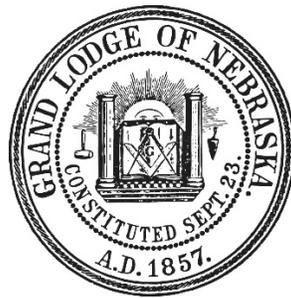


# **Grand Lodge of Nebraska**



## **Lodge Self-Assessment**

Developed by the Membership Committee of the Grand Lodge of Nebraska  
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## INTRODUCTION

This document is designed to help you execute an evaluation of your lodge to identify what areas are working well and what areas can be improved. An individual should be appointed to lead the effort and consolidate responses.

Assign duties with timelines for deciding who takes the survey, when individual surveys should be completed, when results will be consolidated, when those surveyed will meet to discuss and determine what will be presented to the lodge, and when the presentation will happen..

The first step of this process is for at least each member of the elected lodge leadership to complete the questions below. Who, specifically, should be included in the “lodge leadership” for the purpose of deciding who fills out the questionnaire? That is up to the Master of the lodge. Perhaps it is only the Master and Wardens? This might be the simplest approach. However, you might want to include all elected officers, or perhaps include the lodge trustees.

This particular questionnaire is not designed to be given to every member of the lodge or even to all of the Past Masters. It should be completed by a select group of current lodge leaders. If you want a survey designed to be given to all members of the lodge, the “Lodge Survey” is available on the Grand Lodge Website.

Note: This questionnaire should be a confidential document designed to start dialog between the selected leaders of the lodge. It should not be viewed by everyone. The results should be reviewed (see Step 2) and then an overview of the agreed upon consensus of the questionnaire should be presented to the lodge (see step 3).

## STEP 1 – LODGE LEADERS QUESTIONNAIRE

1. What lodge event or activity in the past 24 months has been the most beneficial to the lodge?  
*(Beneficial does not have to mean financial. It could be an event that brought in new members, gave the lodge good exposure to the community, provided enjoyment to the members, helped the community, or anything else that you felt benefited the lodge more than any other event.)*

2. What lodge event or activity in the past 24 months was the least successful, or most disappointing. Why do you feel that way? What could have been done differently to make it successful?

3. List two new ideas that you have for events or activities that you would like the lodge to do.

4. What circumstance or attitudes within or at activities create problems or detract from the overall positive atmosphere? Have these issues been communicated and if so who were they communicated to? What further steps are needed to correct these issues?  
*(This could be anything from people being tardy, to lack of participation, to lackluster attitudes, all the way to people who argue or make rude/inappropriate comments.)*

5. Are members shown appreciation for their hard work in your lodge? Do you present awards to your top performers, such as the Mason of the Year Award from the Grand Lodge (NOTE: LODGES AWARD THE MASON OF THE YEAR AWARD, NOT THE GRAND LODGE. THE GRAND LODGE PROVIDES THE FORM ON-LINE)? What more could your lodge do to recognize or show appreciation to those people who really go above and beyond for the lodge?

6. Does the lodge personally contact absent members of your lodge, other than when you are trying to collect their dues? Is there more you can do to reach out to members to invite them to meetings or events, or even just to check on them to see if they need anything? If so what would you suggest?

7. Do you send electronic reminders of lodge meetings that includes the agenda and treasurer's report?

8. What do you enjoy most about lodge?

9. What could be improved about your lodge to make it more enjoyable or to help keep members happy and active?

*(This could be anything from suggestions on the content of business meetings, to improvements via technology or social media presence, to a change to times and/or schedule of events and practices to educational topics. This is the magic wand question - if you could wave your magic wand what change would you make?)*

## **STEP 2 – LEADERSHIP DISCUSSION**

After the leaders of the lodge have filled out the questionnaire they should get together to discuss the results. Before you take the results to the entire lodge it is a good idea to get a good understanding of everyone's replies. What did they mean? Make sure that there is no miscommunication. Take some time to brainstorm ideas and come up with potential solutions to identified problem areas.

Even though this questionnaire addresses some aspects of the lodge that can be improved it is imperative that this entire process remains as positive, friendly, and constructive as possible. The goal is not to dredge up old wounds or hurt feelings or alienate members. The objective is to identify what is going well and what can be improved, and then make a plan to improve them.

During this step the leaders of the lodge should discuss whether any of the answers are likely to cause problems if discussed with the entire lodge. Anything that clearly calls out individuals should be dealt with privately, not brought up in front of everyone. Additionally, feedback in this process that simply rehashes situations or circumstance that have been debated extensively in the past do not need to be revisited unless there is a potential solution or there is something positive to add.

To finish this step the lodge leadership should put together a summary of the questions and results. This can be as generalized or detailed as you determine.

## **STEP 3 – LODGE DISCUSSION**

The leaders have stated their opinions and made their suggestions. Now it is time to hear from the lodge. It might be best to do this lodge discussion outside of a lodge meeting so that it does not turn into a several hour meeting that runs late into the night. However you do it, it should be well communicated and all of the members of the lodge should be encouraged to attend.

At this point you will want to share your Lodge Self-Assessment Overview with the members of the lodge. Talk to them about the results of the questionnaire and get their feedback and suggestions.

## SUMMARY

The self-assessment could even be done in conjunction with the “Lodge Survey” document that is located on the Grand Lodge Website. You could have a copies of those surveys available and hand them out at the end of your Step 3 Meeting. Or you could have people complete the Lodge Survey ahead of time and bring it with them to the Step 3 Meeting.

The Grand Lodge Membership Committee has developed the Lodge Survey and now this Lodge Self-Assessment, as well as other resources available on the Grand Lodge Website, as tools to reach out to your membership and make adjustments that can revitalize your lodge and improve its relevance to the community. How you use them, and how they best work for your lodge, is up to you and your lodge. With this document perhaps you want to take the questions from Step 1 and tweak them so they are more appropriate for your lodge? That is completely acceptable and encouraged. The most important thing is that you take some time to start a process and take steps to make your lodge even better. Lodge Self-Assessment is not about pointing out the bad, it is about making sure your lodge is a great place for you and your brethren to meet and grow together, as well as improve its vitality.