



Lodge Mentors Checklist

(All materials available for download from the Mentoring Pages on the District Website)

Mentors should note that the ME01 Training Manual is the core document of the Mentoring Programme **must** be printed out for every Candidate and used in conjunction with the other materials

After the Lodge Standing Committee Interview

1 Set of CA (Candidate) Fact Sheets (CA01 and CA02 to be given to the Candidate prior to his Initiation night and CA03 to be given to him after his Initiation)

Before the 1st Degree - Print out,

1 LE00 Personal Mentor welcome letter

1 LE01 Mentoring Training booklet & Cover

1 UGLE Letter to Personal Mentor

1 ME01 Training Manual & Cover

All the above to be given to the Personal Mentor

1 set of EA (Entered Apprentice) Fact sheets to be presented to the new EA by the WM/Lodge Mentor after his ceremony.

Before the 2nd Degree - Print out

1 Set of FC Fellowcraft Fact sheets to be presented to the new FC by the WM/Lodge Mentor after his Ceremony.

Before the 3rd Degree - Print out

1 Set of MM Master Mason Fact Sheets to be presented to the new MM by the WM/Lodge Mentor after his ceremony

Meeting following the Candidates Raising

Ensure the back inside page of the completed LE01 Mentoring Training Booklet is signed by the Personal & Lodge Mentors and the Lodge Worshipful Master and have the WM congratulate the new MM on completing the District Mentoring Programme and present the completed and signed LE01 to the new MM as a memento of his journey.

Ensure that the new MM is introduced to the Lodge's Royal Arch Representative

Also print out and present the new MM with a set of AD Addition Degrees Fact Sheets for his information.

Before the Lodge Installation

There are a set of Fact Sheets in the PR (Progressive Officers) series which cover from Inner Guard to Worshipful Master. Print out the full set and give the appropriate fact sheet to each Incoming Officers of the Lodge a month or two before the Lodge Installation meeting

These Fact Sheets explain the duties of their office.

Further Education

the 'FE' series of Fact Sheets are aimed at the further Masonic education of Brethren after their 3rd Degree.

Download poster FE00 along with a supply of the FE01 Fact sheet and display them in a prominent position in your Lodge. The Fact Sheets should be available for Brethren to easily pick up for later reading.

Double sided Printing of materials

When printing out double sided fact sheets, print one side, remove from printer and reinsert with printed side up ensuring that the top of the page is on the same side as it just printed. Then print the second page on the same sheet of paper. Remove from printer and Fold in Half.

When printing multiple page documents such as the Training Manual, in your printer settings, set printer to print ODD numbered pages. Once complete rearrange the printed pages with page 1 at the top and in page order. Reinsert into the printer with printed side up and set printer to print EVEN numbered pages.

Print cover separately in the same manner as the Fact Sheets

The above are the generic printer settings. Your printer settings may be different. If so check your printers instruction manual.

There are further instructions and help on the District website's Mentoring pages and in the Training Manual.

Costs Involved

You will require a supply of A4 white paper and will require your printer's ink cartridges to be replaced every now and again. This obviously involves some cost. Discuss with your Lodge Standing Committee/Worshipful Master to authorise the reimbursement of any costs you incur as a result of your Mentoring duties.

District of Cyprus Mentoring Programme

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