



LEVEL 3: UNIT RESOURCES

Respond > Alternative Futures > Creating Efficiencies in a Unit

APPROACHES TO ENHANCED UNIT MEETINGS

- When Freemasons are asked what they enjoy most about their meetings they rarely list poor preparation, lengthy administration, casual behaviour, bad ritual or sloppy Festive Boards.
- As they experience more demands on their time and that resource becomes more precious, most working Freemasons have high expectations of anything they join – including that the organisation be run well and that meetings represent good value in both time and money.
- Lodges and Chapters can improve both efficiency and enjoyment without detracting from the dignity or meaning of Freemasonry, and without compromising the quality of ritual or ceremonies, by selecting approaches from the list below. The list is not exhaustive.

In the meeting Room

- Sing the opening and closing odes during any procession into and recession out of the Lodge / Chapter.
- Have the Master / First Principal or Secretary / Scribe E refer to details as being printed on the summons rather than reading them aloud in full.
- Circulate minutes in advance of the meeting, rather than reading them.
- Circulate UGLE / SGC and Provincial communications electronically rather than reading them.
- Take charity collections at the door on retiring, by standing order when gift-aid can be used, via QR Code or at the festive board.
- Adjust start and finish times to be convenient for current members and likely applicants.
- Conduct all the administrative business of the Lodge or Chapter, including the Risings, in the first half hour of the meeting before opening the door to admit any late-comers and commencing the ceremony.

Suggestions for 'something different' in a meeting

- When enacting rather than performing a ceremony, include a parallel commentary such as those written by the late VW Bro. The Revd. Neville Barker Cryer.
- Provide a daily advancement and education by including a 5-10 minute talk or address on a Freemasonry-related subject, possibly using a "nugget" from [Solomon](#).
- At least once a year, invite the Royal Arch Representative to deliver a short presentation.
- Invite a Preceptor to explain the work of the Unit of Instruction.
- If there are parts of the Unit's Ritual which are rarely delivered consider scheduling them as an item of interest and development for members.



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Post Meeting

- Arrange for drinks to be pre-ordered at the bar.
- Consider whether meals with many courses are always wanted or whether two would suffice.
- Abandon formal seating plans at Festive Boards, except for Installations and ceremonial visits.
- Hold normal Festive Boards (other than the Annual Festival or Installation meeting) at round tables and encourage everyone to move between courses.
- Manage Festive Boards so that tables are cleared promptly and proceedings can continue without dragging.
- Maintain the pace of toasts, making all arrangements before they start and avoiding pauses.
- Encourage all speakers to be brief but not perfunctory.
- Aim to conclude formal proceedings of the Festive Board within an agreed time so members who need to leave can do so 'without feeling guilty'.
- Arrange for the bar to be open after formal proceedings are concluded, for those who wish to remain informally.