Currently Mentor is only '**Collared Office**' in Lodges, however (as of April 2025) notice of motion was given at Supreme Grand Chapter that the inclusion of Chapter Mentor as an **'Optional Collared Office'** be introduced (vote expected November 2025). It is strongly encouraged that Chapters appoint 'un-collared Chapter Mentors' who can provide support to Companions as we await the outcome of the November SGC meeting. The rest of this document is written presuming the vote will be in favour of 'optional collared Chapter Mentors from November, but will be updated following the vote.

The Unit Mentor is responsible for creating and managing the mentoring process within the Unit.

- **They assign Personal Mentors to each candidate and new member.**
  In doing so, they consider the new member's relationship with other members of the Unit, their experience of Freemasonry, and the match between their personal skills and qualities and those desirable in an effective mentor.

- Where appropriate and possible, one of the member's sponsors might be their Personal Mentor.

Once assigned, a Personal Mentor will undertake the mentoring process, taking advice from the Unit Mentor.

- Personal Mentors are the ones who provide one-to-one service to new members.

- While there may be times when the Unit Mentor might also act as a Personal Mentor, their main task is to see that the mentoring process is effective for all new Unit members.

The Unit Mentor will monitor each new member's progress and the mentoring they receive. If changes are necessary, they will manage the process.

The specific duties of a Personal Mentor are:

- To ensure that an assigned new member receives the information, personal contact and encouraging one-to-one support appropriate to their individual needs.

- To help the assigned new member enjoy their Freemasonry and derive satisfaction from it, so that they become a lasting, committed and contributing member.

Training is available for both Personal and Unit Mentors, and Mentoring is seen as incredibly important at the highest levels in Freemasonry.

Please don't forget that this isn't a one-way street, the Personal Mentor really benefits from Mentoring too:

- You will learn. By being a mentor, you will learn from your mentees.

- You will build your leadership and management skills.

- You will keep in touch with the lifeblood of your Unit.

- You will feel satisfied, proud and energised.

- You will leave your Unit and Freemasonry in a better place.

- You will get the chance to give back.

Role Description – Lodge or Chapter Mentor

(*Currently in Chapters, a Mentor is not a collared office, but Chapters are encouraged to appoint a Companion to fulfil these responsibilities*)

The Unit Mentor is a member of the Membership Team and, together with other members, coordinates activities through Building Together. Their suggested focus is on those activities to engage and support members from the candidate's election onwards.

Purpose of the Role

1. To implement and coordinate mentoring activities within their Lodge or Chapter.

2. To promote a planned approach to mentoring so that all new members receive the information, personal contact, and encouraging one-to-one support appropriate to their individual needs.

3. To help new members enjoy their Freemasonry and derive satisfaction from it, so that they become lasting, committed, and contributing members.

Measures of Success

1. Engagement of new members in the Unit and its activities at the Festive Board and socially.

2. Percentage retention of new members within one, three, five, and ten years of joining.

Main Activities

a) Promotes the use of planned mentoring within the Unit.

b) Identifies and allocates suitable members to be each candidate's Personal Mentor (ideally being the candidate's proposer or seconder if they have the experience, skills, and availability).

c) Provides each Personal Mentor with the information, guidance, and one-to-one support that they themselves need.

d) Arranges for Personal Mentors to receive the training and support offered by their Provincial Grand Mentor.

e) Arranges the supply of agreed local support materials (e.g., welcome letters, Initiate's/Exaltee's Guide, etc.) for Personal Mentors and new members.

f) Encourages other members of the Lodge or Chapter to work with and support Personal Mentors.

g) Organises events and activities aimed at supporting new members.

h) Monitors the allocation of Personal Mentors and makes changes as required.

i) Monitors and reviews the success of planned mentoring.

j) Works with other members of the Membership Team.

k) Consults with the Provincial Grand Mentor and members of their team.

Skills and Qualities

The Unit Mentor should be selected and appointed based on the closest match to the following skills and qualities. The Provincial Grand Mentor may be consulted for further guidance and advice:

a) A respected member of the Unit.

b) Knowledgeable and experienced as a Freemason.

c) Familiar with members, their strengths, and capabilities.

d) Approachable, encouraging, and supportive to Personal Mentors.

e) Able and willing to give time to support multiple Personal Mentors.

f) Well-organised.

g) Resourceful—identifying and obtaining relevant materials and making useful contacts.

h) A good communicator.

ROLE PROFILE: Personal Mentor

The Unit Mentor assigns Personal Mentors to support an individual member.

Purpose of the Role

1. To ensure that an assigned new member receives the information, personal contact, and encouraging one-to-one support appropriate to their individual needs.

2. To help the assigned new member enjoy their Freemasonry and derive satisfaction from it, so that they become a lasting, committed, and contributing member.

Responsible to the Unit Mentor.

Measure of Success

1. Engagement of allocated members in the Unit and its activities—within meetings, at the Festive Board, and socially.

2. Retention of allocated new members in the Unit.

Main Activities

a) Builds a supportive mentoring relationship with a candidate for Initiation or Exaltation.

b) Provides them with the information, personal contact, and encouraging one-to-one support that they need, in the manner they need it.

c) Introduce them to other members of the Unit.

d) Meet with them outside of the meetings to discuss Freemasonry and their enjoyment and experience of it.

e) Prepare them for upcoming ceremonies.

f) Explain aspects of Freemasonry to them: its structure, offices, symbolism, and ceremonial.

g) Demonstrate the correct manner of saluting and firing.

h) Help them to reflect on and review past ceremonies.

i) Help them to find answers to questions.

j) Accompany them to visits to other Units.

k) Sit with them at meetings and Festive Boards.

l) Accompany them if they leave the meeting room or arrange for someone else to do so.

m) Help the member to learn the Ritual, its words, and meaning, as they progress in the Unit.

n) Encourage the member to play a full part in the life of the Lodge or Chapter, both ceremonially and socially.

o) Seek feedback from the member and monitor their interest, involvement, and commitment.

p) Adapt their approach to mentoring to enhance the member's enjoyment of and commitment to Freemasonry.

q) As the member progresses, hand them over to a new Personal Mentor when appropriate.

r) Protect the member from being pressured into taking on too much too soon within the Unit.

Skills and Qualities

a) Knowledgeable and experienced as a Freemason.

b) Encouraging and supportive to others, especially new members.

c) Able, willing, and available to give time to a new member.

d) Resourceful—able to identify and obtain relevant materials and make useful contacts.

e) A good observer—aware of positive and negative non-verbal communication and interactions between people.

f) A good listener.

g) Able to use questions to encourage enquiry and develop understanding.

h) Capable of clearly explaining Freemasonry in simple terms and everyday language.