



## LEVEL 3: UNIT RESOURCES

Attract > Interview Prospective Members > *Screening*

### SCREENING PROCESS: PREPARATION FOR INTERVIEW

The activities described here follow an initial approach to, or from, a prospective candidate and comes before the formal applicant interview. It is normally carried out by a prospective candidate's sponsors (i.e., his proposer & seconder), assisted by others if the sponsors wish. If the potential candidate was not previously known to any members, we recommend the [Lodge Membership Officer](#) be one of the sponsors.

#### GUIDANCE FOR SPONSORS

- The sponsors and the prospective candidate are each asked to satisfy themselves that Freemasonry and the particular Lodge are right for the candidate and that they (the Lodge itself) are right for them.
- When seeking information from potential candidates and applicants, brethren should respect individuals' dignity and privacy and must not discriminate against them unfairly.
- Be open, honest, transparent and direct about the commitment involved in becoming a Freemason.
- Draw from material held on [Solomon](#), UGLE's online learning platform, and especially the section, "Seek & learn: About Freemasonry", to help you answer any questions.
- Anything that happens outside of Lodge meetings can be described. Avoid describing the ceremonies or practices, such as firing, that are included on the festive board, and their meaning in detail, so as not to diminish the impact of Initiation.
- Meet informally with the prospective candidate on a number of occasions to explain and discuss:
  - The nature of Freemasonry, what it is and what it is not (see the [suggested reading list](#) for further guidance).
  - The expectations and duties of membership, including the commitment in time and money.
  - Features of your Lodge.
- Satisfy yourself that the prospective candidate would be suitable as a Craft member and for your Lodge.

This process is known as screening.



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- The following characteristics are not grounds for refusing membership of UGLE or any private Lodge;
  - Age (as long as they are 18 years and over, and providing they have finally ceased Secondary education),
  - Disability,
  - Gender reassignment,
  - Marital or civil partnership,
  - Race (colour, nationality, ethnic or national origin),
  - Religion or belief [see note below for context],
  - Sexual orientation.
- **When enquiring whether a potential member believes in a Supreme Being, it is sufficient to accept the response without further enquiry.**
- Screening identifies any potential risks that a prospective candidate might be unhappy as a Freemason, or as a member of the particular Lodge, and which are likely to lead to his early resignation.
- Screening includes:
  - Confirming that the prospective candidate is who they say they are and meets the qualifications for membership, checking that nothing in their background would preclude them.
  - Confirming that they understand enough about Freemasonry to make an informed choice to join.
  - Satisfying yourself that they have appropriate and sufficient motives for joining.
  - Managing their expectations to be realistic and compatible with Freemasonry's values.
  - Satisfying yourself that they are suited to your Lodge.
  - Confirming they can meet the time and cost commitments expected by the Lodge.
  - Explaining the significance of membership and the steps they are contemplating.
  - Confirming that their wife or partner approves of their prospective membership.
  - Confirming that they understand that we toast 'The King' at meals and that they are happy with this.
- More detailed guidance and techniques for screening prospective candidates [see support material] is available.
- "[Information required for Screening](#)" [see support material] lists the issues to discuss with a prospective candidate before inviting them to complete a Grand Lodge Registration Form.
- The information sought can be gathered from the prospective candidate over time at a number of meetings and during detailed but informal discussion.



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- Encourage the prospective candidate to ask questions. Answer, or obtain answers, to their satisfaction.

Screening is not a formal interview, nor a tick box exercise. If issues arise that give any cause for concern, discuss them in confidence with the Lodge Membership Officer.

- If all parties are happy to proceed with an application for membership, invite the prospective candidate to complete the Grand Lodge Registration Form. Then complete the questions for Proposers and Seconders on page three of the form.\*
- Submit the completed Grand Lodge Registration Form to the Lodge Secretary\*, who will complete the administration required by the Book of Constitutions. Your prospective candidate is now an applicant.
- Report to your Lodge Membership Officer to confirm the above steps you have taken and the responses you have received.
- Brief the applicant on what to expect at the interview, and plan to attend the interview with your applicant to support him.
- If you believe that the prospective candidate does not meet the qualifications for membership, refer the matter to the Lodge Membership Officer.

\* Note: once all Provinces have migrated to use the Hermes system, the guidance regarding Registration Forms will be amended to reflect the new practice. During the period **Building Together** will be live, application forms may become a standard online procedure, at which point guidance will be updated.

*Note: For ease of reading, throughout the Members' Pathway we refer to Provinces. All references to Provinces should be taken to apply equally to Metropolitan and District Grand Lodges.*