



Province of Yorkshire West Riding

Role Profile: Craft Area Membership Co-ordinator MAC's

Appointment

Mentor Area Co-ordinators (MACs) are appointed by the Provincial Grand Mentor (ProvGMentor) – one for each Area in the Province

(Assistant MACs will be appointed by the MAC in conjunction with the ProvGMentor or his Deputy)

Work with Lodges – MACs should:

- Establish good working contacts with the Assistant MACs (AMACs)
- Look for examples of good practice via the Assistant MACs and Lodge Mentors
- Disseminate to Assistant MACs Lodge Summonses and examples of good practice, items of interest and information from PGL

Mentoring Packs – MACs should:

- Maintain a stock of Mentoring Packs, including the Provincial USB stick and new initiate pin badge
- Liaise with ProvGMentor or the Deputy ProvGMentor on the supply of packs
- Keep track of where, when and to whom packs have been distributed within their AMAC team

Recording – MACs should:

- Keep a check on the Gmail recording sheets the AMACs are updating with their activity with each of their Lodges
- **Encourage independence:** By taking their Candidate on visits to other Lodges, by going out of the Lodge room with them (when the ceremony is in a higher degree) and by introducing them to other Masons the Personal Mentor helps him to an independence of visiting and socializing with like-minded people in order that he enjoys Freemasonry to the full.
- **Keep in touch:** There comes a time when the Candidate having become more confident and having found his own friends within the movement may move slightly away from his Proposer/Secunder /Mentor. This is when a quiet aside, a telephone call, a simple enquiry as to HIS well-being is vital. A check that everything is going well and that there are no problems. This is particularly important if there are unexplained or repeated absences from Lodge or Chapter.
- **Utilise Building Together resources:** The Engage Hub provides lots of good practice, guidance and advice on mentoring. The threads on 'planned mentoring' and 'engaging with absent members' will give you some good pointers to develop a thriving membership.

Work with Provincial Grand Mentor and Deputy Provincial Mentor – MACs should:

- Keep the ProvGMentor/Deputy informed of good and bad practice, and flag up positives and/or any worrying trends within the Lodges regarding their mentoring practices
- Make sure the Gmail recording sheets are being correctly filled in and liaise with ProvGMentor/Deputy regarding this ongoing process
- Attend meetings with the ProvGMentor for feedback, discussions, updates, and policy issues
- To liaise with other MACs and Assistant MACs as required, ideally in regular team meetings
- To support and encourage the development and use of 'Solomon' by new and existing Brethren and to encourage involvement in the Solomon Certificates for EAs, FCs and MMs, with the added focus of Royal Arch Companion being required to complete the Solomon Diploma
- Actively promote the Yorkshire Rose Light Blue Club to your team and encourage them to promote conversations with lodge mentors and new initiates to promote membership of the Club.
- Be fully aware of 'Building Together' and specifically the details of what is contained within the 'Engage' (mentoring) hub

Building Together
Click here or use the barcode

Bar Code

Future Proofing

It is important that once a MAC is confident in his role he should take on an assistant to help him with the work and look to the future for his successor.