

## Closing / Confirmation

Having discussed the Lodge and what membership involves; do you still wish to proceed with your application?

Would you like us to arrange for you to meet the Lodge Mentor or visit an upcoming meeting informally before the next steps?

## Appendix B

- To strengthen the visibility and reputation of Freemasonry within the local community by promoting openness, engagement, and positive impact — encouraging interest and enquiries from men who share our values of integrity, friendship, respect, and charity.
- Promote a key message: “Freemasonry is an open and welcoming organisation of men who value integrity, friendship, and service. We are part of this community — and proud to play our part in building a better future together.”
- Enhance Public Awareness – Increase understanding of who we are and what we do.
- Build Community Relationships – Develop meaningful partnerships with local organisations, charities, and civic groups.
- Encourage Enquiries – Generate genuine interest from individuals who align with Masonic principles.
- Demonstrate Relevance – Showcase Freemasonry’s continued contribution to modern community life.
- Invite prominent community groups to Lodge Regular meetings. Call On, Call Off – Invite Speaker. Call on & complete Lodge business. Invite speaker to remain at the Festive Board to experience the camaraderie and develop their understanding so they may tell others of their experience.
- Promote the Hall as a **multi-purpose venue** for weddings, meetings, and social gatherings. Partner with local charities or organisations to host joint events. Showcase the building’s heritage and role in the town’s history



# Province of Yorkshire West Riding

## Role Profile: Lodge Membership Officer (LMO)

**Role Title:** Lodge Membership Officer

**Reports To:** GMO

**Responsible For:**

The key role of the Lodge Membership Officer is to lead and coordinate all aspects of membership within the Lodge, focusing on recruitment, retention, and re-engagement. Working within the framework of the *Building Together* initiative, the officer ensures that membership activity aligns with Provincial strategy, fosters a welcoming environment for new members, and supports the ongoing engagement and enjoyment of existing brethren.

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### Purpose of the Role

To manage and progress membership enquiries received via the GMO through MUET, ensuring applicant suitability; work with Lodge Mentors and Almoners and other officers/brethren to for an effective Lodge Membership Team (LMT) to drive attraction of new members; lead interviews with prospective candidates and support new and existing members; and keep GMO and AMO informed of all Lodge membership activity.

## Key Responsibilities

- Manage MUET enquiries so guidance questions as at Appendix A, are answered.
  - To have a sound knowledge of Provincial Building together – **Shape** and Attract.
  - To Support and provide guidance to the Lodge committee, and wider members on membership development.
  - Understand the Third Pillar and How to develop freemasonry in the Community.
  - To develop ways to encourage the Local Community and raise awareness and involvement- suggested ideas at Appendix B
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## Person Specification

### Essential:

- Excellent organisational and communication skills.
- Competent in written correspondence and record keeping.
- Ability to maintain confidentiality and discretion.
- Reliable, punctual, and proactive.
- Familiarity with Lodge structures.

### Desirable:

- IT proficiency (e.g., email, Word, Excel).
  - Understanding of Provincial systems and reporting processes.
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## Time Commitment

- Approx. 6–8 hours per month for correspondence, preparation, and reporting.
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**Term of Office – 1 year but with a long-term view of being up to 5 years, being re-appointed at each subsequent Installation.**

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## Appendix A

### Lodge Fit and Expectations

What are you hoping to gain from joining *this* Lodge in particular? Have you had the opportunity to visit or meet any members of our Lodge yet?

Our Lodge has its own traditions, meeting times, and social events — do this suit your lifestyle and commitments?

Are you comfortable participating in formal ceremonies and learning ritual in due course?

### Understanding of Commitment

Our Lodge meets (frequency, monthly etc) and members are expected to attend regularly — do you feel able to make that commitment? Beyond regular meetings, there are also social and charitable events — is that something you would be keen to be involved in?

How do you see Freemasonry fitting into your personal and professional life?

### Personal Values and Compatibility

Freemasonry encourages personal growth, integrity, and brotherhood — which of these values most appeals to you, and why?

How do you approach working as part of a team or community?

How do you think you could contribute to the life of the Lodge?

### Support and Development

Do you have any questions about what support you'll receive as a new member (e.g., mentoring, guidance, introductions)?

Is there anything you would like us to know that could help us make your introduction to Freemasonry a positive experience?

**Building Together**  
*Click here or use the barcode*

