

Step 4: Responding to Enquiries from Potential Candidates

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- This process should be managed by the Lodge Membership Officer, who liaises with the Lodge Secretary and others as need be.
 - Respond quickly to all enquiries (24 – 48 hours maximum) and maintain accurate records.
 - If the potential candidate 'goes silent', one reminder is permitted but no more.
- Be prepared to reject unsuitable people at this stage.
 - If the approach has come via UGLE or the Province, the Provincial Membership Officer (PMO) will be involved.
 - He will have selected your lodge as one into which the potential candidate may fit.
 - He will not be as familiar as you are with your Lodge and your preferred profile (if any) for candidates.
- Meet the potential candidate at a neutral venue, with one or two other Lodge members present but no more.
 - Create a warm and informal atmosphere.
 - If both parties wish to pursue the potential candidate's possible membership, arrange a second meeting on Masonic premises.
- Follow up by inviting him to meet for a drink after a rehearsal so that he can meet other Lodge members and they can get to know him. Then invite him to Lodge social events so that his wife or partner can also attend and get to know others.
- If you judge the person unsuitable for your Lodge:
 - Explain that yours may not be the best Lodge for him.
 - Refer him to the Provincial Membership Officer as he may be suitable for another lodge.
 - Always be polite – he should be left with a good impression and memory of Freemasonry.