



A Weekly Email From The Master

Good communication in every lodge is important, as when the brethren are kept informed they will be more engaged.

A weekly email from the Master is an excellent method to achieve this.

Here's how:

- Deal with three aspects:
 - What has happened since last week i.e. *'Great to see a good turnout of brethren at lunch last Friday including John's guest Fred Smith.'*
 - What are present activities / information i.e. *'I'm visiting Lodge ABC tomorrow night – they are doing a third degree. Give me a ring if keen to join me.'*
 - What is coming up i.e. *'Remember the ladies lunch on Saturday fortnight and need to confirm with the JW if you're coming.'*
- Finish with a list of the lodge's future meetings and working (as known at the time).
- Also add any distant future events (like the Grand Installation and / or the Combined District Christmas function).
- Each week take the previous template and update it.
- The email doesn't have to be long – indeed keeping it short will mean brethren will scan quickly.
- Don't be too concerned that brethren not on email are missing out. This is a communication means for those used to modern ways of keeping in touch.
- Sending this email will require the Master to have a comprehensive list of emails – ensure that it is updated with each new member.

Lastly as an extension of the final point a reminder to ensure that each members contact details, in particular email address, are kept up to date by the Secretary on the Grand Lodge database. Otherwise they will be missing the regular updates from both the Division and Grand Lodge.

