



LODGE EDUCATION OFFICER

DUTY STATEMENT

Responsibility:

The Lodge Education Officer is appointed by the Master of his Lodge and is responsible to him for the delivery, in conjunction with the District Education Officer, of Masonic education to the members of his Lodge so that they might better recognize and utilize the core values and aims of Freemasonry.

Term of Office:

2-5 years, subject to re-appointment annually by the Master-elect and with the concurrence of the District Education Officer.

Qualifications:

The appointee should be a Master Mason with at least five (5) years service in that Degree, possessing:

- ④ A sound understanding of the three Degrees of Craft Masonry.
- ④ Confident and effective communication skills, and
- ④ Empathy with his Brethren, particularly those who are being Initiated, Passed and Raised;
- ④ Willing to attend and able to complete the Lodge Education Officer Preparation Programme, and
- ④ Willing and able to continue in office for a period of at least two (2) years.

Duties:

1. To ensure that the District Education Officer is informed of his personal details (name, street address, telephone numbers, email address) - and those of a Brother appointed by the Master to succeed him.
2. To attend and complete a Lodge Education Officer Preparation Programme, on his appointment.
3. To be a member of:
 - a) The Lodge's Committee of General Purposes & Planning and
 - b) The New Members Committee.
4. To facilitate the introduction and on-going implementation of an approved education programme in the Lodge, so as to ensure that all Brethren (but more especially those recently Initiated, Passed or Raised) attain an acceptable level of understanding of Freemasonry, its objectives, its principles and its structure. To provide the District Education Officer with a copy of that programme and to assist the Master in its delivery.
5. To supervise the development and implementation of a Mentor programme to:
 - a) Provide a mentor for a candidate whenever circumstances prevent his proposer from acting as such, and
 - b) Assist mentors/proposers in the discharge of their responsibility to the candidate.
6. To liaise with the District Education Officer to ensure that, after each Degree ceremony, every candidate has the opportunity to attend the Masonic Advancement Presentation appropriate to that Degree, as soon as practicable within the ensuing three (3) months, and before taking the next step.
7. To assist the District Education Officer with the local management and facilitation of District Open Nights.
8. To ensure that all Lodge officers have the opportunity to attend a Leadership Development Seminar appropriate to their respective offices (preferably before being invested) and to assist the District Education Officer with the management of any Development Seminar held locally.
9. To develop effective communications, and maintain a regular correspondence and rapport with the District Education Officer so as to enable him more faithfully to discharge his responsibilities to the Lodge, and his obligations to both the District Coordinator, and the Grand Superintendent of Education.

**RWBro M. Hallam PSGW
Grand Superintendent of Education
March 2008**