
The purpose of these guidelines are to assist the DDGM in creating a place of learning within his District that conforms to the Grand Lodge of PA and the By-laws as adopted by the School and its Board of Governors. Ritual is the defining difference between our Fraternity and the other various organizations. It has sustained our Fraternity for over three centuries and its continued practice and master will only serve to propel is into the future. Ever care and diligence must be taken to ensure that our Fraternity continues to flourish and in following the guidelines laid out in this handbook we will thrive and teach our members, old and new, the beauty contained in our ritual.



Grand Lodge
Of
Pennsylvania

**SCHOOL OF
INSTRUCTION
GUIDELINES**

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These guidelines have been prepared to assist you in establishing and maintaining a healthy and vibrant School of Instruction

The School of Instruction is one of the most important tools for you as a DDGM of your District. A well run School of Instruction will provide and foster a learning environment that helps the members of your District become increasingly comfortable and proficient in both knowledge and the delivery of the work. It is not possible to cover every scenario you may encounter as each School of Instruction has its own unique personality and character. The Grand Lodge has endeavored to provide you with a broad outline and a path to success.

1) Each School is required to have a current code of Bylaws stating the place of meeting, meeting time and School officers. It is recommended that you select a central location for the School and refrain from moving the School from Lodge to Lodge. The meetings should be between 7:00 and 7:30 pm. This allows for the members to get off from work and have a meal with family and not keep them out too late. School should be concluded by 9:00 pm.

2) The Principal is approved and appointed by the RW Grand Master and is the authority on Ritual and should answer all questions about Ritual. The DDGM is the authority on Masonic Law and should answer all questions on Masonic Law.

- 3) Schools should have at least 3 assistant principals selected by the DDGM and Principal. That should be from different parts of the District and assigned to Lodges in their areas.
- 4) All Schools should hold an Offices workshop in the beginning of January, conducted by the DDGM to layout the expectations for the goals and projects.
- 5) All Lodged should participate by conferring the work using current Lodge officers. PM's and other experience Brethren doing the work does not provide for the current officers to become and prove proficient. The Principal will set the schedule.
- 6) All School meetings should begin with the Pledge of Allegiance, Prayer, and reading if the minutes and approval of the minutes as in each Lodge.
- 7) The dress code is business casual and in good taste.
- 8) The Board of Governors, WM's of each Lodge, Principal, and DDGM should meet a minimum of twice a year.
- 9) The Principal and Asst. Principals should be visiting their assigned Lodges and assisting with rehearsals, special meetings, and the DDGM's Official Visits and Table Lodges

- 10) The Principal and the Asst. Principals are required to certify all of the Lodge officers as they become proficient every year and keep a record of certifications. Every effort should be made to do the certification in the lodge room setting. Lodge instructors should be preparing the officers for certification and only the Principal and Asst. Principals should certify.
- 11) Certifications are to be in all three of the Blue Lodge Degrees, the Business of the Lodge, Masonic Funeral Service, and receiving the DDGM on Official Visits.
- 12) All Schools must exemplify the Funeral Service and Examination of a Visitor. These can be combined.
- 13) Certification of Degree work and other Ritual work should not be done at or during School of Instruction unless that meeting is set aside for that purpose.
- 14) Consider implementing some sort of reward system, ie Best Attendance, Most Members Present or a point system for the year etc. to encourage attendance and participation.
- 15) Create a District Director for the School that lists each lodge, their officers, their programs, special events, and DDGM visitation schedule, School officers, contact information and other important information for the District.