

Grand Lodge  
Free and Accepted Masons  
Of Washington

PROFICIENCY  
IN  
LODGE  
MANAGEMENT

**Revised: November 1, 2011**

# INTRODUCTION

**Please read this section in its entirety so you can understand more completely how best to take this exam**

The continued success and growth of each Lodge is determined in large part by the skill with which its affairs are managed by those elected to leadership roles. The purpose of the Proficiency in Lodge Management (PiLM) exam is to encourage a study of the necessary details of The Standard Work (TSW), Washington Masonic Code (WMC) and Lodge Officers Handbook (LOH). It may also challenge any Mason to stay current with our Work—and be a better Mentor, Leader, and Mason.

We believe that when those who preside over the affairs of our Lodges do so with a confidence based upon a firm foundation of essential knowledge, the Fraternity as a whole will benefit. So it is with this questionnaire--Confidence and pride will be derived from successful completion, your Lodge will benefit, and the Fraternity will grow with better prepared leaders.

The PiLM is presented as an open book test that can be taken by any member in good standing in a Lodge of the Grand Jurisdiction of Washington. **You are to take this exam by yourself**—though you may make use of guidance from your WM, DDGM or a member of the R&E Committee for any questions you may have about “How Best” to take the exam.

Every question must be answered and the reference written in the space following the question or where indicated. **The Essay Questions have been removed from the PiLM Exam.** A grade point of 100 percent is required to satisfactorily pass Part A of the PiLM. In the event you fail to meet the 100 percent requirement you will be encouraged to correct and resubmit the corrected questions to your assigned Committeeman—**who is the authorized scorer of the written PiLM. For this reason — PLEASE keep a copy of your PiLM Exam in your own records.**

After completing this questionnaire you will have to meet with the DDGM in your District for examination in the Standard Work as set forth in Part B. Your knowledge and understanding of the Lodge Opening and Closing, Lodge Calling Down/Up, and the Closing Charge is important. But remember, Demonstrating Proficiency includes more than just repeated Ritual. The DDGM may also ask ~~you~~ relevant questions from the PiLM exam to further satisfy himself of your overall comprehension.

After you have completed both parts of the program, your Exam results will be forwarded to the Chairman of the Masonic Research and Education for validation, and the Grand Lodge Office will be notified. Your Certificate will have the signatures of the Grand Master, your Deputy of the Grand Master, and the Chairman of the Committee on Research and Education.

The answers to the questions in this booklet will be found either in the *Washington Masonic Code*; the *Standard Work and Freemason's Guide*—(the Black 3 Ring Binder effective 2007); the *Lodge Officers Handbook* [1999 edition] or from *Official Proceedings of the Washington Grand Lodge*. **Be sure that you have the current editions of the reference materials listed above.** No other Masonic authority should be used. The answer may be in more than one of these books; no one reference is more accurate than another may

be. There are many questions with two or three possible references. An updated version of the Washington Masonic Code is available as a free download at the GL Site.

**If you wish to print out the PiLM Exam you can. However, if you download it and save it to your computer as a PDF Document, you can answer it within that format, and then email it to your DDGM and Committeeman.**

Show the correct answer for each question by either: circling the appropriate answer, marking with an X, or filling in the blanks with the words or numbers as required; and also following the directions for the essay questions. Additionally please read an entire reference section—the initial answer that you think it is, may change once you read the entire section of the WMC or TSW....This Exam is not meant to trick you—rather it is about being thorough....

Here is a sample of the questions to be found in this booklet:

**Example:**

**Committees shall not meet while the Grand Lodge is actually in session, except by permission of the Grand Master.**

(x) True            False    Reference: WMC 5.04

OR

**List at least 5 things the Mentor should inform a new Candidate about: 1\_\_\_The charges\_**

**2\_\_\_Lodge Room conduct\_\_\_\_\_ 3\_\_\_Proper use of the gavel\_\_\_\_\_**

**4\_\_\_the various methods of voting\_\_\_\_\_ 5\_\_To what extent he can discuss Masonry with a non-Mason\_**

**Reference: \_\_\_LOH—2-9**

## LODGE-BY LAWS

1. **Lodge by-laws become effective when approved by the Lodge.**

True False Reference:

2. **How many days notice must be given to members of the Lodge before voting on a by-law change?**

DAYS = Reference:

3. **If the Lodge votes to change the stated meeting day, a 2/3 vote of the members present is required.**

True False Reference:

## LODGE OFFICERS

4. **A Lodge may elect a Brother to more than one office position in the Lodge besides Sec/Treas if necessary.**

True False Reference:

5. **The Worshipful Master can resign from office.**

True False Reference:

6. **In the event of a vacancy in the office of Junior Warden by death or resignation, the Grand Master must grant a dispensation for a special election to fill that vacancy.**

True False Reference:

7. **A Brother may be an officer of more than one Lodge at a time as long as he is not Master or Warden of both at the same time.**

True False Reference:

8. **Every Officer of the Lodge must be a member of that Lodge except the:**

- 1.
- 2.
- 3.

Reference:

9. **If the Master is unable to attend the stated meeting, then a Committee of Past Masters will determine who the Worshipful Master for that night will be.**

True False Reference:

10. **The Worshipful Master may also serve as the President of the Lodge's Title Holding Corporation.**

True False Reference:

**LODGE INSTALLATIONS**

**11. In this Jurisdiction, prior to the Public Installation of Officers, the Lodge must be opened and declared Off Session. The Three Great Lights will be opened in a normal configuration upon the altar, with the Three Lesser Lights lit during the ceremony.**

True    False    Reference:

**12. The Officers of a Lodge may be installed by any Master Mason in good standing.**

True    False    Reference:

**13. The Installation may continue even if there is an “Objection” to the Worshipful Master.**

True    False    Reference:

**14. If a presiding Master is elected to succeed himself in that office, is it necessary for him to be installed again?**

True    False    Reference:

**RITUAL WORK**

**15. The Grand Lecturer is the custodian of the master copy of the Standard Work.**

True    False    Reference:

**16. Variation to the Washington Standard Work may be utilized in a stated meeting if some recognized Grand Jurisdiction has adopted it as regular.**

True    False    Reference:

**17. What Masonic reference can be used to help you learn to correctly pronounce words and names used in the Lodge ritual?**

**18. Candidates for the Degrees are Conducted leading them by their \_\_\_\_\_ arm**

Right    Left    Reference:

**19. The Worshipful Master or one of the Wardens must be present for Lodge to be opened, unless the Grand Master or his Special Deputy is present for that purpose.**

True    False    Reference:

**20. Lodge may be opened in any secure place for the purpose of conducting Lodge business or conferring, so long as the Worshipful Master approves the place.**

True    False    Reference:

**21. The business of the Lodge may be conducted at any time the Lodge is open on any of the three Degrees.**

True    False    Reference:

**22. The Lodge may be closed in short form.**

True False Reference:

**23. The Senior Deacon presents visitors at the Altar; the Worshipful Master introduces visitors from the East.**

True False Reference:

**24. The Deacons and Stewards are *elected* to their position.**

True False Reference:

**25. Displaying the Square and Compass on your Business Letterhead is acceptable if done tastefully and with the permission of the Worshipful Master.**

True False Reference:

**26. Aprons may be worn on the inside of your business suit.**

True False Reference:

**27. Is it necessary to present and retire the flag at a stated meeting?**

True False Reference:

**28. The reading of the minutes of a previous Stated Meeting may be dispensed with at a subsequent Stated Meeting.**

True False Reference:

**29. Are requests for financial assistance for non-Masonic Charity allowed in the Lodge?**

True False Reference:

**30. Robert's Rules of Order is the authority on questions of parliamentary law in a Masonic Lodge.**

True False Reference:

**31. Before entering a Lodge for the first time a Candidate is told that Freemasonry is or consists of:**

- |    |   |      |       |
|----|---|------|-------|
| a) | A course of moral and philosophical instruction             | true | false |
| b) | Useful moral lessons illustrative of light and truth        | true | false |
| c) | Is inspired by the pure principles of truth and benevolence | true | false |
| d) | A business meeting consisting of paying the bills           | true | false |
| e) | Discussion or practice of politics and religion             | true | false |

Reference

**32. What are the Working Tools of a Master Mason?**

Reference:

33. An EA Mason is charged to regard this as the Great Light of his profession?

Reference:

VISITORS

34. Who conducts an examination of a first time visitor to a Lodge?

Reference:

35. Which of the following items are suggested for use to conduct an examination of a first time visitor?

- The Test Oath True False
- Copy of the Washington Masonic Code True False
- Dues Card, Demit, or Certificate of Good Standing True False
- List of Lodges Masonic True False
- Holy Bible, Square and Compasses True False

Reference:

36. Any visitor to your Lodge is entitled to inspect the Charter of the Lodge after satisfactorily passing the entrance examination.

True False Reference:

37. The purpose of the Examining Committee is to determine the proficiency of the visitor, not merely his eligibility to participate in the privileges of the Lodge.

True False Reference:

38. Any member of a Lodge may object to the admittance of a visitor to a meeting of that Lodge.

True False Reference:

MASONIC COURTESIES

39. When the Grand Master makes a surprise visit to a Lodge, the Worshipful Master should use the gavel to raise the Lodge when the Grand Master enters.

True False Reference:

40. A Brother holding a higher title by reason of service to Grand Lodge reverts to a lesser title upon his subsequent appointment or election to a lesser office.

True False Reference:

41. The Worshipful Master is the sole judge of which Masonic Honors, if any, shall be given to a Visitor.

True False Reference:

42. The Grand Honors are the: Public Grand Honors; Private Grand Honors; and Funeral Grand Honors.

True False Reference:

43. **Why is it inappropriate to extend the Private Grand Honors to the Grand Master when the Lodge is open on the Entered Apprentice or Fellow Craft Degree?**

Reference:

44. **Provide the words you should use when introducing the:**

**Deputy of the Grand Master**

Reference:

**The Grand Master**

Reference:

45. **While surfing the Internet and you or a member of your Lodge sees a Membership or Educational program that a Lodge in another Jurisdiction is having success with, may you contact them directly?**

True False Reference:

46. **Following up on the preceding question—what are the proper protocols for contacting a Lodge in another Jurisdiction to inquire about their Masonic activities?**

Reference:

**PETITIONS, DEGREES, AND PROFICIENCY**

47. **Petitions for Degrees or affiliation do not have to be read at a Stated Communication.**

True False Reference:

48. **Petitions for the Degrees must be signed by three members of the Lodge receiving the petition.**

True False Reference:

49. **WMC supersedes Lodge By-Laws concerning the physical qualifications of a petitioner for the Degrees.**

True False Reference:

50. **A petition may be voted on at the same meeting where it is received and accepted.**

True False Reference:

**51. May a Man who is Illiterate but otherwise qualified be allowed to take the Degrees?**

True False Reference:

**52. Any Master Mason present may ballot on the petition of a candidate for the Degrees in Freemasonry.**

True False Reference:

**53. A member of a Lodge may abstain from balloting on a candidate's petition if he so chooses.**

True False Reference:

**54. When balloting, a member or members who have balloted in the negative by mistake or misapprehension may announce the possible mistake in open Lodge, and, if the number announcing agrees with the number of negative ballots, the ballot may be spread again.**

True False Reference:

**55. List at least 5 important considerations that the Investigating Committee should look for in a potential Candidate.**

- 1.
- 2.
- 3.
- 4.
- 5.

Reference:

**56. Any Master Mason in good standing may confer Degrees in his Lodge provided that he has permission from the Worshipful Master.**

True False Reference:

**57. The New Candidate Education program may be used with any candidate at the option of the Lodge.**

True False Reference:

**58. Is it a Masonic offense for a brother to make known the type of ballot cast by himself or another on a petition for membership?**

True False Reference:

**59. When a candidate for the Degrees has been rejected, he can re-apply for degrees again to that Lodge or another Lodge after how many months?**

MONTHS = Reference:

**60. Can a Master Mason be installed as an Officer prior to fulfilling Proficiency in the 3<sup>rd</sup> Degree?**

True False Reference:

**61. How many weeks must elapse between Degrees for an individual candidate? (circle answer)**

WEEKS =           Reference:

**62. A Lodge may confer degrees by courtesy for another Lodge only when both Lodges participate in the Degree Work.**

True    False   Reference:

**63. Give three exceptions to the 6 Month Residency Requirement to take the Degrees**

- 1.
- 2.
- 3.

Reference:

**LODGE ADMINISTRATION**

**64. The minutes of a Stated or Special meeting must be read and approved at the same meeting before closing.**

True    False   Reference:

**65. The Worshipful Master may dispense funds from a Lodge's charity account at his own discretion.**

True    False   Reference:

**66. Is the Lodge required to financially assist a sojourning Mason who has never previously made their presence known to the Lodge?**

True    False   Reference:

**67. The Lodge Secretary shall maintain the following records/books:**

Reference:

**68. The Secretary's Membership Register shall also contain the By-Laws.**

True    False   Reference:

**69. All members and visitors must sign the Tyler's Register.**

True    False   Reference:

**70. Once a Brother becomes an Entered Apprentice Mason is he a Voting Member of his Lodge?**

Yes     No           Reference:

**71. Notification of the election of a Brother to Plural Membership must be made immediately to the Grand Secretary.**

True False Reference:

**72. Prior to its demise or consolidation, Lodge Assets and Property may be divided among its members.**

True False Reference:

**73. If two Lodges Consolidate, may the joining Lodge retain their assets under separate control?**

True False Reference:

**74. The annual dues of members of a Lodge must be paid by December 31st of each year unless they are remitted or excused by the Lodge.**

True False Reference:

**75. A demit must be issued to any member of the Lodge providing that, he is in good standing, not indebted to the Lodge, nor under charges of a Masonic offense.**

True False Reference:

**76. A purchaser of a Grand Lodge Life Membership, upon transferring his membership to another Lodge in Washington shall be entitled to transfer the Life Membership to the new Lodge**

True False Reference:

**77. An unaffiliated Mason because of non-payment of dues and without a demit can be reinstated after a period of 24 months by paying all back dues.**

True False Reference:

**78. In order for two or more Lodges to consolidate their memberships into one Lodge, a 3/4 affirmative vote of the members present in each Lodge is required.**

True False Reference:

**79. If two Lodges are voting to Consolidate and 7 members of one Lodge—regardless of the percentages—vote to not Consolidate, can the Lodges still merge?**

True False Reference:

**80. A Lodge can be ordered to forfeit its charter if it fails to make returns and pay dues for two years.**

True False Reference:

**81. On what date is the Annual Return of any Lodge due?**

MONTH DAY Reference:

### **MASONIC CHARGES**

**82. In the case of a Masonic offense, an accused brother must be in attendance for a trial to be held.**

True False Reference:

**83. If a Mason is found to have misrepresented himself in his petition, may the Lodge prefer charges (if necessary) by itself?**

True False References:

**84. Following up on the previous question: May the Lodge hold it's own Masonic Trial ? True False or must it relinquish the Trial itself (if one is deemed necessary) to the Grand Lodge? True False**

References:

**85. In the absence of other accusers, is it the duty of the Junior Warden to take steps to prefer charges against offending Brethren?**

True False Reference:

**86. Any member of a Lodge can prefer charges against the incumbent Worshipful Master of the Lodge for official misconduct.**

True False Reference:

**87. A Plural Member who has been suspended or expelled from one Lodge still retains his membership in the other Lodges.**

True False Reference:

**88. A Lodge Charter may be forfeited for Insolent Defiance to the Grand Lodge or Grand Master.**

True False Reference:

### GRAND LODGE

**89. Unless excused by the Grand Master, a Lodge not represented at the Annual Communication of Grand Lodge for two consecutive years will be unable to operate as a Lodge.**

True False Reference:

**90. Any member of the Lodge may represent the Lodge at the Annual Communication of Grand Lodge, if he carries a properly executed proxy.**

True False Reference:

**91. Resolutions to be considered at the Annual communication of Grand Lodge must be submitted to the Grand Secretary prior to December 1.**

True False Reference:

**92. A Past Master from another Jurisdiction who is in Good Standing and a member of a Lodge in this Grand Jurisdiction is entitled to vote at the Annual Communication of Grand Lodge.**

True False Reference:

**93. Who may submit Resolutions to be considered at Grand Lodge?—mark all that apply**

WM   Lodge Secretary   The Lodge   The DDGM   Any MM   The Grand Master

Reference:

**MISCELLANEOUS**

**94. List 5 qualifications of the Deputy of the Grand Master.**

- 1.
- 2.
- 3.
- 4.
- 5.

Reference:

**95. Is it permissible to attend meetings of the International Order of the Job's Daughters, the International Order of Rainbow for Girls, or the Order of DeMolay clothed as Masons?**

True   False   Reference:

**96. A Mason may wear Aprons of their Rank and publicly attend Churches or walk in Parades with permission of the WM and consent of the DDGM**

True   False   Reference:

**97. Lodges must have the permission of the Grand Master to have intoxicating liquors in their facilities.**

True   False   Reference:

**98. Upon the demise of a Lodge, all of its property, including its books, papers, jewels, funds, and furniture shall become the property of the Grand Lodge.**

True   False   Reference:

**99. No Lodge shall meet on Sunday for Masonic Labor other than the burial of a Mason.**

True   False   Reference:

**100. The Junior Warden's column is raised only \_\_\_\_\_**

Reference:

**101. Each Lodge determines the District it is in by a vote of the Lodge.**

True   False   Reference:

**Read Carefully!**

I understand that on Part B it is at my option to do the Ask and Answer of Opening/Closing a Lodge, or to request the DDGM to do the Response while I do the WM part only. I further understand that while I am prepared on all three Degrees, my Proficiency may be satisfied by the DDGM asking me to Open on any one or two Degrees and Close on another; Also to Raise, Call Down, Call to Refreshment by his direction. I also understand that the DDGM may ask me 2-3 relevant questions derived from the PiLM to further satisfy himself as to my Proficiency.

**Part A**

I have taken the written portion of the PiLM by myself, and have answered the questions to the best of my ability using the requested resources. Having completed the above study requirements, and meeting with my DDGM to demonstrate my Proficiency in Part B, I believe I am more able and competent to preside over, and manage the affairs of my Lodge in substantial conformity with Masonic Law as set forth in the Washington Masonic Code.

**SIGNED** \_\_\_\_\_ Lodge No. \_\_\_\_\_

Type or Print Name \_\_\_\_\_ Date \_\_\_\_\_

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**Part B**

I have examined the above named Brother in the Standard Work of Opening and Closing a Lodge on any of the Three Degrees. Also he has demonstrated how to Call Up/Down; Call/Return To Refreshment; and The Closing Charge. I have satisfied myself through this and further questioning to find him Proficient.

**SIGNED** \_\_\_\_\_

Deputy of the Grand Master in District Number \_\_\_\_\_ Date \_\_\_\_\_

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Attested: I am the assigned Masonic Research and Education Committeeman and certify that the above named Brother has successfully answered and complied with Part A and Part B of the Proficiency in Lodge Management Exam.

**SIGNED** \_\_\_\_\_

Date \_\_\_\_\_

**The Committeeman will inform the Chairman of the MRE Committee, who will inform the Grand Lodge Office. The Certificate will be mailed to the DDGM for appropriate presentation to the Brother.**

**Congratulations!!!!**

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