



LEVEL 3: UNIT RESOURCES

Attract > Interview Prospective Members > *Enquiry Management*

This thread provides guidance to help you and your Lodge respond appropriately when approached by people who are interested in becoming Freemasons. The activities and records referred to here are likely to be coordinated by the [Lodge Membership Officer \(LMO\)](#) and supported by the [Lodge Membership Team](#).

GUIDANCE FOR THE LODGE MEMBERSHIP OFFICER AND OTHERS

- Approaches to Lodges may come direct to a member from an interested party, via a Lodge website or social media, or as information from a Provincial Grand Lodge.
- If the approach has come via another Freemasonry authority, that authority is likely to have carried out basic identity checks and initial screening. It will have acknowledged and recorded the initial approach and will be interested in the outcome, for monitoring and follow-up purposes.
- That authority will not have recommended an enquirer for membership of your Lodge. It is for your Lodge to decide whether a potential applicant is suitable.
- Create and maintain clear and accurate Lodge records to track contact and progress.
- Respond promptly (within 48 hours) to all enquiries and communications in a warm manner, perhaps by phone or email.
- Some Provinces have defined Charters to outline the enquirer's journey. These address key events, actions to be taken and the time within which an enquirer can expect these to take place.
- If at any point you do not receive a response from the enquirer within the expected time, one reminder would be acceptable. If this fails to elicit a response, do not prompt them again.
- Be prepared for some enquiries to come from people unsuitable to become Freemasons or whose motives or expectations are inappropriate.
- We have seen an increase in public interest in Freemasonry and in the number of applications from unsuitable people. Lodges must be prepared to reject such applications, politely and firmly.
- On receipt of an enquiry, seek further information to help screen the enquirer's initial suitability for your Lodge, without being intrusive or asking for too much detail.

<i>Information that is appropriate at this stage</i>	<i>Information that is not appropriate at this stage</i>
Name, home address, phone, email address, age	Date of birth, Nationality, Ethnic origin, Disability
Occupation	Employer's details
Belief in a Supreme Being Y/N	Religion
Personal interests	
Reason for interest in Freemasonry	
Previous applications to any Lodges	
Days of week when available for meetings	
Time in the day when available for meetings	

- If the information received is satisfactory, arrange to meet the enquirer in a neutral and public place, such a coffee shop, restaurant or pub.
- Plan for this first meeting to last up to an hour and a half. Bring another Lodge member if preferred.
- Prepare for the first meeting by referring to the Lodge outline, Lodge information sheet and Candidate profile.



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- At the first meeting:
 - Ask the enquirer about themselves, their lifestyle and interests.
 - Identify whether they seem to have some alignment with Freemasonry's principles and values.
 - Consider whether they would be likely to become a friend and brother to members of the Lodge.
 - Find out why they are interested in Freemasonry and what they seek or expect from membership.
 - Provide some core written information about Freemasonry.
- If both parties are satisfied with the first meeting and agree to take matters further, arrange a second meeting so that the enquirer can meet a few other members of the Lodge – and so that they can meet them.
- The second meeting should be at a Lodge meeting place, and include a tour of the facility, to gauge their response, existing knowledge and interest.
- This meeting could be at an informal gathering of Lodge members, such as before or after a rehearsal or Lodge of Instruction.
- If this second meeting is satisfactory and all parties agree to pursue matters towards an application for membership, spend some time getting to know the potential candidate, and their wife or partner, further.
- Invite them to meet with members over drinks after a rehearsal.
- Invite them, with their wife or partner, to social and other events, where friendships can form and discussions about Freemasonry and the membership of the Lodge can be held.
- In all such discussions, be open, honest, clear and direct about the commitment involved in becoming a Freemason.
- Once two members of the Lodge feel that they know the enquirer well enough and offer to become sponsors, they can proceed to making a formal application and preparing for the interview.
- If at any point in the process it becomes clear that the enquirer is not suitable to become a Freemason, or to join the particular Lodge, politely thank them for their time and interest. If the enquiry came via another Freemasonry authority explain that that authority may wish to put them in touch with another, hopefully more suitable, Lodge.
- Keep your Provincial Membership Officer informed.
- Update records for monitoring purposes.
- To comply with privacy and data protection requirements, delete the personal details of those who do not become members of the Lodge once outcomes have been recorded and, if appropriate, reported to the referring Freemasonry authority.

Note: For ease of reading, throughout the Building Together we refer to Provinces. All references to Provinces should be taken to apply equally to Metropolitan and District Grand Lodges.