

PROVINCE OF WEST LANCASHIRE
THE DISCOVERER PROJECT

Help Sheet: What the Worshipful Master should do

NOTE: The whole process will take three or four months to complete from planning to the publication and discussion of the results. If therefore you will only be Master for the next couple of months, you should make arrangements with your successor for him to continue the project from where you leave it when he assumes the Chair.

1. If necessary with the help of your Group Secretary (who has a disk of all the material), or by downloading it from our website www.westlancsfreemasons.org.uk, provide yourself with sufficient copies of the paperwork for all your active members (i.e. those who normally attend) and any others (such as members who have recently become irregular attenders) who may have something to contribute. This is a matter for your judgement as Master. Do not deny participation to any member, whatever his attendance profile, who asks to participate. The outcome needs to be as a result of the participation of all interested members.
2. Ask your Secretary to issue the LODGE HELP SHEET with the next summons to a meeting of your Lodge. This will introduce **Discoverer** to your Brethren.
3. At that meeting take a few moments to introduce the project
 - a. perhaps by reading some of the questions to them and explaining why you believe it may be useful, but while anyone, obviously, should be able to see the questionnaire if they wish, you should not 'issue' it yet.
 - b. At the same meeting suggest how you would like to arrange the opportunity for filling in the questionnaire. That is, at the next regular meeting, or at a full meeting of members called to follow your next committee meeting, or at an 'Emergency' (i.e. extra) meeting of your Lodge called by Dispensation, or at some other time, emphasising that it is an opportunity for every interested member of the Lodge (including Entered Apprentices and Fellow Crafts) to contribute their thoughts on the development of your Lodge for the future.
4. At the arranged meeting, issue the questionnaire to all present, emphasising confidentiality. All they have to do is tick boxes (though they do have the opportunity of writing further comments if they wish). Obviously the Brethren will need to bring a pen with them!

At the same time send copies to all interested members unable to attend the meeting, setting a very clear brief period for return of the document to you.

5. Collect the completed questionnaires, and when you have them all, collate and 'score' them yourself, or invite another Brother (perhaps with some talent in arithmetic) to do so, and arrive at the results, which are expressed as percentages of those saying **YES** or **NO** or **DON'T KNOW** to each question. Don't forget that a **DON'T KNOW** score can be as informative as a **YES** or **NO** score.
6. The results should be entered onto the 'results sheet' which is a larger, adapted version of the questionnaire, and published to all members perhaps with the next summons, together with an indication of when they will be discussed by a full meeting of interested members. Alternatively, the results could be given out at the meeting, but all who participated **must** see the results.
7. Conduct the meeting of the Lodge at which you discuss the results. (In some cases, you may not wish to have visitors at that meeting). It is suggested that this should be a regular or Emergency

Meeting of your Lodge, to encourage the fullest attendance, rather than an *ad hoc* meeting after a committee. It would also mean that minutes of the discussion can be taken, and published to all members.

8. It is then up to you and your Lodge to take up and implement any issues which clearly arise from the questionnaire or which obviously need attending to. No report or feedback is required by Province or your Group, though if your Lodge is minded, as a result of **Discoverer**, to express a view on any matter to any party, it is, of course, free to do so.
9. Any substantive changes to a Lodge's procedures resulting from the questionnaire or subsequent discussion must be ratified at a regular meeting of the Lodge before implementation.