

Nairobi Lodge of Instruction

Papers Presented

2015

Contents

Masonic Knowledge & How to acquire it-----	3
<i>W Bro William Lore</i>	
District Masonic Calendar & Journal -----	8
<i>W Bro Phiroze Dastur</i>	
Why Join the Holy Royal Arch Chapter-----	13
<i>W Bro Dilip Sheth</i>	
Clearance Certificate-----	18
<i>W Bro Tiny Ghataura</i>	
Black Balling-----	20
<i>W Bro Tiny Ghataura</i>	
Duties of the Treasurer & Audit Committee -----	22
<i>W Bro Dilip Sheth</i>	
Training Guidelines in 2016-----	27
<i>W Bro Dilip Sheth</i>	
District Mentoring Scheme -----	29
<i>W Bro Sundip Chotai</i>	

The Nairobi Lodge of Instruction meets at the Freemasons' Hall, Nairobi at 6.30 p.m. on the 4th Monday of January, March, May, June, September, October and November.

The Meetings last for one hour only and Brethren from all Lodges are welcome to attend.

The Dress code is informal. except for the Annual General Meeting in November where a Tie and Jacket is mandatory.

MASONIC KNOWLEDGE & How to Acquire it

W Bro Prof Dr Bill Lore, PAGDC, DGOerator

In the charge to the initiate we are all exhorted “to make a daily advancement in Masonic knowledge”. In my role as the Librarian, many brethren have asked me what this statement means and how they can actually put it in practice. This brief paper attempts to define or explain “Masonic knowledge” and how to acquire it thus making a daily advancement.

Masonic knowledge divides into three areas: the practical, philosophical and the historical. The practical encompasses knowledge of the ritual, ceremonies, practices and customs of the Craft. These are all gained from a practical experience of the Craft by attending both lodge and Lodge of Instruction meetings; by interacting with the Senior members of the Lodge, especially now with the Mentoring Programme; and by studying the basic literature – the ritual used by your lodge, the Book of Constitutions of the Grand Lodge; the by-laws of the District and of your lodge.

We have ample opportunities to study the ritual, and by doing so, we not only learn how to perform, but also appreciate the nature of Freemasonry and the precepts that we are expected to practice. From the Book of Constitutions, the by-laws and proceedings, we learn how Freemasonry works in practical terms, how the various parts are interdependent and how we individually and collectively should act to preserve pure and unsullied the principles and precepts which have

been handed down to us from our Masonic forefathers. The philosophical knowledge is more difficult to define. This is so because apart from specifically mentioning a few points, the Grand Lodge has literally, since 1813, stood back and allowed a certain degree of latitude to lodges and certain working groups such as the Emulation Lodge of Improvement, Stability, Taylors, West End and others in deciding details of the wording and ceremonials.

Similarly, apart from issuing occasional statements, for example, on Freemasonry and Religion, the Grand Lodge has not attempted to interpret the allegories and symbolism of the ritual believing, rightly, that the ritual speaks for itself. As a result of this, the Craft has been remarkably free from any dogma, and leaving to the individual member to decide for himself (within the broad principles laid down in the ritual), what Freemasonry means to him. Consequently, if I had to ask five of you here present what Freemasonry means to you, I would receive five responses that have similarities and some differences as well.

Brethren, therein lies both the strength as well as the weakness of Freemasonry – strength in that the Craft is free from dogma and weakness in that the freedom to interpret has sometime led some Masonic writers to publish outlandish interpretations which may not be acceptable to the majority of the Craft, and such publications have been used to attack the Fraternity. **This is the reason my book “Freemasonry Explained”** had to be sent the UGLE for vetting before publication so it could be read by the public as well.

Historical knowledge tries to trace where we came from, and how we have developed. One needs to give a

reminder that Freemasonry is a living and evolving organization and is continually changing. Because of this feature of Freemasonry, it is not always possible to give exact reasons why some things happened or when a particular practice started, but it should be possible to offer an educated and reasoned hypothesis.

Having examined the three branches of Masonic knowledge one should then proceed to consider education itself and how this education can be **organized to achieve “daily advancement”** If allotted time in future, I intend presenting another short paper on this aspect. However, for now it will suffice to summarize it as follows:

- (1) Masonic education should, ideally, commence just before the candidate is admitted into the Fraternity. For historical reasons, it was difficult in the past for the proposer and seconder to freely give information about Freemasonry. This is no longer the case currently following guidance from the Grand Lodge for openness.
- (2) The Mentoring Programme is vital in the process of educating the potential candidate before initiation and thereafter following his initiation.
- (3) The Oration Scheme is complementary to the Mentoring Programme but leans more on the philosophical and esoteric aspects of Freemasonry. To many brethren orations are metaphysical and generally abstract, thus appealing only to the serious Masonic scholars.
- (4) The quality of masonic education depends on the source of information. Some questions can be

readily answered by reference to various publications (as mentioned for practical knowledge), however, other sources will be of further assistance to cover the entire range.

- (5) The internet is now an indispensable source of information, and must be incorporated in the reference armamentarium for Masonic education.

During the 11th FMC, Brother Heman Jadavji asked: **“What is the single most authoritative website for masons?”** I will reproduce the answer I gave at that time because it is still relevant for this presentation. I said: **“It is difficult to give you an answer on one single most authoritative website that will offer all the information a mason may require. This is because of the diverse nature of the information a mason will be seeking for his masonic and spiritual development. Therefore, regarding websites as venues for Masonic information perhaps we should be concerned more with those that are reliable, current, informative and factual than with the quest to identify a single one that we perceive as being most authoritative.**

That notwithstanding, for masons in the District of East Africa, I would recommend the UGLE website <http://www.ugle.org.uk> along with that of the magazine – **“Freemasonry Today”** <http://www.freemasonrytoday.com> Internet Lodge No.9659 EC – www.internetlodge.org.uk is also worth visiting.

Virtually all the Provincial Grand Lodges and some District Grand Lodges under the UGLE have their individual websites and my experience is that each one of them is unique and offers useful and factual

information, particularly the respective historical perspectives.

Another useful website is that of Pietre-Stones-Review of Freemasonry. Websites of research lodges are equally loaded with material that a mason may wish to read; they include Quatuor Coronati Lodge No.2076EC – The Premier Lodge of Masonic Research www.qccircle.org.uk and www.quatuorcoronati.com , Manchester Association for Masonic Research and the Australian and New Zealand Masonic Research Council <http://www.ANZMRC>

DISTRICT OF EAST AFRICA MASONIC CALENDAR & JOURNAL

W Bro Phil Dastur, PGStdB, PDepGSupt

Over the years most of you will have at one time or another seen the Masonic Calendar & Journal; some of you may also have leafed hurriedly through it.

There is a perception held by a majority of the Brethren that the Calendar & Journal is only of importance to those who have received District Honours and it is they who refer mainly to this Journal.

Nothing could be further from the truth. There is in fact a wealth of information contained therein and this evening I will briefly point out the main contents.

As mentioned on the back cover, The Calendar and Journal is published by the District Grand Lodge of East Africa and released annually on the evening of the Annual Communication, incorporating information on The Grand Lodge of Scotland, The Grand Lodge of Ireland, Grand Lodge of Mark Master Masons, and other Masonic Orders in East Africa. Besides listing the names of the Rulers, the dates and venues of the Annual and Quarterly Communications of each Grand Lodge are published. This information will assist those Brethren who travel to the UK and wish to attend a Communication of Grand Lodge.

To gather, collate and regularly update the myriad items of information contained in the C & J, R W The District Grand Master has appointed the following as Editors:

W Bro A Yarinakis PGStdB
W Bro Gurinder S Ghataura, PGStdB, DAGSec
W Bro Sundip Chotai, DGMentor, PGSwdB

If you deem it necessary to amend or correct an entry please contact any of the Editors directly or pass the fresh information to them through your Lodge Secretary.

An extremely useful area of reference is the diary of Masonic meetings of each Lodge/Chapter in our District, including Sister Constitution Lodges and Chapters, detailed between pages 5 to 18. For example the entry for Saturday, June 13, 2015 indicates the following meetings:

NAMIREMBE CHAPTER

Templars

Chania Falls

Owen Falls

Nyanza Mark

Nyanza Mariner

RIFT VALLEY LODGE

If it is an Installation meeting the name of the Lodge/Chapter is printed in upper case.

I know of several Brethren who constantly refer to the diary when planning their travel to towns and cities within our District. This is an extremely handy reference book – do make full use of it.

For those interested in Heraldry, the Arms of the United Grand Lodge of England is depicted and fully explained on page 19. Of particular interest here are the three Latin words inscribed AVDI, VIDE, TACE. As explained when a Grand Lodge Certificate is presented,

Masons are urged to LISTEN, OBSERVE, BE SILENT.

The AIMS AND RELATIONSHIPS OF THE CRAFT, as accepted by Grand Lodge on September 7, 1949 are printed on pages 20 to 22. Brethren I strongly recommend you spare some time to read and understand the important and basic Aims of the Craft.

Of special interest to Directors of Ceremonies is the 100 page section on the District Grand Lodge of East Africa which has the latest details of:-

Grand Officers in East Africa

Officers of the District Grand Lodge of East Africa

Promotions to Past Ranks

First Appointment to Past Rank.

Also included is a list of the 48 Craft Lodges in our District, indicating:-

Name and Number of the Lodge:

Example:

Lodge Harmony No 3084

Postal Address: P O Box 40118 Nairobi 00100

Consecrated on (date) 1st May 1905

Consecrated by (name of Consecrating Officer)

W Bro J Last

Date of Warrant 10 Jan 1905

Place where Meetings are held FM Hall Nairobi

Days of the Regular and Installation Meeting

1st Tuesday 2-3-4-5-7-9-11-12

Inst 5 (Installation in May)

There is also a list of Chapters under the English Constitution. Craft Lodges and Chapters under our Sister Constitutions are also listed in the same format.

A very interesting and informative reference section **deals with** "Masonic Notes". **This section has a great**

deal of information which, I'm sure you will find extremely useful in furthering your knowledge and in understanding several aspects of our Fraternity. To whet your appetite let me quote the following snippets of information:

“REGALIA: Members of the English Constitution must always wear English regalia when visiting Lodges in the English Constitution. It is not allowed for any English Constitution Mason to wear the regalia of another Constitution in an English Lodge.

No Honorary, or other Jewel, Medal, Device or Emblem shall be worn in any Lodge or Chapter other than those recognised as consistent with pure and ancient Masonry.”

“**PROMPTING DURING MEETINGS:** Prompting is undesirable by any Brother other than the Brother designated by the Lodge. If there is any breach of the Landmarks or Constitutions, or any serious error in procedure, this may quietly be brought to the attention of the most senior Grand Officer or District Grand Officer seated immediately to the right of the W Master”

“**THE FESTIVE BOARD:** Grand Lodge has issued an edict that the Festive Board must be conducted with decorum. The Festive Board, in effect, is an extension of the proceedings of the Lodge Meeting itself.”

Other very important and interesting chapters are “**Information for the Guidance of Lodge Secretaries**” and “**Notes for Guidance of Lodge Directors of Ceremonies**”.

If you wish to be a better informed Mason you could do no better than read the above. It will enable you

understand what may up to now have just been a hazy and nebulous idea of what we do and what is required of us.

Acquaint yourself with the pages dealing with the TOAST LIST to be used at a Regular Meeting, at an Installation Meeting or at a meeting where non-masons are present.

At your Initiation you will recall being informed “... *to endeavour to make a daily advancement in Masonic knowledge*”. Towards this end you do not need to visit the Masonic Library daily and toil through dozens of reference books. To start with, all you need to do is ask your Lodge Secretary for a copy of the District Calendar & Journal, keep it by your bedside and refer to it on a **regular basis. In no time you will have “opened your eyes” and become a well informed and knowledgeable Mason.**

Thank you for your attention and enjoy your journey through Masonry.

WHY JOIN THE SUPREME ORDER OF HOLY ROYAL ARCH?

By W Bro Dilip A Sheth PDSGW, PAGDC (RA)

History of Royal Arch Masonry

From what evidence we know that the Royal Arch was known in London, York and Dublin by the late 1730s and there is evidence in the Extant Lodge Minute Books of the 1750s that the Royal Arch was being worked not in the Chapters as we know of it today but in Craft Lodges both under the Premier and the Antients Grand Lodges in England, and also under the Irish and Scottish Grand Lodges.

The Antients Grand Lodge had the opposite view to the Royal Arch to that of the Premier Grand Lodge, regarding it as an integral part of their system and working it in their Lodges as a fourth degree. Indeed, their Grand Secretary, Laurence Dermott, described the Royal Arch as "the root, heart and marrow of Masonry".

This also marked the new relationship between the Craft and the Royal Arch and the interdependency of the two, of that interdependency certain designated Officers within the Grand Lodge, automatically held equivalent office in Grand Chapter, such as the MW Grand Master, The Pro Grand Master, being the First and Pro Grand Principal respectively, the Assistant Grand Masters being the 2nd and 3rd Grand Principals, the Grand and Assistant Grand Secretary, being Grand Scribe E and Assistant Grand ScribeE.

What Is Royal Arch Masonry?

The Book of Constitutions states that Pure Antient Freemasonry shall consist of only three degrees, E.A., F.C., **and M.M. 'including the Order of Holy Royal Arch', and no more** and therefore the Royal Arch is not only an integral part of Freemasonry, but is also the completion of your journey through Pure Ancient Freemasonry and being

continuation of Craft Freemasonry.

In the Royal Arch its members are called Companions, they meet in Chapters, in our District under the District Grand Chapter of East Africa.

The individual Chapters are ruled by three Principals, the 1st, 2nd and 3rd Principals similarly to that of in a Lodge The Worshipful Master, the Senior and Junior Wardens, and as three rule a Lodge so the 1st, 2nd and 3rd Principals rule a Chapter conjointly.

Chapters in the UK are under a Metropolitan or Provincial areas and overseas generally under Districts. Metropolitan, Provincial and District Grand Chapters are ruled over by a Grand Superintendent who is appointed by the First Grand Principal as his personal representative for the particular area.

Freemasonry not being a political or religious organisation, it enhances our commitment to our social, moral and lawful duties, and our faith in the Supreme Being.

The Order of the Holy Royal Arch is the four part enactment in which a Companion completes the link between this our mortal life and our belief in eternity, thus directing our thoughts to the will of our Creator.

Because the Royal Arch is concerned with encouraging Masons to consider the spiritual aspects of life, it teaches us charity of thought and action to not only to Masons and Companions but to all our fellow beings; avoiding jealousy and discord by promoting harmony; to subdue our passions and prejudices and to cultivate charity.

It encourages us to walk justly and uprightly through life, by reminding us that he is the One who knows our every thought, word and deed and to whom we have to give an account of all our actions.

Like Craft Freemasonry, the Royal Arch is open to men of all faiths and focuses the minds of the Companions, without conflicting with his religious beliefs, to a contemplation of his relationship with God which will be appropriate to his own faith. i.e. in the Craft you consider your relationship with your fellow masons and in the Royal Arch it is your relationship with your Creator.

In the Chapter there are four ceremonies: the exaltation ceremony to bring in new members and an installation ceremony for each of the three Principals.

The exaltation ceremony is in three parts: a dramatic presentation of the principles of the Order which recounts **the rebuilding of King Solomon's Temple followed by three Lectures** in which the history, the significance of the forms, symbols and ornaments of Royal Arch Masonry, are explained.

Why Join Royal Arch?

All Freemasons promise to 'make a daily advancement in Masonic knowledge and fulfil this obligation by regularly attending Masonic meetings, talk or lecture or reading books, for a great many this is not sufficient and they enquire about other 'Orders' in Freemasonry, Royal Arch is one of them, as it is open to men of all faiths.

There are many other reasons why a Freemason should feel motivated to join the Royal Arch including a special feeling of friendship and companionship which is unique to Royal Arch Order, an increased level of enjoyment and happiness and not least of which is the undoubted fact that it is a spiritually rewarding, colourful and joyful experience.

Who Can & How to Join Royal Arch ?

Freemasons, of all faiths.

The primeval qualification – MUST be a Master Mason of four weeks standing, be a subscribing member and continue to

be a subscribing member of a Craft Lodge, have his Grand Lodge Certificate and be in good standing with ALL the Lodges of which he is or has been a member.

You will require to be proposed and seconded by those who are members of the Chapter to which you seek to join and Balloted for by the members.

You can easily identify the member of your Lodge who is a Royal Arch Masons as they will normally wear the jewel of the Order of the Royal Arch with his Craft Regalia.

OR

Contact your Chapter representative and if all that fails get in touch with me.

Regalia

The Chapter Regalia consists of an Apron which has a red and blue border, these colours are repeated on the Sash.

A special Jewel denoting the bond that exists between Craft and Royal Arch and is the only jewel that is strongly recommended and encouraged to be worn both in the Chapter and Craft.

Dress Code

Same as the Lodge, Dark Suit and either Chapter or District or Plain Tie, The Chapter tie can also be worn in a Lodge.

How many Meetings?

Generally three meetings a year, and the meetings are called Convocations of which one is an Installation Convocation.

Where to Join?

Royal Arch Chapter are usually associated with a Lodge and they meet separately from Craft Lodges, you should generally join the Chapter attached to your Lodge. In Nairobi there are have seven Chapters namely, Orient Chapter No. 3703, Kenya Chapter No 3727, Donyo Sabuk Chapter No. 4070,

Mount Elgon Chapter No. 5082, Chapter of Nairobi No. 7187, Meridian Chapter No. 8442 and Chande Chapter No. 9496. You are at liberty to join any one of these Chapters.

The Registration Forms for joining are available from your Lodge Secretary or the Chapter Representative in your Lodge or from District Grand Scribe E.

Generally

Let me conclude with what our R W District Grand Master who is also the Grand Superintendent mentioned at the Annual Convocation of the District Grand Chapter of East Africa.

“The Royal Arch has been described as an extension to but neither a superior nor a subordinate part of the Degree which precedes it.

It is indeed a matter of common ground that the teachings of the Royal Arch enrich those of the Craft and vice-versa.

The Exaltation of a Companion in the Royal Arch is neither the fourth Degree in Freemasonry nor the Degree of a Master Mason complete.

In the final synopsis Craft Masonry and the Royal Arch are simply indissolubly interwoven with each other.”

CLEARANCE CERTIFICATE

W Bro Tiny Ghataura, PGStB, DAGS

Clearance Certificate (Under Rule 175 BOC)

- The name Clearance Certificate appears to be a misnomer in that it implies that a Bro has to be clear in the books of the Lodge to be entitled to a Certificate. This is not correct. A Clearance Certificate can also state the amount that a Bro is indebted for at a certain date.
- Every member has a right to a Certificate and denying a Bro can lead to serious Masonic disciplinary action.
- The Certificate is free of cost and there can be no charge levied by the Lodge.
- What are the contents of a Certificate?
 - The full name of the Bro certifying that he is a member (or was a member) of the Lodge.
 - The date up to which he is clear in the Lodge (generally end of the current year), or is not clear in the Books of the Lodge.
 - A certificate issued to a Bro who is no longer a member of a Lodge and stating that no amount is owed has no expiry date.
 - A certificate having no date is only valid for that month.
- Who is the Certificate issued to and when?
 - The Certificate is issued to the Brother (and not to a Secretary of a Lodge)
 - When a Brother wants to join another Lodge he will be required to produce a Certificate of

all the Lodges he is a member of and ever has been a member of (even if any of those Lodge have since been erased)

- It can be requested by a Brother any time without having to give a reason.

- What is the amount of Indebtedness?
 - Two years of the annual subscription after automatic cessation under Rule 148, or
 - A Lesser amount if excluded under Rule 181
 - You cannot include amounts owed from other activities like Stewards Funds / Ladies Nights / Building Committee etc.
 - The amount of indebtedness is crystallized so that it remains the same amount even 10 or 20 years later.

- Who signs a Clearance certificate?
 - The Secretary's signature is sufficient and does not necessarily have to have the Master's or the Treasurer's signature.
 - An unsigned certificate is not a valid document.
 - A hard copy with original signature is the most preferred form of the Certificate.

BLACK BALLING

Extracted from a Paper presented by W Bro E J Hollister at the Half Yearly Communication of the District Grand Lodge of East Africa at Freemasons' Hall, Nyeri on 23rd August 1980

W Bro Tiny Ghataura, PGStB, DAGS

Each Brother has a right to exclude from his Lodge any person to whom he has a valid objection. It is however Masonic procedure to either advise the Master or Secretary of the Lodge that he has objection to the Candidate and so give an opportunity for the name to be withdrawn. The Master or Secretary of course would treat such information in confidence and notify the Proposer without mentioning the name of the Objector. If after such warning a Proposer refuses to withdraw his Candidate and insists on a ballot, he should not be surprised at the result. A Master can as well use his undoubted prerogative and not allow the Candidate to be balloted for.

It sometimes happens that a Candidate is rejected because some Brethren entertain animosity against the Proposer or a Secunder or a personal spite or ill-will towards the Master or his Wardens. The privileges of the ballot are considerable but its responsibilities are no less. In whichever way it is exercised, it should be motivated by the good of Freemasonry and the Lodge. A Brother commits a grave offence if his vote is actuated by malicious or other unworthy motives. Brethren who act thus are violating all upright and honest principles and eventually the Lodge will decline in public estimation and this abuse tends to seriously disturb the harmony of the Lodge and causes dissension among the Brethren.

A Black Ball is as legal as a White Ball and it is

unconstitutional and illegal to try to discover the way someone has voted. If evidence is properly provided that a member's vote has been actuated by unworthy or wrongful motives, he can be called to account. There is a strict code of Masonic conduct and the Brother who transgresses the Constitution is liable to admonition, censure, temporary or permanent exclusion, suspension and expulsion.

DUTIES OF THE TREASURER & AUDIT COMMITTEE

(Rules 104, 112, 153 and Lodge Bylaws)

W Bro Dilip Sheth, PDSGW, PAGDC (RA)

ELECTION OF TREASURER

- 1 How is Treasurer Elected? 104(e)
Treasurer is an Elected Officer by the Members & NOT appointed by the W.M.
The Election is either by Ballot OR by Declaration (if a sole nominee) and not show of hands.
- 2 When Elected? 112 (a)
A member in good standing and is elected on the same day as the election of the W.M and Tyler.
The election shall be either by nomination being a sole candidate (105 a) or Elected by ballot.
Good practice to discuss the Election of the Treasurer at the Lodge Committee meeting and obtain assurance from the member being proposed that he is willing to act or continue as Treasurer.
- 3 He is a Regular Officer 104 (a)
- 4 When invested?
The Investure of the Treasurer is at the Installation Meeting after the Wardens and the Chaplain, if absent at the next regular meeting.
- 5 Can the Treasurer be Replaced? 112 (b) (c)
If the treasurer is not able to carry out his duties, i.e. not being able to act, is not regular, not

discharging his duties to the convenience of the Lodge, ill health, moved overseas, etc, the Lodge may Elect a member who is not a regular officer after having made representation to the DGM to grant a dispensation to elect a member to discharge the duties of the Treasurer until the Treasurer is able to resume his normal duties or until the next regular period of election, whichever shall first occur.

At least ten days' notice is required for the above together with a statement that the requisite dispensation has been obtained and be stated on the summons for the meeting at which the election is to take place. It can be either an ordinary meeting or an emergency meeting (140).

DUTIES OF THE TREASURER (153)

He is responsible to receive and pay out all moneys. Good practice to issue receipts for all moneys received.

He is responsible for ALL Funds of the Lodge i.e. General Benevolent, Stewards/Dining, Building, etc.

He should ensure that the money is remitted to him and banked in a Lodge account without any undue delay.

If he is not present at the meeting, it is his duty to ensure and follow-up that the money is accounted to him and banked.

It is good practice to maintain separate Bank Accounts for the Lodge Funds and Charity Funds.

To pay all authorised payments and those approved by the Lodge.

He must maintain the records on regular basis and have the records available for inspection by any member in open Lodge or at any other meeting if so resolved by the Lodge.

Good practice for Treasurer to present a summary of the transaction from the last meeting to the present and comprise of:

- Bank balance at previous meeting
- Amounts Received & banked
- Less payments made
- Balance at the date of the meeting.
- Any outstanding liability.

The Treasurer should not give an excuse of unavailability of bank statement and therefore unable to present his report, as he, the Treasurer, is the custodian of all records and also that all transactions pass through his hands, his report is therefore as per the records maintained by him.

Copies of the accounts together with the certificate of the Auditors shall be sent to all members of the Lodge with the summons of the meeting at which they are to be adopted. The ByLaws of the Lodge state the meeting at which the audited accounts are required to be presented. It is customary in our District that accounts are made annually to 31st December. The adoption by the members shall be not later than the third meeting after December.

ELECTION OF MEMBERS OF THE AUDIT COMMITTEE (Rule 153)

Two members of the Audit Committee are elected annually on the day stated in the Lodge By Laws and are generally elected on the day of the election of the

WM, Tyler and Treasurer. As the By Laws state that two members be elected; therefore the names of the Members should be proposed & seconded. Election is by show of hands.

It is recommended that the Lodge should elect members who have accounting knowledge

DUTIES OF THE AUDIT COMMITTEE

The members of the Audit committee should ensure that:

The Treasurer has maintained proper books of accounts, or excel spreadsheet, and balances are in agreement thereof.

All moneys received is recorded and banked without any undue delay. Receipts are issued to members.

Payments are made in accordance with the ByLaws of the Lodge and those require authorisation have been approved by the Lodge after due Notice at the immediate previous meeting or in the event of an emergency authorized by the WM and reported to the Members at the next Regular Meeting.

Rules and Regulation contained in the Book of Constitution and Lodge ByLaws are adhered to.

They have verified the revenue reflected in the accounts represents the ALL income and is correctly stated.

Bank balances are in agreement with the bank statements and reconciliation, if any.

Cash Balance reflected in the accounts should be verified by physical count and other records.

The amounts reflected as assets such as regalia's, stocks of rituals, etc are physically in existence. Amounts reflected as receivables are recoverable and adequate provision for outstanding subscription (Rule 148 – Two years subscription), initiation or Joining/ Rejoining Fees is provided in the accounts.

That all the Funds maintained by the Lodge are reflected in the accounts.

That the Lodge is in a position to meet its obligation as to the payments of the District and Grand Lodge Dues, payments to the RMT, taxation, etc. Taxation and other KRA regulations are being adhered to.

Questions asked by members:

What are authorised payments?

All payments not exceeding the limit stated in the Lodge By-Laws and not for ordinary purposes are authorised payments. Model By-Law 9 states that any Payment exceeding KSh (limit stated in the Bylaw) if for other than ordinary purpose, may be made only by resolution of the Lodge.

What are payments approved by Lodge?

Payments from Benevolent Fund or payments for Charity purposes.

Who can authorize payments in an Emergency?

In the event of an emergency, the Worshipful Master can authorise a payment and he is required to inform the members at the next regular meeting of the emergency payment authorized. e.g payment made to relieve a distress to a Brother.

TRAINING GUIDELINES IN 2016

W Bro Dilip Sheth, PDSGW, PAGDC(RA)

Brethren, effective 2016 an interesting subject shall be introduced in Nairobi Lodge of Instruction in respect of Training and Guidelines for Lodge Secretaries, Treasurers, Auditors and Director of Ceremonies.

The training and guidelines would be applicable to both Craft as well as Chapters and would be beneficial not only to the current Officers but also to incoming Officers and to all brethren taking into account various aspects including duties and procedural.

The training would be conducted with the assistance if a PowerPoint presentation and for Secretaries and Scribe Ezra a special presentation has been prepared by Bro Lister Park, in charge of Overseas Districts at U G L of E specially for the District of East Africa.

For Treasurers, Auditors and Director of Ceremonies a PowerPoint slides is being compiled taking into account the practical aspects of the Office.

The training and guidelines shall take into account:

For Secretaries

- Book of Constitution
- Adelphi –
New software of UGL of E for Lodges and Chapters incorporating full particulars of a member e.g. his membership in a Lodge and Chapter, date become a member, cessation of membership, District and Grand Ranks, also particulars of Installation Returns, Summons, Officers, etc

- Completion of Registration Forms, Annual and Installation Returns
- Payment of Grand and District Dues
- By Laws

For Treasurers

- Duties of a Treasurer
- Records to be Maintained
- How to account for Receipts, Bankings and Payments
- Report to the Lodge or Chapter Committee
- Payments from Lodge Funds and those authorised by the By Laws.
- Date accounts required to be presented to the Members.

For Auditors

- Election and Duties of the Audit Committee
- Records to be examined
- Verifications required
- Presentation of Accounts in accordance with International/Kenyan Accounting Standards
- Audit Certificate

Director of Ceremonies

- Duties of a Director and Assistance Director of Ceremony
- Rehearsals
- Regular Meetings, Salutation, etc
- Prompting
- Festive Board
- Toast Lists
- During and after Meetings

DISTRICT MENTORING SCHEME

W Bro Sundip Chotai, DGMentor, PDGSwdB

Worshipful Master & Brethren! This evening I am going to give a presentation on the District Mentoring Scheme with particular attention on the role & duties of the Lodge Mentor and the Personal Mentor.

What is Masonic Mentoring?

Masonic Mentoring is a process where a more experienced brother invests time and energy to pass on his Masonic knowledge and experience to a less experienced brother.

Why do we need it?

The very nature of our organisation often leads to men joining us with little or even no idea of what Freemasonry fully entails and what they can gain from their membership. Too many members become puzzled and lost in the first two or three years of their membership and as a result drift away from Freemasonry.

What is the purpose of Mentoring?

The candidate is not only joining a lodge but a great fraternity with a history stretching back over many centuries. A candidate has every right to expect that the lodge will provide much of the information he needs. He is entitled to know its heritage, including an explanation of the history, purpose, operation, rules, philosophy, obligations and of course the ideals of Freemasonry.

Mentoring is not New!

Brethren! We have always practiced Mentoring, but not

in an organised and systematic basis. The prime responsibility for mentoring young masons has rested with the proposer and seconder. It still does.

In this fast moving age with its many demands on every **man's time and the numerous opportunities available** to him for his spare time activities, Freemasonry is competing for his attention. It is thus necessary to capture the interest of the candidates from the start and there is no better time to do so then when he is receiving his degrees and immediately thereafter.

The Objectives of the District Mentoring Scheme are to ensure that every member;

- Understands what Freemasonry is about.
- Receives the right level of support, information and encouragement.
- **Is encouraged early involvement in the lodge's work** and its activities.
- Enjoys and benefits from his membership of Freemasonry
- Put simply – Masonic Mentoring is about the promotion of an environment of belonging, understanding, involvement and enjoyment within the Lodge.

Brethren! The skill is to achieve this with a light touch. We will now look at the **Role, Duties and Responsibility's of the Lodge Mentor and the Personal Mentor.**

Lodge Mentor

The role of the Lodge Mentor is to coordinate the Mentoring Scheme within his lodge and to see that a Personal Mentor is appointed to every candidate and other members of the lodge, if they need one. It is not

necessary for a Lodge Mentor to act as a Personal Mentor unless in a particular case it is required.

GOOD PRACTICES WHICH ARE RECOMMENDED FOR LODGE MENTORS

- To recommend to the WM to introduce the Personal Mentor to the candidate & present the Mentoring Kit in open lodge. This can be done after the Ancient Charge has been delivered.
- **To present a Lodge Mentor's report at all Lodge committee and regular meetings.**
- To arrange for the new members and their Personal **Mentor's to visit another lodge & witness a ceremony** that they recently experienced.
- To arrange for papers on Masonic Topics to be presented at lodge meetings whenever there are no ceremonies.
- To arrange for forums on Masonic Topics in an informal atmosphere. These give members an opportunity to research, prepare & present short papers on various masonic topics. This gives members the confidence to talk about Freemasonry to family & friends.

PERSONAL MENTOR

The most important part of the role of the candidate's Personal Mentor is to be a friend and guide to him. He will have been selected by the Lodge Mentor to be the **candidate's Personal Mentor either because he is his proposer or seconder, or because he is another suitable brother.** But the most important consideration is that they get on well together.

There can be no doubt that the early days of a candidates membership are the most impressionable and so it is important that the right Personal Mentor is

assigned as early as possible after the interview stage and at any rate from initiation onwards. Pastoral care will always be a vital part of this relationship and it is at this early stage that the candidate should be told that it is perfectly acceptable to talk about Freemasonry and indeed be encouraged to do so. In addition they should demonstrate pride in their membership to their family and friends

Let us now look at how the Mentoring Scheme works practically.

Methodology of Conducting Mentoring

This is the responsibility of the Personal Mentor with guidance from the Lodge Mentor.

The first stage is for each candidate to understand the basic logistics that are involved in becoming a Freemason. The questions the candidate may have should be answered. His wife & family should be comfortable with his decision to join Freemasonry. He should be made aware of his time and financial commitments. An explanation of the balloting process should be provided to him and a congratulatory letter should be sent to him indicating the date of his initiation, fees, dress code, etc. He must be informed on what is expected of him at his initiation. It is really about a proper welcome. A candidate should never feel under briefed. In addition he should be invited & encouraged to attend Lodge social functions where non-masons are allowed, e.g. *korogas* & Ladies' nights. In other words, there should never be any surprises.

As a friend, the Personal Mentor will want him to enjoy the night of his Initiation. Ideally the Personal Mentor or another brother will give him a lift to the

Freemason's Hall. If he is making his own way, make sure he know the route & the time he is required to be there. It would be nice that on arrival he is welcomed by the Worshipful Master and introduced to the Junior Deacon & Tyler, who should put him at ease. After the meeting the Personal Mentor should make certain that he knows what is expected of him, such as; where to put his apron, respond to his toast, charity collection top-ups, etc. He should also be introduced to the other brethren.

Brethren! Once again, NO SURPRISES!

After the initiation the Personal Mentor meets with the candidate a minimum of four times.

- Following the first degree, prior to the second degree.
- Following the second degree, prior to the third degree.
- Following the third degree.
- One month after the third session to discuss the continuing Education Programme as designed by the Lodge and the District.

These meetings should be preferably held in the Lodge Room. Some of the topics that have to be discussed are explanation of the respective ceremonies, show him around the lodge room explaining the important points, eg: seating arrangements, furniture of the lodge, go through the signs, token & word of the respective degrees, explain the symbolism, Masonic Aprons & Collars, learning the Ritual and so on.

The basis of discussion for each of the meetings with the candidate are properly laid out in a series of booklets published our the District Grand Lodge of East Africa. There is a booklet specific to each degree

and an accompanying booklet that outlines the guidelines to be followed.

Amongst the topics covered are:

What is Freemasonry? A brief history of Freemasonry, the Organization of the Lodge, the Lodge Officers, Masonic Etiquette & Protocol, Masonic Jewels, the Book of Constitution, the By-Laws, the Festive Board, UGLE, DGLEA, District Charities, visiting other Lodges & the Lodge of Instruction.

It is the responsibility of the Personal Mentor to ensure the candidate is properly prepared for the next ceremony and is ready with the questions to be answered.

In the last meeting, after the third degree, the Personal Mentor should discuss the Holy Royal Arch Chapter and its place in pure ancient masonry. Also it is important to discuss the way forward and what contribution the new member can make to the lodge. It should not automatically be assumed that every brother wants to go through the chair. Some may want to wait before taking an office, others may be more interested in another role such as Treasurer or Almoner.

It is very important for everyone to proceed at their own pace and in their own direction. It is important that the new member is NOT left alone to fend for himself after the third degree.

To help Lodge Mentors and Personal Mentors to understand their roles & duties and to ensure that the Mentoring process is implemented in a uniform manner, the District Grand Lodge of East Africa has

published this Mentoring Kit which contains all the relevant booklets that I have mentioned. There is also a check list and a simplified reporting form.

Perhaps the most common question asked by those who express an interest in joining Freemasonry is **“What is Freemasonry?”**

The most definitive explanation I can offer is to quote our District Grand Master, RW Bro Dr Virendra K Talwar, when speaking to the press at the 9th Freemasons Conference:

“Freemasonry offers its members an approach to life, which seeks to re-inforce thoughtfulness for others, kindness in the community, honesty in business, courtesy in society and fairness in all things. Freemasonry also teaches and preaches concern for people, care for the less fortunate and helps those in need.”

Brethren! Those who can relate to this explanation can be assured that with our Mentoring Initiative in place every effort will be made to ensure that their membership of our fraternity becomes a valuable, and most importantly an enjoyable personal experience.

