



# Province of East Lancashire

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To: Lodge Secretaries / Chapter Scribes E  
cc Cabinet Members [Craft & RA]  
Grand Officers  
All Blue Book Appointments

## Provincial Grand Lodge of East Lancashire Mentoring: Policy Document

### Background

The process of Mentoring has been successfully promoted and implemented in the Province of East Lancashire following both local and national initiatives. However the Province, like Freemasonry nationally, is finding it increasingly more difficult to attract new members of an acceptable calibre and to then consistently retain them.

Demands on recruitment may not so much be a reflection on Freemasonry itself, but rather a consequence of external pressures and changing values within the Community. However, our ability to retain new members is well within our control. Losing Brethren is often a reflection of either an inadequate recruitment process, an indication of how well we support Brethren once they have joined, or both. The importance of retention is illustrated by the fact that if we had retained all the Freemasons that had been initiated in the last ten years, then the Craft would be expanding, not contracting and the need for additional recruitment would not be an issue.

Across the Province we must ensure that all Brethren receive the maximum potential fulfilment, opportunity and enjoyment from their membership. This, by itself, will naturally improve retention. As such Mentoring, which focuses on these matters, is seen as a cornerstone in this regard. However as a bonus, by its successful adoption and implementation, Mentoring will assist the roles of recruitment and retrieval – thus supporting the 3R's, which have deservedly received much attention over recent years.

Like all successful organisations the Province and Freemasonry itself must strive for continuous improvement in our people and processes. Mentoring is no exception. To this end the Province is formally documenting its Mentoring Policy to provide clarity of purpose for the Brethren involved ... and that means for all Brethren in the Province.

The Mentoring processes will be delivered and facilitated by the Provincial Grand Mentor at a Provincial level and provided locally by Lodge Mentors, with the support of their District Mentors.

The objective is to take what is best of our existing Mentoring scheme and expertise and where appropriate, extend its delivery to Brethren by the use of an assigned Mentor, who will be co-ordinated and supported by the traditional Lodge Mentor. This combined with a more consistent approach to delivery and a higher visibility of the mentoring process itself, is anticipated to re-enforce that which is already in the DNA of all Brethren – simply being a good Brother and Freemason.

*As we have all heard many times in the 'Address to the Brethren' during the Ceremony of Installation:*

*"I therefore trust that we should have but one aim in view .....To please each other and unite in the grand design of being happy and communicating happiness"*

## **Mentoring Policy**

### **Purpose**

The purpose of the PGLEL Mentoring Programme is to ensure that every Mason enjoys his membership, understands Freemasonry and is supported in becoming involved in the work of the Lodge and encouraged to enjoy its activities.

### **Objectives**

- To ensure the continuity and promote the growth of Freemasonry in general and specifically in the Province of East Lancashire
- To address the need for Retention and to support Recruitment and Retrieval (3Rs)
- To create a sense of belonging, understanding & involvement – for all Brethren
- To ensure the Craft is an enjoyable and fulfilling place to be and that Brethren are well able to communicate this to others with confidence and enthusiasm (ie become Ambassadors)

### **Process**

Whilst the Mentoring initiative is national in nature, its implementation and associated processes will be designed, managed and deployed at a Provincial level under the direction of the Provincial Grand Mentor, incorporating them as appropriate to its own local environment and at a level consistent with the existing mentoring infrastructure.

Mentoring is to be deployed using a pragmatic and systematic approach. There should be a level of consistency across the Province, with an emphasis on pastoral care, combined with a 'light touch' at point of delivery. Provision should be by capable Mentors who receive adequate education and support to assist them to fulfil their roles.

The overall approach adopted should facilitate the development of a high level of awareness of the mentoring process for all Brethren and not only those directly involved. It should constantly seek to embed the values of mentoring and being a 'good Brother' in all and be readily deliverable. Results of the process should be measurable and make maximum use of UGLE and other support materials, such as the Provincial web site.

### **Scope**

All may benefit from mentoring, whether a newly initiated Brother, or an 'old-hand'. The mentoring process should embrace all from pre-initiation through to those that have been in the Craft for many years. Indeed Mentors can often be a catalyst to assist the development of a young Lodge and the rejuvenation of a more established Lodge. In practice, the mentoring process should initially focus on those areas that will provide the most immediate benefits to Brethren, Lodges and the Province.

### **Roles & Responsibilities**

The Provincial Grand Mentor is responsible to the DPGM for the communication and strategic deployment of the Provincial Mentoring policy. He will be supported by the Education & Development Committee, Provincial Grand Orator and District Officers. He will arrange all pan-Province education and mentoring conferences and will be the PGLEL representative on all mentoring matters.

It will be the responsibility of the Lodge Mentor to ensure that all new members receive support, on a one-to-one basis, from an appropriate mentor. The designated mentor may be the Lodge Mentor, the member's proposer or seconder, or as appropriate another member of the Lodge, e.g a close friend. As required, the Lodge Mentor will provide the necessary assistance and guidance to those Brethren who are taking on the role of mentoring a new member.

Day to day communications, support and directions to Lodges and Lodge Mentors will be via the District Mentors, who whilst reporting to their District Chairman and ultimately the patch APGM and will have a 'dotted line' responsibility to the Provincial Grand Mentor. The Provincial Grand Mentor may create appropriate communication mechanisms to manage this aspect of activity particularly by appropriate liaison with the patch APGM. District Mentors will make the Provincial Grand Mentor aware of all formal communications and activities between themselves, their Lodges, mentors, Brethren and mentees so that he is fully apprised of the work taking place in the Province.

### **Award of the Mentor's Collar of Office**

In order to emphasise and elevate the importance of the mentoring role, UGLE have authorised a change in the Constitutions to permit the award of a 'Collar of Office' by a Lodge to its appointed Lodge Mentor. PGLEL fully supports this change with the strong recommendation that this collar is only awarded to those brethren whom the Worshipful Master and his brethren feel possesses the appropriate skills and attributes to fulfil the role effectively and efficiently. This will necessitate the Brother having the time and temperament to undertake his duties.. This is not to decry the capability of our existing Mentors, indeed far from it, but to ensure consistency of approach across the Province, to ensure all are aware of processes and support materials and most importantly to give our experienced mentors the opportunity to pass on their skills to others. It is also important that, to keep the work vibrant, engaging and effective, that the office of Lodge Mentor is not one which is perceived as being 'for life'.

It is important that the brethren who undertake this important office are willing to attend/undertake such education and development as is deemed appropriate by the Provincial and District Mentor. This is deemed to be a vital aspect of them accepting the office.

It is the responsibility of the Provincial Grand Mentor, with the support of the District Mentors, to organise and facilitate this process.

### **Enhanced Profile for Mentoring and Mentors**

It is important that all Brethren participate in the mentoring process, either directly or indirectly. To achieve this, it will be the responsibility of the Provincial Grand Mentor to identify opportunities either within Lodge meetings, or at Festive Boards by which the mentoring processes, its benefits and achievements are re-enforced. All Lodges are strongly requested to support any initiatives that are devised for this purpose.

### **Review & Development**

A formal annual review and feedback process will be implemented to assess consistency of approach and effectiveness of the Mentoring Policy and its implementation. Feedback provided will be employed to further develop and enhance the effectiveness of the mentoring process.



**WBro Alan H Kirwilliam, PProvGSuptWks**

*Provincial Grand Mentor (Designate)*