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DEMOLAY

GEORGIA

**Jurisdictional Management Plan
For Submission to DeMolay International**



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Deputy Executive Officer of Georgia**

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Jurisdiction of Georgia Mission Statement

To instill the core values of DeMolay International within our members and adult volunteers by providing a positive atmosphere to foster teaching by doing, education by action, growth by mentoring, and achievement by collaboration. To empower and inspire young men ages 9-21 to embrace timeless values to develop into citizens of the highest caliber.

Managerial Philosophy

Build trust, have integrity, and demonstrate competence

Engage all stakeholders in setting and meeting ambitious goals

Commit to growing the skill set of every team member

Manage with empathy and accountability

Position each team member to be successful

Maintain a positive and encouraging environment

Treat every individual with respect and humility

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Organizational Overview

Replacing the Executive Officer's Steering Committee with a Board of Directors has allowed for a successful reorganization of jurisdictional structure and realignment of focus from looking solely at the past to seeing the present clearly. Filling the roles on the Board of Directors with subject matter experts and empowering them to effectively administer their functional areas has greatly increased our efficiency in decision making while making the jurisdictional staff more responsive to local level needs.

Core Functional Areas

Chapter Operations: The core of the organization, and the place where DeMolay happens. Advisor training now lives here because the bulk of advisor to youth interaction happens at the chapter level. This functional area also manages Squires and Knighthood as part of the overall membership lifecycle.

Strategic Initiatives: Prioritization and development of current and future needs to support the continued viability of DeMolay as a force for good in the community.

State Operations: Program support, jurisdiction wide events, communication, marketing, risk management, information systems, ritual, state officers, and DeMolay education. DeMolay education encompasses more than chapter operations; it includes post-secondary academics, civics, career guidance, and mental health resources.

Alumni and Masonic Relations: Senior DeMolay involvement, as well as managing good relationships with our Masonic bodies. The membership lifecycle extends beyond age 21 and building an effective

alumni program will remain a vital component of long-term sustainability of DeMolay.

Finance: Accounting, investment management, and financial viability for the future.

Chapter Development

Chapter Development encompasses a multi-tier approach to establish, grow, and provide for the sustainability of new and existing DeMolay chapters.

You will find the *Chapter Best Practices Guide* in Appendix A.

You will find the *Chapter of Excellence Program* at <https://gademolay.org/resources/awards/>

Membership Life Cycle

The chapter continues to serve as the most important unit in DeMolay. Strong, vibrant chapters lead to a successful organization at all levels. We will reinvigorate existing chapters and build new chapters with a systematic approach.

We will emphasize making DeMolay relevant to the members and the local community by having chapters undertake projects addressing their concerns and publicizing those efforts. Chapter members must have an active role in planning and executing these activities.

We will encourage chapters to use the established DeMolay International awards programs to recognize the efforts of their members. Ongoing recognition, especially for younger members, remain a critical membership retention tool.

Establishing an extended membership lifecycle to encompass the Squire and Knighthood programs serves as the building block to best serve our

membership at the age-appropriate levels and provides greater value to long term participation in DeMolay International and serves as the foundation for a life of service after majority.

Moving to a statewide Squire Manor and partnering it with the statewide Knighthood priory provides a strong older to younger member mentorship vehicle to encourage Squires to bridge into DeMolay, while providing older members with a mission and purpose for those who do not wish to serve as state officers. The Knighthood priory provides the Squire Mentor to the Squire Manor. Attaching the symbolic relationship between Squires and Knights will allow a child entering DeMolay International as a Squire a vision for the future and goals for achievement through the extended membership lifecycle. The longer activity as Sir Knight makes recruitment into the Alumni Association ranks upon majority a logical next step.

DeMolay Education

We will emphasize the importance of each member completing the LCC modules to better understand and appreciate this Order and its history and traditions, along with earning the Representative DeMolay Award to help them to develop into well-rounded individuals. We shall issue a DeMolay Handbook to each chapter specifically as a resource for members to complete the newly revised LCC modules, which DeMolay International just launched.

Georgia Leaders' Academy will continue to evolve and provide training in areas designed to contribute to each member's individual success both within the Order and throughout their life.

C3PO, our unique "Career Planning & Preparation Program with Opportunities" will continue to provide guidance and education to better prepare our young men for their future after high school.

B.L.A.S.T. “Building Leadership And Strengthening Teamwork” provides proper education in the opportunities of the overall DeMolay program, honing of leadership skills, and modern project management techniques based on Agile and Scrum methodologies will empower young men to diligently and successfully run their chapters. “Members support what they help create” can be realized instead of simply talked about.

Advisor Training

DeMolay International has a fine basic training program to orient new volunteers, but, by design, it covers only basic information. Continuing training falls to the Jurisdictions. The following areas will be addressed:

Youth Protection: Incident Prevention and Response

Chapter Finances: Record, Audits, and IRS Filings

eScribe: Chapter Administration, Honors, and Annual reports

Discipline by Advisory Council

Programs: Merit Bars, RD, PMC-MSA, Chapter of Excellence, et cetera

Membership: Recruitment and Retention

How to guide DeMolays through successful project management

DeMolay International By-Laws, Rules, and Regulations - Section III

These subjects will initially be taught in modules at the Advisors Retreat and Conclave, working toward at home study or single day workshops held in geographic locations central to several chapters to provide for maximum participation. Teaching the advisors how to harness member empowerment instead of fearing it will lead to thriving chapter operations, which provides the best core DeMolay experiences.

Furthermore, mental health has become an increasingly popular topic for training requests from advisors. We have begun establishing a partnership with National Alliance on Mental Illness (NAMI) to provide training and education to both Advisors and DeMolays alike. We shall continue to foster this relationship to provide advisor training and resources to help them effectively address the needs of our members who ask for help in this critical area. NAMI provides this training and resource access free of charge to DeMolay as part of its mission.

Alumni Relations

Senior DeMolays can provide help and support in numerous and varied ways. Chevalier Courts, Legion of Honor Preceptories and Alumni Associations are three possible sources for improving Alumni Relations. Shrine Temples also provide an opportunity to gain alumni support.

A DeMolay Unit for Senior DeMolays who have joined the Shrine has already been established at Yaarab Shrine in Atlanta. We shall encourage units to be developed at Alee in Savannah, Al Sihah in Macon, and Hassan in Albany. Closer ties with the Shrine at local levels has the potential to benefit both organizations.

We have an established Honorary DeMolay program for Masons who are not Senior DeMolays. We have raised the fee to \$100.00 to join. We have retargeted half of the fee to join to the principle of the newly formed investment fund to offset the cost of insurance.

Georgia currently has three Chevalier Courts, headquartered in Atlanta, Savannah, and Dahlonega who take part in three events each year: present the tableau at Grand Masters Class, conduct the Chevalier Investiture at Conclave, and plan Annual Chevalier Observances. To increase participation, we will encourage Chevaliers to form additional, smaller courts throughout the state and to have social activities to help

foster closer ties between Chevaliers. Closer ties should lead to greater participation in the other activities and specifically serve as a vehicle for obtaining more advisors for new chapter start-ups.

At Conclave we shall launch our Alumni High Five campaign, where Senior DeMolays opt-in to make a \$5.00/month automatic donation to Georgia DeMolay. Those who make the monthly contribution for one year will receive a complimentary ticket to the annual Conclave Banquet.

We will use all available means to identify Senior DeMolays and merge them with our George Washington Honorary Alumni Chapter to hold an annual purely social/fun event with no requests for donations or increased participation. We are completing our first year of a three-year outreach to gather contact information, we may then utilize the information gathered for a targeted capital campaign. At present, we have begun discussions with Florida DeMolay to partner on a DeMolay Alumni Cruise with a target of 2025 for implementation.

Communications

Good communication is a key to any successful organization, yet all the possible means of communication available today make this more complicated than ever before. There is a plethora of social media platforms available, but youth and adults often do not use the same platforms making it impossible to connect with everyone using one medium. We shall build a team to manage these communication arenas to include positive messaging, highlighting success, building excitement and morale, and promoting state events and programs. Managing the new DeMolay Path Forward initiatives will require more than a single person to effectively leverage this new tool.

We will survey our youth and adult volunteers to determine the most used platforms and tailor our communications to these mediums, in addition to maximizing the benefit of the new DeMolay Path Forward program launching at Session in 2022.

Financial Strength

The DeMolay Foundation of Georgia holds investments that allow post-secondary education scholarships, as well as financial support to the Georgia DeMolay education and training programs. The foundation has a self-sustaining fundraising program: Masters' Pins. Each year the foundation distributes a lapel pin for the Worshipful Masters of the lodge in Georgia with the year on it. Monies earned from this program fund the foundation's activities and corpus growth.

We have established a new investment account under Georgia DeMolay. The purpose of this fund is to generate dividend income to defray the cost of the annual insurance bill. Half of the membership fee of each new Honorary DeMolay will be added to corpus. 20% of the annual return will be added to corpus and 80% used to reduce the insurance bill sent to the chapters. The future goal of the Alumni Association will be to hold fundraising events to further grow this investment account, as well. Furthermore, the Grand Lodge Youth Council has presently committed to providing approximately half of the insurance bill fund annually. This combined approach greatly reduces the financial burden to the chapters, especially as the insurance rates continue to increase.

Instituting a third-party review of the jurisdiction's financial records provides an additional layer of security against mismanagement and malfeasance. Furthermore, it increases our ratings with charity watchdog groups, which provides a stronger foundation from which to solicit funds from matching campaigns, corporate donors and the like. Doing so has already boosted the reputation of Georgia DeMolay with

the Grand Lodge of Georgia which led to the commitment of additional funding in current and future years.

Growth and Expansion

Georgia has twelve Masonic districts, but three districts have no DeMolay presence. We shall systematically strive to create chapters in each of these three districts. However, targeting a district for DeMolay expansion will require a plan customized to the area with the intent of locating three new chapters within reasonable driving distance of each other to enable joint activities and to support mutual growth. Given that the district sizes vary greatly, those nearby chapters may exist in an adjoining district. Each district has a representative on the Grand Lodge Youth Council. These representatives should be used to help identify potential sponsoring lodges. Active targeting will progress sequentially starting in District 10, District 3, and District 2 for initial chapter placement with the goal of targeting the three-chapter aggressive growth plan in future years.

Strategic Initiatives

Grant writing for leadership and life skills programs: C3PO and B.L.A.S.T. By obtaining funding for these programs from source outside the Masonic fraternity, we reduce the “donation fatigue” that many Masonic organization and members feel. Allowing us to fund the event with minimal attend cost to the members will increase attendance and effectiveness of the aims therein.

Returning ritual competition to Georgia DeMolay has already increased the quality of ritual in the chapters, as well as at state events. Should the replacement for the Old South Tournament not come to fruition by 2023, winners of Georgia DeMolay ritual competitions will receive

encouragement to attend the Frank Marshall Championship Tournament in Texas for next level competition.

Building the Alumni Program, as outlined above, remains an integral part of looking to build DeMolay now and in years and decades to come. Building the new expanded membership lifecycle remains the cornerstone of the effort.

Appendix A

Georgia DeMolay Best Practices Guide for Advisors



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Introduction

Over the years, advisors of DeMolay have been wondering what we are supposed to do for the chapter, during the chapter meetings, during events, etc. Georgia DeMolay has drafted its first Best Practices Document for our Advisors to have and to learn quickly what they are supposed to do and to get a good feel for the chapter meetings and events.

This is the first edition of the document. This document should grow with Georgia DeMolay. This is by no means the end-all-be-all for what an advisor is supposed to do and all of that they need to know. This is meant to give a general overview of what Georgia DeMolay expects from its advisors.

We do ask that if we are missing anything or you wish to offer feedback, please send an email to Dad Jennings (shaunjennings@att.net) and we will collect them and discuss them. We are going to try to update this document yearly so that each of us have a foundation on which we will build ourselves, our chapters, and Georgia DeMolay.

Advisor

Welcome to Georgia DeMolay! We hope that you are excited to be a part of one of the oldest, if not the oldest, fraternity for young men in the world. We welcome you to the role of advisor and we hope that you will enjoy this role, just like we do. We also hope that you will be with us for decades to come.

Being an advisor is a major responsibility. Our young men will be looking to you for advice, direction, and general nuttiness. We want to be fun, but we also need to let our young men know when it is time to be serious and get the work done. Being an advisor is not an easy job, which is why we are starting with this first.

Required Advisors for a Chapter

When we look at a chapter, our young men are the heart and soul of our chapter. But there needs to be adults in the chapter to get things running. Let us start by looking at the required advisors for the chapter:

- Chapter Chairman
 - Head of the Advisory Council
 - Communicates between the Advisory council and the Lodge
 - Must be a Master Mason
- Chapter Dad/Advisor
 - Main advisor for the Chapter
 - Communicates between the Chapter and the Advisory council
 - Appointed by the Advisory council
 - Only adult (outside of the EO) who should speak during the Chapter meeting
- Ritual Advisor
 - Teaches the chapter the ritual
 - Must know how the ritual should be performed
 - May be a senior member of the Chapter

Family Relations

Many advisors are husband and wife for a particular boy(s) or boyfriend and girlfriend. Here are a few general guidelines for the family relations within the chapter.

- Couples should not be signatories on the Chapter account
- On DeMolay over-night trips, couples should not room together

Chapter Etiquette

This covers quite a lot of topics. Our young men look up to the advisors from all over the jurisdiction as examples of how they should be acting. It is your responsibility to make sure that you are conducting yourself in a manner that is befitting DeMolay.

Here are some things to consider:

- Every advisor should have a job
- Always have two adults with the members, if not, try to find a way to have another adult “present”
- Never speak during a chapter meeting

Advisory Council

When you become an advisor, one part of the chapter that you might become a voting member for is the Advisory council. As a note, there should always be at least three Master Masons as part of the council.

Duties of

The duties of the Advisory council are a mountain of items. Some are easy and some are hard. But we have tried to pick a few of the items that we believe are important for the chapter.

Listed are some of the most important duties that the Advisory council has:

- Meet monthly
- Approves the term plan of the MC
- Meet regularly with the MC to update him on his budget for projects and to get a general idea of how he sees the chapter

Advisory Council Relationship

Here are some quick items for the Advisory council relationship. You will be seeing everyone at least twice a month, so everyone is bound to form relationships within the Advisory council.

- Should meet regularly with each other outside of the chapter
- Should come together to have a set schedule of events for the MC to plan
- All adults present should have a voice during the meeting

Dismissal

There are times when something has developed that has caused tension within the advisory council. So how do we address this within the Advisory council.

- Trouble with a young man – Advisory council should advise the Chapter Dad/Advisor
- Trouble with an advisor – Advisory council should take action on the advisor
- Trouble with a Chapter Chairman – consult with the EO

Chapter

While this is a best practice for the advisor, we should also look at the chapter to give a sense of what is happening so that our advisors know what is going on. This is a new environment and without a good overview of what is happening, it is easy to get lost.

Responsibilities

There are three principal officers of a DeMolay Chapter, the Master Councilor, Senior Councilor, and Junior Councilor. There are other officers as well, Senior and Junior Deacon, Senior and Junior Steward, Chaplain, Scribe, etc.... These are all great positions to hold but if you do not have one of the principal officers present, the Chapter cannot meet.

Because they are principal officers, they do have some added responsibilities that should be assumed and carried out.

- Master Councilor
 - Runs the meetings
 - Creates term plan for his time in the office
 - Supports the Chapter
- Senior Councilor
 - Steps in if the Master Councilor is not present
 - Handles communication for the Chapter
 - Contacts members to see how they are doing and to make sure they come to the chapter meetings
- Junior Councilor
 - Steps in when both the Master Councilor and Senior Councilor are not present
 - Handles membership for the Chapter
 - Should make himself available to all prospects and guests

Sweethearts

Probably one of the more debated topics in all of DeMolay. Does the chapter have a Sweetheart? For starters, a chapter MAY have a sweetheart, but if they do, certain rules should be followed:

- She is there for the chapter, not just for one individual
- She is there to be a friend and someone for the young men to talk with, if needed
- If you have a sweetheart in your chapter, there should be a female advisor as a chaperone for her there

Etiquette

Probably one of the best things about DeMolay is that we are there for our members. We strive to make them better so they will become valued members of society. We teach them lessons about life and how to act in public. There are some things that we should be mindful of when we are teaching.

- It is okay to let the Chapter fail at an event. Sometimes failing will teach more than success
- If you have a member who wants to become a dual member with your chapter, let him. He will strive to do his best to be there for both chapters
- HAVE FUN!

Events

Events are an important part of DeMolay. This is where we have fun, bring in new members, raise money for the chapter and for charity. Without these events, we would never be able to grow and reach more young men.

But in any event, there are two important things we must be mindful of, Risk and Insurance.

Risk

When dealing with risk, our jobs as advisors is to mitigate that risk as best, we can. We are responsible for these young men, and we do not want harm to come to them. With that being said, there are a few things to be mindful of:

- We do not want to have events at bars or meet at bars
- We do not want to have events at places that place/have placed women in an unflattering light
- We do not want to consume alcohol when portraying DeMolay

Insurance

Should something go wrong, DeMolay does carry secondary insurance on every member. But there are some things that must be done before this can kick in.

- Chapter minutes must reflect a positive vote for the event
- Event must reflect in the Advisory Council minutes

Should an incident occur, there are people you should contact. Please contact in this order.

1. Authorities/First Responders
2. Parents
3. Executive Office
4. DeMolay International – Only if something is detrimental to the entire organization, normally done by the EO

Final Thoughts

Please remember, this is an organization for young men. Let them run their chapters and let them make decisions. Advisors should only step in if they feel that the boys might be doing something that will harm them or the chapter.

We want to remind the membership that they should bring in two new DeMolay during their career, one for growth and one to replace them. This is the tried-and-true method to growing your chapter.

Lastly, we would be remiss if we did not mention this final thought. The EO has the final say, period.