

Provincial Grand Lodge of Shropshire



Masonic Mentoring Programme Personal Development Guide

(To be retained and completed by the Personal
Mentor)

Lodge:	
Mentee:	
Personal Mentor:	
Lodge Mentor:	



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Contact Details

Date

Mentee	
Name:	
Address:	
Telephone:	
Email Address:	

Personal Mentor	
Name:	
Address:	
Telephone:	
Email Address:	

Lodge Mentor	
Name:	
Address:	
Telephone:	
Email Address:	



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Interviewed:	
Proposed:	
Balloted:	
Initiated:	
Passed:	
Raised:	
Steward:	
Inner Guard:	
Junior Deacon:	
Senior Deacon:	
Junior Warden:	
Senior Warden:	
Worshipful Master:	
Other:	
Other:	
Other:	
Other:	

Progression



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Introduction

This guide has been written to assist Personal Mentors with their important duties. It contains information and recommendations that have been drawn from a number of sources and represents the collective experiences of mentors operating throughout England and Wales.

Whilst the widespread adoption of this guide would guarantee a level of consistency across the Province, it is important that Lodges are able to innovate and develop mentoring programmes that are right for them, given their unique traditions and membership profiles. Therefore, this guide should be regarded as a series of recommendations that can be used to enhance a Lodge's own mentoring programme, rather than a prescriptive set of instructions that must be followed as presented.

The five main sections of this document refer to the first five steps of the personal development process. They are:

- Recruitment and Preparation for Initiation
- Entered Apprentice
- Fellow Craft
- Master Mason
- Preparing for Office

Each of these steps has been broken down into a number of activities that are relevant to the development of a Mentee at a particular point in time.

It is important to note that the five steps above, and the timings given in the sections below are approximate and meant to act as a guide only. There is no expectation that the activities will be completed in the order specified, or that a Personal Mentor must meet the timings suggested. Some activities must clearly take place in the order they are presented, for example it would make sense to explain the First Degree Tracing Board before the Second, but the remaining activities may be covered as circumstances dictate.

Every recommended activity has been associated with one of the three stages of the Masonic mentoring process, namely **Belonging**, **Understanding** and **Participating**. (These three stages are defined in the Provincial Mentoring Policy, which must be read and understood by all Lodge and Personal Mentors operating throughout the Province.) The associations are displayed in the 'Stage' column of the tables below, with **Belonging** denoted by the letter **B**; **Understanding** by the letter **U** and **Participating** by the letter **P**. It will be noted that as a Mentee progresses through the first five steps of the personal development process, the activities presented will guide him from **Belonging**, through **Understanding**, to **Participating**.

This guide is intended to be **printed** and used in a **hard-copy format**, being held and **updated** by the **Personal Mentor** during the course of his duties. It may be customised and modified as required, and the Microsoft Word version is available from the Provincial Grand Mentor on request.

Additional copies of this guide are available from the Mentoring section of the Provincial website.

If you require any help or assistance in completing this guide, have any questions about its composition, or would like to suggest improvements, please contact the Provincial Grand Mentor.



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References

- [1] United Grand Lodge of England website: www.ugle.org.uk
- [2] Provincial Grand Lodge of Shropshire website: www.shropshiremasons.org.uk
- [3] Masonic Charitable Foundation website: www.mcf.org.uk
- [4] Shropshire Provincial Grand Chapter website: www.shropshiremasons.org.uk
- [5] Guidance for Mentors web page: www.shropshiremasons.org.uk/what-is-freemasonry/mentor/



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Recruitment and Preparation for Initiation

Mentee:	
Timing:	From the time a prospective Candidate first makes contact with a Lodge until the completion of the Ceremony of Initiation.
Objectives:	To ensure a prospective Candidate has a basic understanding of Freemasonry and the Lodge he seeks to join; also, to ensure he appreciates the personal and financial commitments that will be required of him. To correspond with the prospective Candidate in a professional and timely manner, ensuring he is aware of the recruitment process and the progress of his own application. To make an initiate feel welcome and instil a sense of belonging.

Ref	Guidance	Source of Information	Stage	✓
1.1	Inform the prospective Candidate of the qualifications necessary for membership, including his belief in a Supreme Being.	Proposer / Seconder	U	
1.2	Provide an overview of Freemasonry, touching on its objectives and history, and describing the Three Grand Principles on which it is founded (Brotherly Love, Relief and Truth).	Proposer / Seconder	U	
1.3	Provide an overview of the Lodge he seeks to join, describing the format and regularity of its meetings, its history and the composition of its membership.	Proposer / Seconder	U	
1.4	Give the prospective Candidate information to read in his own time, including: the booklet entitled 'Freemasonry – What's It All About'; the link to the United Grand Lodge of England's website [1]; the link to the Provincial Grand Lodge of Shropshire's website [2]; and the link to the Lodge website, if applicable.	Proposer / Seconder	U	
1.5	Explain what is expected of a Freemason and what the prospective Candidate can hope to gain from his membership. Emphasise how life-long friendships can be formed and self-development achieved through understanding and participation. Personal experiences should be shared where possible.	Proposer / Seconder	B	
1.6	Explain that Freemasonry is a sociable pursuit and that ample provision is made for the involvement of wives and partners, giving examples where possible.	Proposer / Seconder	B	
1.7	Briefly explain the mentoring process operating throughout the Province and within the Mentee's Lodge, and describe how this will help a Freemason during the early years of his membership. Explain the roles of the Provincial Grand Mentor, Lodge Mentor and Personal Mentor.	Proposer / Seconder	B	
1.8	Establish the suitability of the prospective Candidate by means of an interview, during which his compliance with the qualifications necessary for membership will be confirmed. At the interview, the prospective Candidate should be given information that will help him to plan for his initiation, including a summary of the fees, details of the dress requirements and the likely date of his entry.	Interview by appointed members of the Lodge Committee	B	



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Ref	Guidance	Source of Information	Stage	✓
1.9	Inform the prospective Candidate of the outcome of his interview. He should be informed that a positive decision will need to be formalised by a ballot.	Verbally, by letter or email sent by the Secretary	B	
1.10	Formally notify the prospective Candidate of the result of the ballot. The fees associated with his joining and membership should be confirmed at this stage, and he should be informed of the date, time and location of the meeting at which he will be initiated. A copy of the relevant summons should be forwarded to the Candidate when available.	Letter or email sent by the Secretary	B	
1.11	Identify and assign a suitable Personal Mentor to the Candidate.	Lodge Mentor	B	
1.12	Arrange an initial meeting between the Candidate and his Personal Mentor to discuss and agree the basis of their relationship, the future agenda, and the frequency and locations of their meetings (Candidate's Proposer and Seconder may wish to attend).	Personal Mentor	B	
1.13	Confirm the details of the Initiation meeting with the Candidate, ensuring he feels confident and understands exactly what will be expected of him, including the response to his Toast.	Discussion with Proposer, Seconder and Personal Mentor, followed by a letter or email sent by the Secretary	B	
1.14	On the day of his Initiation, prepare the Candidate for the ceremony and make the key introductions both before and after the meeting. He should be collected and taken to the meeting, if possible, and feel confident that he knows what to expect and how to behave.	Proposer / Seconder Personal Mentor	B	
1.15	Provide the Candidate with support during and after his initiation, sitting with him at the meeting and afterwards at the Festive Board.	Proposer / Seconder Personal Mentor	B	
1.16	Ensure the initiate experiences a meaningful and fitting welcome into his Lodge and Freemasonry.	Every Lodge member	B	

The United Grand Lodge of England's 'Masonic Pathway' initiative should be followed where applicable and take priority over the guidance listed above, which should be regarded as complimentary.



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Entered Apprentice

Mentee:	
Timing:	Begins immediately after the Ceremony of Initiation has taken place and is ideally completed by the time of the Ceremony of Passing.
Objectives:	To provide a Mentee with a basic understanding of the Ceremony of Initiation. To give him information about his Lodge and start the process of fully integrating him as a member. To develop his understanding of Freemasonry and prepare him for the Ceremony of Passing. To continue to instil a sense of belonging and encourage early participation within his Lodge.

Ref	Guidance	Sources of Information	Stage	✓
2.1	Provide a high-level overview of the symbolism found in the Lodge, making reference to the items found on the First Degree Tracing Board.	Personal Mentor Lodge Mentor Preceptor	U	
2.2	Explain the meaning of the Ceremony of Initiation, describing the symbolism the Mentee will have encountered during the ceremony (e.g. the square, compasses and working tools). The most significant portions of the ceremony should be described and/or re-enacted, and the grip, word and sign of the degree re-confirmed.	Personal Mentor Lodge Mentor Preceptor	U	
2.3	Ensure the Mentee is able to salute in the First Degree and understands that he must take a step before doing so. Explain that he must salute in this way when addressing the Worshipful Master in a Lodge open in the First Degree.	Personal Mentor Preceptor	U	
2.4	Introduce the roles and responsibilities of the various officers within the Lodge, describing what they do and where they sit during meetings. A Mentee should understand how a particular officer can be identified by his jewel. He should also be informed about the different types of regalia and how these refer to a Brother's position in the fraternity.	Personal Mentor Lodge Mentor Preceptor	U	
2.5	Explain the format of a typical Lodge meeting, describing the various ceremonies that are likely to take place during the year. An overview of how and when the business of the Lodge is conducted should also be given, with references made to the scheduled items of labour, the risings, elections, votes, ballots and notices of motion.	Personal Mentor Secretary Preceptor	U	
2.6	Explain the structure and importance of the summons. A Mentee must be registered to receive a summons to every meeting by post or email.	Personal Mentor Secretary	U	
2.7	Describe the salutations and greetings offered to Grand and Provincial Grand Officers during Lodge meetings. A Mentee must feel comfortable when in the Lodge, especially when saluting.	Personal Mentor Preceptor	U	
2.8	Offer an explanation of the proceedings at the festive board, describing the format of the toasts and demonstrating the fire. A Mentee should understand the local procedure for booking a place at dinner and the existence of a permanent dining list.	Personal Mentor Secretary Preceptor	U	



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Ref	Guidance	Sources of Information	Stage	✓
2.9	Ensure the Mentee has been introduced to every Lodge member and is familiar with his peer group. Particular attention should be given to those office holders he is likely to encounter on a regular basis, such as the Secretary, Treasurer and Director of Ceremonies.	Personal Mentor	B	
2.10	Explain the requirement to avoid discussions relating to politics and religion. The concept of harmony should be explained and how the Lodge may be regarded as a retreat from the outside world.	Personal Mentor	U	
2.11	Explain the role of the Lodge of Instruction (LOI), giving details of how it is structured and the benefits of attending. The dates, times and locations of its meetings should be provided, as should details concerning dress requirements. The Mentee's contact details should be registered with the Preceptor so he can be informed of future meetings.	Personal Mentor Preceptor	B	
2.12	Introduce the Masonic Charitable Foundation and explain how it helps both Masons and non-Masons alike. The Mentee should be referred to the associated website [3]. He must understand that he and his dependents are eligible for help and support should the need arise.	Personal Mentor Almoner Charity Steward	B	
2.13	Arrange a visit to another Lodge, preferably when the Ceremony of Initiation is to be worked. The Mentor of the receiving Lodge should be advised that an Entered Apprentice will be visiting, and that he should be given a warm welcome.	Personal Mentor Lodge Mentor	B	
2.14	Provide the Mentee with the questions and answers required during the Ceremony of Passing and ensure he understands that these should be recited from memory. Advice should be given on how this can be achieved, as should opportunities for informal rehearsals.	Personal Mentor	P	



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Fellow Craft

Mentee:	
Timing:	Begins immediately after the Ceremony of Passing has taken place and is ideally completed by the time of the Ceremony of Raising.
Objectives:	To provide a Mentee with a basic understanding of the Ceremony of Passing. To develop his understanding of Freemasonry, introduce concepts associated with the Second Degree and prepare him for the Ceremony of Raising. To discuss Masonic etiquette and protocol so he feels confident to attend meetings and visit other Lodges. To encourage him to find information himself and explore Freemasonry beyond his own Lodge. To encourage attendance at social events and participation in activities that will enhance his enjoyment and understanding of Freemasonry.

Ref	Guidance	Sources of Information	Stage	✓
3.1	Re-visit the symbolism found in the Lodge as the Mentee may have further questions after having attended a number of meetings.	Personal Mentor Lodge Mentor Preceptor	U	
3.2	Explain the meaning of the Ceremony of Passing, describing the symbolism the Mentee will have encountered during the ceremony (e.g. the spiral staircase, letter 'G' and working tools). The most significant portions of the ceremony should be described and/or re-enacted, and the grips, words and signs of the degree re-confirmed.	Personal Mentor Lodge Mentor Preceptor	U	
3.3	Describe the Second Degree Tracing Board, making references to the Ceremony of Passing where applicable.	Personal Mentor Lodge Mentor Preceptor	U	
3.4	Ensure the Mentee is able to salute in the Second Degree and understands that he must take a step before doing so. Explain that he must salute in this way when addressing the Worshipful Master in a Lodge open in the Second Degree.	Personal Mentor Preceptor	U	
3.5	Present the Lodge banner to the Mentee and describe the symbolism it contains.	Personal Mentor Lodge Mentor	U	
3.6	Provide an overview of the history of the Lodge, the date of its founding, the details of its mother and daughter Lodge(s) and any key milestones, such as centenary celebrations. A documented history of the Lodge should be given to the Mentee if available.	Personal Mentor Lodge Mentor Senior Past Master(s)	B	
3.7	Introduce the Book of Constitutions and Lodge By Laws, and briefly explain how the Craft is governed at the Grand and Provincial Grand Lodge levels.	Personal Mentor Secretary	U	
3.8	Introduce Masonic etiquette and protocol. This should include the behaviour expected of a Brother both inside and outside the Lodge. As this is a complicated subject, it may prove beneficial to invite the Mentee to ask questions, rather than to offer him a lecture.	Personal Mentor Lodge Mentor Preceptor	U	
3.9	Explain the importance of registering and apology when unable to attend a meeting and ensure the Mentee has the contact details of the Lodge Secretary.	Personal Mentor Secretary	U	



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Ref	Guidance	Sources of Information	Stage	✓
3.10	Masonic toasts should be introduced and a Mentee informed how to respond when asked. It should be made clear that there is no expectation to tell a joke and that a short and sincere reply is often the most appropriate.	Personal Mentor Lodge Mentor	U	
3.11	Explain how a member is able to make donations, both formally and informally, to Masonic charities. The collection of alms should be explained, as should the use of Gift Aid envelopes. Masonic festivals should be discussed and any notable future events highlighted.	Personal Mentor Charity Steward	U	
3.12	Explain how the Mentee can visit other Lodges throughout the English Constitution and why he needs to obtain clearance before visiting Lodges overseas. Ensure he understands the etiquette and protocols associated with visiting other Lodges.	Personal Mentor	U	
3.13	Arrange at least one visit to another Lodge that meets at a different Masonic centre to his own, preferably when the Ceremony of Passing is to be worked. The Mentor of the receiving Lodge should be advised that a Fellow Craft will be visiting, and that he should be given a warm welcome.	Personal Mentor Lodge Mentor	B	
3.14	Provide the Mentee with sources of information that will allow him to find information concerning Masonic meetings and social events. These should include the Secretary, Provincial website [2]	Personal Mentor Secretary	B	
3.15	Inform the Mentee of the main Provincial events to which both he and his family will be welcome to attend e.g. Carol Service	Personal Mentor Secretary	B	
3.16	Provide the Mentee with the questions and answers required during the Ceremony of Raising and confirm he understands that these should be recited from memory. Opportunities for informal rehearsals should be provided.	Personal Mentor	P	
3.17	Introduce Masonic Foundations and ensure the Mentee knows how he can complete the programme. Support should be given to ensure he understands the items detailed in the syllabus and is therefore able to obtain the qualification in a timely manner.	Personal Mentor Lodge Mentor	P	



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Master Mason

Mentee:	
Timing:	Begins immediately after the Ceremony of Raising has taken place and is ideally completed in the following twelve months.
Objectives:	To provide a Mentee with a basic understanding of the Ceremony of Raising. To deepen his knowledge of Freemasonry through supported and self-guided study. To encourage greater participation within his Lodge and Province, focusing on the presentation of ritual, Masonic education and social activities. To cause him to consider his future and encourage him to operate independently, enabling him to introduce his own friends and organise visits to other Lodges.

Ref	Guidance	Sources of Information	Stage	✓
4.1	Explain the meaning of the Ceremony of Raising, describing the symbolism the Mentee will have encountered during the ceremony (e.g. the darkness, glimmering ray and working tools). The most significant portions of the ceremony should be described and/or re-enacted, and the grips, words and signs of the degree re-confirmed.	Personal Mentor Lodge Mentor Preceptor	U	
4.2	Describe the Third Degree Tracing Board, making references to the Ceremony of Raising where applicable.	Personal Mentor Lodge Mentor Preceptor	U	
4.3	Ensure the Mentee is able to salute in the Third Degree and understands that he must take a step before doing so. (The full signs of the Third Degree should be practiced, together with the penal sign only.) Explain that he must salute in this way when addressing the Worshipful Master in a Lodge open in the Third Degree.	Personal Mentor Preceptor	U	
4.4	Present the Mentee with a ritual book and introduce the various sections contained within it. Consider providing him with a copy of 'The Lectures of the Three Degrees of Craft Masonry' and explain that this book offers further information regarding Freemasonry and its associated ceremonies.	Personal Mentor Lodge Mentor Preceptor	B	
4.5	Present the Mentee with a Provincial Year Book and explain the information it contains.	Personal Mentor	B	
4.6	Briefly explain the history and structure of the United Grand Lodge of England, describing its key office holders and those bodies involved in its administration, such as the Board of General Purposes. Discuss its relationship with other Grand Lodges and how this depends on their regularity. Introduce active and past Grand ranks, and state how these can be identified by inspecting a Grand Officer's regalia.	Personal Mentor Lodge Mentor Senior Past Master(s)	U	



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Ref	Guidance	Sources of Information	Stage	✓
4.7	Explain the structure of the Provincial Grand Lodge of Shropshire, describing its key office holders and in particular those who the Mentee is likely to meet during his early years of membership. Introduce acting and past ranks, and state how these can be identified by inspecting a Provincial Grand Officer's regalia. Mention that there are many provinces in England and Wales with a structure similar to that in Shropshire.	Personal Mentor Lodge Mentor Preceptor	U	
4.8	Mention the annual meeting of Provincial Grand Lodge and stress that the Mentee is now able and encouraged to attend. An effort should be made to take him to the next meeting, preferably accompanied by his Personal Mentor and the Brethren of his Lodge.	Personal Mentor	B	
4.9	Briefly explain honours and how these are awarded at the Grand and Provincial Grand Lodge levels. Emphasise that in Shropshire, a Lodge makes its own recommendations for appointments and promotions at Provincial Grand Lodge. To ensure he understands its proceedings, this should be done before attending the annual meeting of Provincial Grand Lodge.	Personal Mentor Lodge Mentor Secretary	U	
4.10	Provide an explanation of the different types of Lodges the Mentee is likely to encounter, including: those associated with schools, colleges and universities; those whose members share particular hobbies and interests; Shropshire Installed Masters' Lodge 6262. Work through the Provincial Year Book to identify such Lodges.	Personal Mentor Lodge Mentor	U	
4.11	Introduce the Shropshire Masonic Education Group and provide the Mentee with the subjects of recent talks where available. Encourage the Mentee to attend when possible, preferably accompanied by his Personal Mentor and peers	Personal Mentor Lodge Mentor	U	
4.12	Describe the various Masonic texts that can be purchased from United Grand Lodge of England. State that they cover all interests including the history of Freemasonry, the interpretation of its ceremonies and symbols, and esoteric matters. Encourage the Mentee to deepen his understanding of Freemasonry by reading about the subject, focusing on those areas in which he is most interested.	Personal Mentor Lodge Mentor	U	
4.13	Introduce those Masonic clubs and societies that are active in the Province and explain how the Mentee is able to participate. Mention should be made of the Shropshire Masonic Golfing Society, Fishing society and the Cornerstone Club.	Personal Mentor Lodge Mentor	P	
4.14	Establish whether the Mentee would like to progress through the various offices within his Lodge. If so, the pace of his potential progression should be discussed and agreed, taking into account personal and other commitments.	Personal Mentor Lodge Mentor Preceptor	P	
4.15	Suggest suitable pieces of ritual the Mentee may wish to learn. These may include the Working Tools, the opening and closing of the Lodge in the three degrees, and extracts from the Ceremonies of Initiation, Passing and Raising. Facilitate his participation during Lodge meetings (e.g. by presenting the Working Tools).	Personal Mentor Lodge Mentor Preceptor	P	



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Ref	Guidance	Sources of Information	Stage	✓
4.16	Encourage participation in activities essential to the administration of the Lodge, especially those that are particularly well suited to newer members, such as acting as the Lodge Communications Officer or webmaster if appropriate	Personal Mentor Lodge Mentor Secretary	P	
4.17	Explain how the Mentee is able to introduce his own friends into his Lodge and how this can be achieved. Provide a brief overview of the qualifications for membership and how the recruitment process is managed.	Personal Mentor Secretary	P	
4.18	Introduce the Royal Arch and describe how the Mentee may join a Chapter. Create an awareness of the other Masonic orders active in the Province and describe the qualifications for membership. Ensure he understands the impact of over-commitment and that progression should be made at a pace commensurate with his personal circumstances. Provincial Grand Chapter of Shropshire [4]	Personal Mentor Lodge Mentor Royal Arch Representative	P	
4.19	Arrange at least one visit to another Lodge that meets at a different Masonic centre to his own, preferably when the Ceremony of Raising is to be worked. The Mentor of the receiving Lodge should be advised that a newly-raised Master Mason will be visiting, and that he should be given a warm welcome.	Personal Mentor Lodge Mentor	B	
4.20	Encourage the Mentee to plan his own visit to another Lodge, making arrangements with the Secretary and confirming his place at dinner. Inform him how he can invite others to visit, and how the Provincial Year Book and Lodge websites will assist him with this task.	Personal Mentor Lodge Mentor	P	
4.21	Encourage the Mentee to attend Provincial events relevant to him, such as those organised by the Membership, Training and Education team. Instil a sense of independence, but be ready to accompany and support him if asked.	Personal Mentor	P	
4.22	Talk through the frequently asked questions often asked of a Freemason and ensure the Mentee understands the answers he should give. This is particularly important, as every Freemason must act as an 'Ambassador for Freemasonry' and as a newer member he may be asked about his membership by his family, friends and colleagues. A comprehensive set of frequently asked questions is made available on the Provincial Grand Lodge of Shropshire's website [5].	Personal Mentor Lodge Mentor	P	



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Preparing for Office

Mentee:	
Timing:	After confirming the understanding gained from the previous four steps and before taking an office within the Lodge.
Objectives:	To ensure he understands the progressive and administrative offices within the Lodge, together with the responsibilities of those holding these offices. To prepare him for office, defining his future development needs and setting appropriate milestones. To encourage and facilitate his participation in the management of the Lodge.

Ref	Guidance	Sources of Information	Stage	✓
5.1	Ensure the Mentee understands the responsibilities of those holding progressive offices within the Lodge: Steward; Inner Guard; Junior Deacon; Senior Deacon; Junior Warden; Senior Warden. He should be informed of the ceremonial and ritual associated with each office.	Personal Mentor Lodge Mentor Preceptor	U	
5.2	Introduce the responsibilities of the Worshipful Master. Although it may be several years until the Mentee is installed as Master of his Lodge, it is important he understands exactly what would be required of him.	Personal Mentor Lodge Mentor Preceptor	U	
5.3	Introduce the responsibilities of those holding key management positions within the Lodge: Treasurer; Secretary; Director of Ceremonies. Mentor	Personal Mentor Lodge Mentor Preceptor	U	
5.4	Inform the Mentee how progression is managed within the Lodge. Discuss the options available to him and establish how he would like to move forwards. Define a personal progression plan.	Personal Mentor Lodge Mentor Preceptor	P	
5.5	If the Mentee wishes to move through the progressive offices, prepare a personalised ritual learning programme. It is important that the Mentee understands exactly what he must learn and that the pace of learning is commensurate with his ability. Appropriate learning milestones should be set and his progress closely monitored.	Personal Mentor Lodge Mentor Preceptor	P	
5.6	Inform the Mentee of the purpose and structure of the Lodge Committee, detailing any input he will be expected to provide. He should be encouraged to attend Lodge Committee meetings with his Personal Mentor and contribute when appropriate.	Personal Mentor Secretary	P	
5.7	Ensure the Mentee understands how order is maintained in the Lodge, describing disciplinary procedures, and the roles and responsibilities of the Grand Secretary and Provincial Grand Secretary.	Personal Mentor Secretary	U	