

THE MEMBERS' PATHWAY

ROLES AND RESPONSIBILITIES IN THE PATHWAY

All members of a Lodge share responsibility for introducing new members, for helping to retain them by making them feel welcome and supported, and for seeking to retrieve those who resign. A number of officers and other members have more specific roles to play in these processes. If appropriate or necessary, these roles may be combined or held in conjunction with other Lodge Offices.

Lodge Membership Officer: Not a formal Lodge office. A new role (see "[Role profile: Lodge Membership Officer](#)" for full details), to co-ordinate the Lodge's activities from Steps 1 to 6 of the Pathway. Leads in the development of a membership plan and in supporting sponsors as they introduce prospective candidates. Is supported by the [Provincial Membership Officer](#).

Lodge Mentor: Co-ordinates the Lodge's activities in the Pathway from Step 7 onwards, starting immediately after the candidate has been elected (see "[Role profile: Lodge or Chapter Mentor](#)" for full details). Appoints and supports [Personal Mentors](#). Works with other Lodge officers, such as the Secretary, Director of Ceremonies and Almoner, to help new members adjust to and derive enjoyment and satisfaction from membership. Is supported by the [Provincial Grand Mentor](#).

Sponsors: A candidate's proposer and seconder. Either they identify prospective candidates (Step 2) and make the approach (Step 3) or they respond to an enquiry referred by the Province or made direct to the Lodge (Step 4). Recommend applicants to the Lodge after completing Step 5. May be selected to be the new member's Personal Mentor, if they have the time and experience to do so. In all cases, continue to support the new member and take a personal interest in his welfare and development in Freemasonry.

Personal Mentor: Provides individual and personal support to candidates and new members, to help them to prepare for and reflect upon ceremonies, to learn about the Craft and to get the best from their membership. May be a sponsor but if the sponsors do not have the time and experience may be another experienced member of the Lodge suited to the candidate. See "[Role profile: Personal mentor](#)".

Interview Panel: A group of no more than three members of the Lodge, preferably including at least one MM and one PM, who conduct applicant interviews and, if satisfied, recommend candidates to the Lodge Committee. Chaired by the member of the Lodge with the most appropriate skills and experience (see Step 1), to create the best interview process and experience for the applicant.

A training programme is available to help panel members to acquire the key skills.

The Lodge Membership Officer can be a member of the Interview Panel. The applicant's sponsors are encouraged to attend to support him. The sponsors should not be involved in conducting the interview.

Worshipful Master: Signs the Master's certificate on the Grand Lodge Registration Form. Delegates chairmanship of the Interview Panel to a Lodge member skilled and experienced in interview techniques.

Lodge Committee: Oversees the work of the Interview Panel, appoints its Chairman and two other members for each interview. Considers applications for membership after recommendation by the Interview Panel. The Lodge committee does not always need to meet to complete these tasks; much can be achieved through electronic communication.

Lodge Secretary: Completes all administrative tasks throughout the Pathway and as defined in the Book of Constitutions.

Lodge Director of Ceremonies: Allocates appropriate ceremonial work to each new member, in conjunction with the Lodge Mentor and Personal Mentors and according to members' abilities, needs and interests, always ensuring that each new member's development proceeds at the correct pace for him.

Lodge Almoner: Monitors attendance and works with the Lodge Mentor and Personal Mentors to respond if members appear to be losing interest.

Tyler: The only officer present as a candidate makes his final preparation for Initiation. The Tyler's words and actions may be remembered for many years to come and should always be consistent with the principles of Mentoring as explained in the Members' Pathway. The Tyler should answer any questions asked by candidates and he should be welcoming, encouraging and supportive in his approach to all brethren. By doing so he can be a positive influence on new members and visiting Brethren, and also help in retaining Brethren who are considering resignation or retrieving back into membership Brethren who are unattached.

At all Steps in the Members' Pathway, in our contact with non-members as well as with new and longer serving brethren, it is important that we act as role models and ambassadors for Freemasonry and exemplify our standards and values.