

# Lodge Counselor's Handbook



Published By:

**Grand Lodge Free & Accepted Masons of Wisconsin**

36275 Sunset Drive  
Dousman, WI 53118  
(262) 965-2200  
[www.wisc-freemasonry.org](http://www.wisc-freemasonry.org)

## Introduction

### The Goal.

The principal goal of the Counselor Program is:

**TO TEACH THE FUNDAMENTALS OF FREEMASONRY TO EACH CANDIDATE.**

The Counselor Program will also provide continuing Masonic education to all members at Lodge meetings.

### The Counselor.

More than 400 years ago, the "Intender" was an important official in the operative Lodges in Scotland. He was entrusted with the instruction of new Candidates. At that time the word "intend" had a different meaning than it does now. It meant, "to stretch out, extend, expand, increase and intensify."

The Intender was a faithful companion and teacher whose duty it was to stretch out, extend, expand, increase and intensify the knowledge and understanding of the younger craftsman in Masonry. In retaining this function under the title Counselor, Freemasonry maintains and continues its ties to the ancient craft. The Mason today who acts as Counselor should feel the pride and responsibility, which the position denotes.

To the Candidate, the Counselor will be Freemasonry personified. While the Counselor will become knowledgeable in Freemasonry, it is most important that he be a friendly person, patient and of exemplary character. He will give his individual and personal attention to the Candidate.

Masonically, "the attentive ear receives the sound from the instructive tongue." "Through a succession of ages are transmitted, unimpaired, the excellent tenets of our Institution."

### Candidate Counseling.

After an applicant for the degrees has been elected, the Counselor immediately contacts the Candidate and arranges to meet with the candidate and his wife. When they meet, the Counselor discusses the material contained in "Seeking Light in Masonry." The Counselor answers questions the Candidate and his wife may have. At the end of the visit, the Counselor gives "Seeking Light in Masonry" to the Candidate.

At the Temple on the night of degree conferral, the Counselor will act as host, introduce the Candidate to the Brothers present, and generally make the Candidate feel at ease.

After the Entered Apprentice Degree, the Counselor will again meet with the new Brother and discuss the material contained in "Light in Masonry." At the end of this meeting, the Counselor gives the new Brother this publication.

After the Fellowcraft and Master Mason degrees, the Counselor also meets with the new Brother, discusses the materials in "More Light in Masonry," and "Further Light in Masonry" and gives him these publications.

During the next year, the Counselor should continue his contacts with the new Brother. The Counselor should encourage the new Brother to ask questions. If the Counselor does not know the answers, he should so advise the new Brother, obtain the answers and get back to the new Brother at a later time. The Counselor should introduce the new Brother to Masonic literature and let him know where additional

written materials can be obtained. The Counselor encourages the new Brother to attend lodge meetings and social functions.

**Continuing Masonic Education.**

As the Counselor acquires further Masonic knowledge himself or as he becomes aware of others who have such knowledge, he should arrange with the Worshipful Master for all of the Brethren to be kept informed through the presentation of short Masonic talks at Lodge meetings.

## The Team

### **The Grand Master.**

The Grand Master has general responsibility for supervision of the Craft. This includes supervision of the development, promotion and implementation of the Counselor Program.

### **Grand Lodge Education Committee.**

The Grand Lodge Education Committee developed the Counselor Program for the Grand Lodge Free and Accepted Masons of Wisconsin. It will continue to work on the development of printed materials, visual aids and cassette tapes for use in the Counselor Program, including the continuing Masonic Education at Lodge meetings. These items, approved by the Grand Master, will be distributed to other members of the Counselor Team as appropriate.

### **The District Deputies and the Area Administrators**

Within each of the Masonic Districts of the Grand Lodge Free and Accepted Masons of Wisconsin, the District Deputy is responsible for promoting and implementing programs of the Grand Lodge. This includes - the Counselor Program. The District Deputy in his Masonic District serves as the District Counselor unless, at his request, the Grand - Master has appointed another Master Mason as the District Counselor. The District Deputy may choose to have the Counselor Program promoted and implemented in his Masonic District through the Area Administrators.

### **Worshipful Master.**

The ultimate responsibility in each Lodge is with the Worshipful Master. He determines how the Counselor Program will be used most effectively in his Lodge. He is responsible for appointments within his Lodge, including the Lodge Counselor.

In a small Lodge, the Lodge Counselor may counsel candidates and provide the continuing Masonic education for Lodge meetings.

In a larger Lodge, the Worshipful Master may appoint individual Candidate Counselors to work under the direction of the Lodge Counselor. The Worshipful Master may also determine that in his Lodge it is appropriate to appoint a Lodge Education Officer, or perhaps even a Lodge Education Committee to provide for continuing Masonic Education at Lodge meetings.

The Worshipful Master is in the best position to determine how the Counselor Team should function in his Lodge. He may, of course, ask for the advice or assistance of the Area Administrator or District Counselor. However, the ultimate authority - and responsibility - rests with the Worshipful Master.

### **Summary.**

The Counselor Team functions with each Team member doing his individual part of "spreading the cement of brotherly love and affection; that cement which unites us into one sacred band or society, of friends and brothers, among whom no contention should ever -exist, but that noble contention, or rather emulation, of who best can work and best agree."

## **Why Candidate Counseling?**

### **Candidate's Right.**

The Candidate who petitions a Masonic Lodge is entitled to an explanation of the history, purpose, operation, symbolism, philosophy, obligations and ideals of Freemasonry. Today's Master Masons have a duty, not only to make this information available, but to see that it is presented to the Candidate in an understandable manner.

Simply handing a Candidate some printed materials is not good enough. Personal attention and discussion, where the Candidate has the opportunity to ask questions and receive answers (followed by the delivery of printed materials), will be the best method of transmitting the information.

### **Need to Secure Candidate's Interest.**

The Candidate obviously has some interest in the Fraternity. Otherwise, he would not have submitted his petition. He probably has a number of questions, perhaps even some reservations. His wife may have more concerns than he does. Frequently, this occurs because neither the Candidate nor his wife knows "what Freemasonry is all about." The Counselor's meeting with them will give an opportunity to answer the questions and remove the reservations.

### **Brotherly Love.**

Many, if not most, Master Masons believe that the most important aspect of the Masonic Fraternity is the friendship and brotherhood it promotes. Sometimes, however, it is very difficult for the Candidate, the new member, to break into the fraternal friendships which have already been formed within the Lodge.

The Counselor, who acts as the perfect host on the nights of the degree conferrals, helps the Candidate to begin to make new friends and become an integral part of the Fraternity.

### **Prevent Defaults.**

A disturbing fact exists. A significant number of Entered Apprentices default. They do not progress to become Fellowcrafts and Master Masons.

WHY? They lose interest!

There may be a number of reasons why they lose interest. The ritual work may have been unimpressive, the Masonic Temple may have been in poor condition, or some candidates may have initially thought that Freemasonry was some type of a social club or college type fraternity.

In most cases, however, Entered Apprentices default because the Master Masons in the Lodge have not displayed sufficient interest in the new Brother. They may have had that interest, but it wasn't properly communicated to the new Brother. . . . " "

The Counselor is charged with the responsibility of communicating that interest. Perhaps, special visits will be needed. Perhaps, securing better communications with the Poster will be needed. Perhaps, the Master Masons in the Lodge will have to be educated on the need of communicating their interest to the new Brother. The weeks immediately after the conferral of the Entered Apprentice Degree are critical. The Counselor can be the friend and mentor that the new Brother needs at that important time.

### **Maintain The New Brother's Involvement.**

The height of a new Brother's interest is normally at the time of his receipt of the Master Mason Degree. The Counselor's responsibility does not end at that point. Friendship will have been established by then; and by continuing as the new Brother's mentor for an additional twelve months, the Counselor can prevent the new Brother's loss of interest.

If the new Brother continues his involvement in Masonic activities, this involvement may well become a commitment to Freemasonry. Once commitment occurs, the new Brother becomes a true Master Mason, and not just another member.

### **Help Develop Future Officers.**

There are many qualifications for good Masonic Lodge Officers. Even the most effective Counselor Program will not, by itself, produce good Officers. However, basic education in the fundamentals of Freemasonry is important, if not essential, for all Lodge Officers. This basic education can be started, and the spark ignited by the Counselor. As time passes and the Candidate progresses to new Brother, Master Mason, Lodge Officer and, ultimately, Worshipful Master, the Counselor will realize the personal satisfaction for the significant part he has contributed to such development.

## **Guidelines for Candidate Counseling**

### **Worshipful Master.**

The authority and responsibility of the Worshipful Master is set forth in “The Team” section. If the Worshipful Master does not appoint a Lodge Counselor, the Worshipful Master, by virtue of his office, must perform the duties of Lodge Counselor himself. A good leader, as the Worshipful Master must be, should not try to do everything himself. His ability to select others to effectively perform certain tasks will contribute to the success of Freemasonry in his Lodge and in his community.

The selection of effective Counselors is important. The Counselor must be a friendly person, patient and of exemplary character. He must possess the quality of being able to follow through with the substantial responsibilities assigned to him. He does not have to be a Masonic scholar. As the Counselor prepares for his meetings with the Candidate and as he seeks answers to the questions which the Candidate may have, the Masonic knowledge of the Counselor will grow.

The Counselor may be, but does not have to be, a proficient ritualist. He may be, but need not be, a Poster who is capable of teaching the Candidate the required lessons of the degrees. In some cases, particularly in a small Lodge, the Worshipful Master will appoint a Poster as Lodge Counselor. The responsibilities of Poster and Counselor are not the same, however. The Poster must teach the new Mason the required lessons of the three degrees. The Counselor must teach the new Mason the fundamentals of Freemasonry which are not found solely within the degrees. If the tasks of posting and counseling can be performed by different persons, more Masons can be involved in Masonic activities and Freemasonry will be more likely to prosper. .

### **Lodge Counselor and Candidate Counselors.**

In these guidelines, the word “Counselor” is used as a general term. In some Lodges, there will be a Lodge Counselor, who will be the sole Candidate Counselor. In a Lodge with a large number of new Candidates, however, the Worshipful Master may determine that it is appropriate to appoint a Lodge Counselor and several Candidate Counselors. In such cases, the Lodge Counselor performs the administrative supervision of the Counselor Program. He sees that the Candidate Counselors are properly trained and that, once assigned to a Candidate, they are performing their duties effectively. The Lodge Counselor should call periodic meetings of the Candidate Counselors to share the experiences each has had in counseling Candidates.

As a general guideline, a Candidate Counselor should not be responsible for more than three candidates in any year.

If any assistance is needed, feel free to contact the District Deputy for guidance.

### **Lodge Secretary.**

All of the Lodge officers and members should be supportive of the Counselor Program. The Secretary, a most important officer of the Lodge, has a part.

Immediately after an applicant’s election to receive the degrees, the Secretary sends the Candidate a written notice of election and informs him of the date, time and place of conferral of the Entered Apprentice Degree. This notice should also inform the Candidate of the Counselor who will be contacting him.

Many Lodges have developed their own notice form. Whatever the form of the notice may be, the Secretary should be sure to send a copy of the notice to the Counselor.

When the Secretary sends the copy of the notice of election to the Counselor, he should also inform the Counselor, in writing, of the two Master Masons who signed the Candidate's petition and the three Master Masons who interviewed the Candidate. This will give the Counselor the information he will need to specially invite the Masons whom the Candidate has already met to attend the conferral of the degrees.

In some Lodges, the Secretary may communicate the above information to the Candidate and the Counselor by telephone or personal contact. Reference to the notice forms, however, will assist the Secretary in communicating the essential information.

## **Counselor.**

### **First Meeting With Candidate After Election.**

1. This may be at any convenient place where comfort and privacy are assured. The meeting could be held at the Masonic Temple and include a tour of the building, although the most common location will be the Candidate's home.
2. The presence of the Candidate's wife is usually desirable.
3. The Counselor should be familiar with the material in "Seeking Light in Masonry" before meeting with the Candidate and his wife.
4. A friendly, informal, low key discussion is best. The Counselor will discuss the material contained in "Seeking Light in Masonry" and other Masonic matters in which the candidate and his wife show an interest.
5. The Counselor will answer any questions he can. If he does not know the answer, he should say so. The answer should be obtained, and the Counselor should give it to the Candidate.
6. At the end of the meeting, the Counselor will leave "Seeking Light in Masonry" with the Candidate.

### **Prior to Initiation.**

1. The Counselor should contact the Master Masons who signed the Candidate's petition and who interviewed him. He should urge them to attend the conferral of the Entered Apprentice Degree.
2. The Counselor should call the Candidate and offer -to pick him up and bring him to the Masonic Temple for the degree. If it is impractical to do this, the Counselor should arrange to meet the Candidate at the Temple at a specific time.

### **At The Lodge.**

On the night of the degree conferral (particularly the Entered Apprentice Degree, but Fellowcraft and Master Mason Degrees, as well) the Counselor acts as the perfect host. The Counselor introduces the Candidate to the Brothers present. He should make the Candidate feel at ease and be with him until the appropriate Lodge Officers contact the Candidate for participation in the degree itself.

### **After The Degree.**

Within a few days after the Entered Apprentice Degree, the Counselor meets privately with the new Brother and discusses the material in "Light in Masonry."

After the Fellowcraft and Master Mason Degrees, similar meetings are held, and the Counselor discusses the material in "More Light in Masonry" and "Further Light in Masonry".

The discussion at each meeting following a degree includes a summary and the, high points of the printed material. It is not a memorized recitation of the-, material, but

it is something more than' merely handing the printed materials to the new Brother. At the end of each of these meetings, the Counselor gives the' proper publication to the new Brother.

**The Next Year.**

During the twelve months following the conferral of the Master Mason Degree, the Counselor should continue coming to Lodge meetings with the new Brother. The new Brother's interest in Freemasonry is normally very high during this period. If the Counselor continues to show an interest in the new Brother, attends Lodge meetings with him (including neighboring Lodges), provides him with Masonic, literature and encourages his attendance at social functions of the Lodge, the new Brother should have the proper foundation laid so that Freemasonry will truly become a way of life for him.

## **Why Continuing Masonic Education?**

### **The Worshipful Master's Duty.**

It is more than opening and governing his Lodge. It is more than setting the Craft at work. The Worshipful Master must also "give them proper instruction". This duty is more than just the forms and ceremonies of the degrees. It includes Continuing Masonic Education.

### **Keeping the Members Interested.**

Routine opening, reading minutes, authorizing payment of bills and closing will make routinely dull meetings. Continuing Masonic Education, only ten minutes a night, is all that is required. Something interesting, different and educational will give the members a reason for attending.

## **Guidelines for Continuing Masonic Education**

### **Worshipful Master.**

The Worshipful Master has primary authority and responsibility. He is well advised, however, to assign the task of Continuing Masonic Education to the Lodge Counselor. A separate Lodge Education Officer may also be appointed, or perhaps a Lodge Education Committee. The Worshipful Master determines the precise method of implementation, after analysis of the talent available within his Lodge.

In these guidelines, the word "Counselor" is used as a general term. Where a separate Lodge Education Officer or Lodge Education Committee is appointed, such person or persons should appropriately apply these guidelines.

### **Counselor.**

It is the Counselor's duty to see that a Continuing Masonic Education program is presented at every stated communication of the Lodge and at such other times as the Worshipful Master may direct. The Counselor may prepare and present these programs himself or he may assign individual programs to other interested Master Masons.

The Continuing Masonic Education program may be a talk based on prepared material, an organized discussion of a Masonic topic, the showing of a Masonic film or slide program or the playing of a cassette on a Masonic subject.

Less than ten minutes a night is all that is required. Put the ten-minute Continuing Masonic Education program early in the schedule for the evening, fill in a gap in the proceedings, or save it for the lunch after the meeting. Normally, the Continuing Masonic Education program should not come just before the close of the Lodge meeting.

The program must be quality. Dull and dreary readings or pompous pronouncements will detract, rather than add. The programs should be inspirational, enlightening and interesting. Keep them short and to the point. If interest and conversations continue after the program is finished, let it continue . . . over refreshments.

## Examples of topics are:

### **ENTERED APPRENTICE**

- Apprentices
- Apron, The
- Be Particularly Careful
- Blazing Star
- Cable-Tow, The
- Compasses, The
- First Lesson, The
- Free and Accepted
- Good and Wholesome Instruction
- Holy Bible, The
- Lambskin Apron, The
- Lesser Lights
- Lodge, The
- Movable and Immovable
- Northeast Corner, The
- Point Within a Circle
- Relief
- Rite of Destitution, The
- Rite of Discalceation, The
- Rough and Perfect
- Square, The
- Swaddling Clothes
- Temperance, Fortitude and Prudence Tools
- Trestle-Board and Tracing Board Twenty-Four Inch Gauge

### **FELLOECRAFT**

- Antiquity of Geometry, The
- Attentive Ear, The
- Charity
- Corn, Wine and Oil
- Faith, Progress and Reward
- Fellowcraft
- Globes
- Horizontals
- Letter "G", The
- Level and Plumb, The
- Masonic Geometry
- Seven Liberal Arts and Sciences
- So Mote It Be
- Speculative
- Square, The
- Square, Level and Plumb
- 3-5-7
- Tools
- We Work in Speculative Masonry
- Winding Stairs, The

- Wise and Serious Truths

### **MASTER MASON**

- Book of Constitutions Guided
- by the Tiler's Sword
- Five Points
- Foreign Countries
- 47<sup>th</sup> Problem, The
- Grand Lodge
- Grand Masters' Powers
- Hiram Abif
- Hour Glass and Scythe
- Legend of the Lost Word, The
- Lodge and Grand Lodge Organization
- Master Mason
- Master's Wages, A
- Pot of Incense
- Powers and the Worshipful Master, The
- Put a Log on the Fire
- Ruffians, The
- Seat Among the Brethren, A
- Secrecy
- Sprig of Acacia
- Stairway and a Ladder, A Sublime
- Symbolism: The Circle
- Tools

### **INDIVIDUALS**

- Ashmole, Elias
- Balchen, Bernt
- Bushell, David, Revolutionary Patriot
- Captain and His Lady, The
- Dedicating the Memorial
- Denslow, Ray Vaughn
- Desaguliers
- Doolittle Pictures
- Drummond, Josiah Hayden
- Ellery, William
- Francisco, Peter, The Virginia Giant
- Franklin, Benjamin
- Franklin, Benjamin, Freemason
- Goethe, Freemason
- Hancock, John
- Hahn, Conrad, In Memoriam
- Harding, Warren G., Freemason
- Haywood, Harry LeRoy
- Hewes, Joseph
- His Death was Untimely
- Hooper, William

- Kipling and Masonry
- Lafayette
- Lafayette, Where was Made a Mason?
- Land, Frank S. - DeMolay Dad No.1
- Lessing, G.E.: The Conscience of German Freemasonry
- Mackey, Albert Gallatin
- Marshall, John
- Masonic Signers of Declaration
- Masons Signing Declaration of Independence
- Morris, Rob
- Oliver, Dr. George, Father of Masonic Literature
- Our Masonic President
- Paine, Robert Treat
- Pike, Albert
- Preston, William
- Revere, Paul
- Rizal, Jose
- Salomon, Haym, Financier of the Revolution
- Sayer, Anthony, Gentleman
- Seven Great Masons
- Spalding, Lyman, M.D.
- Stockton, Richard
- Three Famous Masonic Charlatans
- True Masonic Chart
- Truman, M.W. Harry S.
- Walton, George
- Washington, Facts for Speakers About Washington, The Friend of Masonry
- Washington, the Man
- Webb, Thomas Smith
- Whipple, William
- Young Man Who Lispered, The

### **Sources of Material**

The above Masonic topics are titles of "Short Talk Bulletins" which are available from:

The Masonic Service Association  
8120 Fenton Street  
Silver Spring, Maryland 20910

The cost of the "Short Talk Bulletins" is modest and a comprehensive list of all the "Short Talk Bulletins" can be obtained free from The Masonic Service Association. The Masonic Service Association list also includes comprehensive digests, cassette tapes and films.

### **Periodicals and Publications.**

Additional Masonic materials are published on a regular basis at modest cost. The following are recommended:

The Indiana Freemason  
Post Office Box 58  
Franklin, Indiana 46131

Knight Templar  
14 East Jackson Boulevard  
Suite 1700  
Chicago, Illinois 60604  
The Northern Light  
Scottish Rite  
Post Office Box 519  
Lexington, Massachusetts 02173  
The Royal Arch Mason  
Post Office Box 529  
Trenton, Missouri 64683  
The Philalethes  
c/o Allan D. Parsons  
Membership Chairman  
1402 West Euclid Avenue  
Arlington Heights, Illinois 60625

### **Masonic Library**

Every Lodge should have a library of Masonic books, which will be available to officers and members who seek the adventure of Masonic reading. If the Lodge does not believe that it can afford to purchase Masonic books, perhaps individual members will be willing to buy a book, read it and exchange it with others who have purchased a book. When these interested members have completed their reading, the books can be donated to the Lodge as gifts. Such plan would enable the members for the price of one book to read a large number of books and at the same time provide a library for future members of the Lodge. The following books would make a good starter library:

### **General Books**

Mackey's Encyclopedia of Freemasonry (3 volumes)  
Coil's Masonic Encyclopedia  
The Little Masonic Library  
Newton, The Builders  
Claudy, Introduction to Freemasonry  
Pound, Masonic Addresses and Writing  
Jones, Freemasons' Guide and Conpedium  
N ewton, The Men's House  
Haywood, The Newly-Made Mason  
Haywood, More About Masonry  
Newton, Short Talks on Masonry  
Haywood, The Great Teachings of Masonry .  
McBride, Speculative Masonry

### **History**

Coil, Freemasonry Through Six Centuries  
Roberts, House Undivided: The Craft During the Civil War  
Darrah, History and Evolution of Freemasonry

## **Religion**

Newton; The Religion of Freemasonry  
Haywood, Freemasonry and Roman Catholicism

## **Symbolism**

Claudy, Foreign Countries  
Mackey, Symbolism of Freemasonry  
Roberts, The Craft and its Symbols

## **Masonic Law**

Mackey, Masonic Jurisprudence  
Bede, The Landmarks of Freemasonry  
Pound, Masonic Addresses and Writings

## **Officers**

Claudy, The Master's Book  
Haywood, Masonic Lodge Officers and How to Become One  
Blakemore, Masonic Lodge Methods  
Macoy, Worshipful Master's Assistant  
Roberts, Key to Freemasonry's Growth  
Hermann, The Secretary's Book  
Hermann, Designs Upon the Trestleboard

## **Biography**

Haywood, Famous Masons and Masonic Presidents  
Roberts, George Washington, Master Mason

## **Fiction**

Stuart, Hand to Back  
Claudy, The Lion's Paw  
Claudy, These Were Brethren  
Easter, The Sword of Solomon  
Claudy, Where Your Treasure Is  
Claudy, Old Tiler Talks  
Claudy, Masonic Harvest

## **Essays**

Bede, 3 - 5 - 7 Minute Talks  
Bede, 5 - 15 Minute Talks  
The above Masonic books are available from:  
Macoy Publishing and Supply Co.  
Post Office Box 9759  
Richmond, Virginia 23228

A free catalogue can be obtained from The Macoy Publishing and Supply Co. Macoy also has a free regular periodical "The Altar Light" which contains interesting Masonic information and announcements of new Masonic books.