



LEVEL 3: UNIT RESOURCES

Attract > Interview Prospective Members > *Screening and Interview Process*

Template Letters to Applicants [support material]

TEMPLATE LETTERS TO APPLICANTS

This document forms part of the materials for the Members' Pathway and offers examples of template letters that may be used to write to applicants and candidates. You may wish to tailor these to your specific Lodge.

LETTER TO INVITE APPLICANT TO INTERVIEW

Dear Mr. [Surname]

Application to join [Lodge name] Lodge No. [Lodge number]

Thank you for submitting your application to become a Freemason and join [Lodge name] Lodge No. [Lodge number].

I write to invite you to an interview with members of the Lodge to determine your qualifications for membership of Freemasonry and your suitability for membership of this Lodge. The interview will be held at [time] on [date] at [full postal address of place]. If you are unable to attend on this occasion please contact me so that we can arrange a mutually convenient date.

Conducting the interview will be the Chairman of the Interview Panel and two other members of the Lodge. Your proposer &/or seconder will be there to introduce you to the panel. Our Lodge Membership Officer will also be in attendance. The interview should be considered a formal occasion but will be conducted in a warm and friendly manner.

There are three possible outcomes following the interview:

- 1) You qualify as a candidate for Freemasonry and we agree that you are suited to our particular Lodge
- 2) You may qualify as a candidate for Freemasonry but we believe you would be better suited to another Lodge
- 3) You do not appear to qualify as a candidate for Freemasonry at the present time and we will not pursue your application at this point.

Of course, it is equally important that you be fully happy that Freemasonry, and our Lodge in particular, is right for you. Therefore, we encourage you to come with questions and we will do our best to answer them. You will hear within a few days the outcome of the interview.

Your proposer &/or seconder will wish to prepare you for the interview. If you have any questions please contact one of them and they will be pleased to assist.

I look forward to meeting you and to progressing your interest in Freemasonry.

Yours sincerely

Secretary



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LETTER TO CANDIDATES AFTER INTERVIEW

The following letter may be used to inform an applicant that, following interview, he is to be recommended for membership of the Lodge.

Dear Mr. [Surname]

Application to join [Lodge name] Lodge No. [Lodge number]

Thank you for attending the interview recently when you met with some of the members of [Lodge name] Lodge.

The Lodge Committee is very happy that you should be proposed for membership of the Lodge. Therefore, that will take place at a meeting of the Lodge on [Date 1]. All members of the Lodge will then be asked to approve your membership in a ballot at our following meeting on [Date 2]. I shall let you know the outcome of the ballot immediately after the second meeting. If the ballot is in your favour we would like to admit you and conduct the ceremony of your Initiation on [Date 3].

So that we may all plan our diaries in the event of a successful ballot, please confirm that you can attend for the ceremony on [Date 3]. I shall supply you with all the other information you will require for that meeting when I confirm to you the result of the ballot.

In the course of the next few days, I shall arrange for you to be introduced to your Personal Mentor whose task it is to make your entrance into Freemasonry easy and pleasurable, as well as provide additional support to that given by your Proposer and Seconder.

May I remind you that this Lodge holds its regular meetings on [meeting dates]. For those in office and other interested members, its rehearsals / Lodges of Instruction are held on [additional dates]. If you could add these to your diary now it will help ensure your regular attendance and that you do not get double-booked!

If you have any questions, please ask me or your proposer. We will do our best to assist you with any issue.

Yours sincerely

Secretary



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LETTER TO CANDIDATES AFTER BALLOT

This letter may be used to inform a candidate that the ballot was successful.

Dear Mr. [Surname]

Application to join [Lodge name] Lodge No. [Lodge number]

I am delighted to inform you that, at the meeting of this Lodge on [Date 2], the members voted to accept you for initiation into Freemasonry and as a member of this Lodge.

As a result, we plan to conduct the ceremony of your initiation on [Date 3]. You should arrive at [full address of location, including post code] by [time] and be dressed in a dark suit, black shoes and socks, long sleeved white shirt and black tie. You should also provide yourself with a pair of white gloves *[delete the last sentence if it is not the practice of the Lodge for EAFs to wear gloves or if his proposer provides them for him]*. At this stage you will not need any Masonic regalia as this will be provided for you.

Your proposer and Personal Mentor will provide you with further advice. On the night one or both of them will meet you and introduce you to others before the start of the meeting. In particular they will introduce you to the Tyler, who will look after you until we are ready to start the ceremony, and the Junior Deacon who will conduct you through the ceremony.

Before the ceremony our Treasurer will need to receive payment of your Initiation fees and your membership subscription for the year ending [Date 4]. This will total [Fee 1]. You may wish to invite friends who are Freemasons as your guests to your Initiation, and we encourage you to do so. Should you wish to do so, please contact me in advance to establish their credentials. The dining fee for the evening will be an additional [Fee 2] for you and each of your guests *[adapt the last sentence if the Lodge or a sponsor is to pay the initiate's dining costs]*. Please bring with you to your initiation a chequebook, or other means of paying, so that these fees may be paid before the ceremony. This is a strict requirement.

At future meetings of the Lodge you will be able to complete the second and third ceremonies of Craft Freemasonry, known as Passing and Raising. I will ensure that you are informed in good time when you will be invited to complete these ceremonies. To remind you, this Lodge holds its regular meetings on [meeting dates] and its rehearsals / Lodges of Instruction on [additional dates]. If you have not already done so, may I suggest that you add these to your diary now, to help ensure your regular attendance and so that you do not get double-booked.

We are very much looking forward to welcoming you in to [Lodge name] Lodge, and we hope that you will have many years of very enjoyable membership. If you have any questions, please ask me or your proposer. We will do our best to assist you with any issue.

Yours sincerely

Secretary