



Publish a Lodge Newsletter

Keeping your brethren informed is an important aspect of Lodge culture. A well compiled newsletter is a good way to achieve this. Preferably published monthly, it should be circulated to all Brethren, their families and lodge widows with information about activities, social functions etc. that the Lodge is engaged in. It can also include such areas as meetings, charity and benevolence activities, lodge projects, news about membership, items of interest involving members and their families as well as District / Division events.

This initiative should result in a greater awareness by Members and their families of what is going on in the lodge, enhanced participation in lodge activities, potential for non-attendees to become more interested in the lodge, opportunities for lodge feedback and reduced time in the Business session by publishing information and general notices.

How To:

1. Establish a format for the publication, along with the desired contents
2. Try and identify someone from within the lodge with some experience in such work who is willing to take on the role of editor/assistant secretary
3. Ask the members and other recipients to encourage provision of material

Tips:

- Establish deadlines for receipt of material and times for distribution
- Utilise email distribution as much as possible. Place on Lodge website.
- Much better to have regular smallish publication than irregular large one
- Compile a list of contacts who would be willing to contribute to each publication:
Reports by Master, Almoner, Secretary, Education Officer, Lodge Planning
Social report by Junior Warden Ladies report by Master's wife or an alternative
New Member welcome by his Mentor, Senior Stewards report on the refectory
- Restrict size of Newsletter to no larger than a double side of an A4 sheet of paper.

