.	

Attendance

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Officer	The overall Officer Attendance is below 50%.	The overall Officer Attendance is between 50-70%.	The overall Officer Attendance is above 70%.	The overall Officer Attendance is above 90% or higher.	
Members (% of total)	The member attendance is 10% or below.	The member attendance is between 10-20% .	The member attendance is above 20%	The member attendance is above 30%	

Leadership

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Courses (GL Courses, Freemason Univ., etc)	Lodge officers or members do not participate in any of the leadership offerings	One or two members participate in some training activity	Several officer or key members attend one or more leadership offerings and share the information with lodge.	Lodge leaders use lessons from leadership training to improve programs, involve members, or attract new members.	
Planning (Wardens planning coming year, etc)	Lodge officers do not attend annual sessions.	An officer attended the training but did not bring it back to lodge as meaningful action.	Several officers attended training and discussed lessons with other officers and past masters.	The wardens and deacons meet and plans for the next year, making changes to lodge programs, policies and procedures.	
Lodge has a clear plan and sense of direction for the year	The lodge has not made a plan.	The lodge has a set of traditional activities it does, but no plans have been made to assess, add to, or improve attendance, performance, or outcomes.	The lodge officers and key leaders have discussed the lodge program for the coming year and agreed upon activities and key assignments.	The lodge has a mission statement, a recruitment program, a communications plan, and goals for contacting all its members. The WM has/follows an agenda every meeting.	

Ritual

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Lectures, Charges and Degrees are presented from memory	No Lodge officers or members can present ritual from memory.	All ritual is presented from memory by PMs or members other than officers.	All progressive officers are assigned (minimum): 1 lecture 1 charge The apron lecture Conferral of all three degrees.	The WM & SW have given at least a lecture, a charge, the apron lecture and conferred all three degrees. All other officers are working toward this goal.	
Quality of Ritual	Not all ritual is presented from memory and what is presented need improved.	All ritual is presented from memory but many words are wrong, mispronounced or lines/paragraphs are omitted.	All ritual is presented from memory. Pronunciation is good , no lines/paragraphs are omitted. The presentation is too fast, flat or lacks meaning.	All ritual is presented from memory. Pronunciation is good , no lines/paragraphs are omitted. The presentation is meaningful and well done.	

Youth Groups

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Masonic (sponsor, support)	The Lodge does not sponsor or support any Masonic Youth Groups.	The Lodge solely makes a donation to Masonic Youth Groups.	The Lodge does not sponsor a Masonic Youth Group but gives financial assistance to and/or participates by visiting and/or hosting a group.	The Lodge sponsors a Masonic Youth Group.	
Non-Masonic (sponsor, support)	The Lodge does not sponsor or support any Youth Groups.	The Lodge makes a donation to Youth Groups.	The Lodge does not sponsor a Youth Group but gives financial assistance to and/or participates by visiting and/or hosting a group.	The Lodge sponsors a Non-Masonic Youth Group.	

Charitable Giving

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Masonic Charity	The Lodge has not contributed to any Masonic Charities.	The Lodge has assisted one or more of our members/widows but has not contributed to any of the GL Charities.	The Lodge has assisted one or more of our members and has contributed one of two of the GL Charities.	The Lodge assists members when the need arises and and contributes all of the GL Charities. These charities are budgeted items.	
Non-Masonic Charity	The Lodge has not contributed to any Non-Masonic Charities.	The Lodge has contributed less than 1% of it's annual income to Non-Masonic Charities.	The Lodge has contributed less than 5% of it's annual income to Non-Masonic Charities.	The Lodge has contributed more than 5% of it's annual income to Non-Masonic Charities.	

Visitation

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Officers/members visit other Lodges, Districts	Officers and members do not visit other Lodges or Districts.	The WM visits some other Lodges in the District.	The progressive officers visit other Lodges in the District.	The Lodge has a plan to cover all/most installations, inspections in the District and to have a presence at District meetings and visit contiguous Districts.	
Officers/members- Other Visitation*	Officers and members do not visit members or widows.	The WM visits some of the members who are hospitalized and shut-in and widows.	The progressive officers visits some of the members who are hospitalized and shut-in and widows.	The Lodge has a committee that sees that members in the hospital, shut-ins and widows are visited and/or contacted regularly.	

***Example: Visit brothers in hospital, shut-ins, widows, etc.**

Grand Lodge Support

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Representation at Annual Communication	Only attends GL every other year.	In the past 10 years have missed having a representative at GL at least once.	Have at least one representative from Lodge attend every GL Communication.	At least the top three officers or their proxy attend every GL Communication.	
File reports, pay per capita, answer correspondence, respond to requests, etc.	The Lodge is consistently late or behind and need reminded to file reports, pay per capita, etc.	The Lodge is occasionally late or behind and need reminded to file reports, pay per capita, etc.	The Lodge is seldom late or behind and seldom need reminded to file reports, pay per capita, etc.	The Lodge is consistently on time and never need reminded to file reports, pay per capita, etc.	

Finances

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Lodge living within income	Lodge expenses exceed total annual dues + interest + other income.	Lodge expenses are covered by dues + interest + other income but there is little or no carryover.	Lodge expenses are covered by dues + other income with some carryover.	Lodge expenses are covered by dues + other income with carryover for investment.	
Budget, Investment Committee, Fund-raising	The Lodge does not have a budget, an investment committee or do any fund-raising.	The Lodge operates within a budget but and has savings/ investments but does not have an investment committee or do any fund-raising.	The Lodge operates within a budget and has savings/ investments and has an investment committee <u>or</u> does fund-raising.	The Lodge operates within a budget and has savings/ investments and has an investment committee <u>and</u> does fund-raising.	
Audit process	The Lodge does not have an appointed Audit Committee and asks a couple of members to do an audit at the last minute. The books and audit are not ready for pre-inspection.	The Lodge has an Audit Committee but the books and proper paperwork are not in order for the pre-inspection.	The Lodge has an Audit Committee books and proper paperwork are all available for the pre-inspection.	The Lodge has an Audit Committee books and proper paperwork are all in proper order for the pre-inspection and laid out in a way that makes it easy for the DDGM to find everything he needs.	

Record Keeping

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Secretary	Secretary's records are not in good order. Minutes are not signed at every meeting. Not prepared at pre-inspections. Mori not kept up-to-date. Secretary has a negative attitude.	Secretary's records are in good order. Minutes are not signed at every meeting. Not prepared at pre-inspections. Mori not kept up-to-date. Secretary has a negative attitude.	Secretary's records are in good order. Minutes are signed at every meeting. Secretary has a Positive attitude. Mori not kept up-to-date, or Not prepared at pre-inspections.	Secretary's records are in good order. Minutes are signed at every meeting. Prepared at pre-inspections, Mori kept up-to-date and Secretary has a positive attitude.	
Treasurer	The Treasurer's records are not in good order. Not prepared at pre-inspections. Lodge records are not open for members to view. Treasurer has a negative attitude.	The Treasurer's records are in good order. Not prepared at pre-inspections. Lodge records are not open for members to view. Treasurer has a negative attitude.	The Treasurer's records are in good order. Not prepared at pre-inspections <u>or</u> Lodge records are not open for members to view <u>or</u> Treasurer has a negative attitude.	The Treasurer's records are in good order. Prepared at pre-inspections. Lodge records are open for members to view <u>or</u> Treasurer has a positive attitude.	

Communications

	Ineffective (1)	Needs Improvement (2)	Positive Improvement (3)	Highly Effective (4)	Score (1 to 4)
Internal Communication	The Lodge does not communicate with its membership.	Lodge sends a monthly newsletter to its members.	Lodge sends a monthly newsletter to its members and has an up-to-date web site.	The Lodge uses multiple means of communications ie: Facebook, Twitter, email, etc. to communicate throughout Masonry and to the public.	
External Communications	The Lodge does not communicate outside of its membership.	The Lodge communicates with other Lodges within its District.	The Lodge communicates with other Lodges within its District as well as public communications.	The Lodge uses multiple means of communications with its members, ie: Facebook, Twitter, newsletter, calling system, text, email, etc.	