

## Step Guide - Step 2: Identifying Prospective Candidates

Many Lodges are already very successful at identifying prospective candidates and may not need to follow the guidance outlined in this Step. Lodges that experience difficulty in finding candidates may find the following techniques particularly useful.

Everyone has networks of friends and contacts. The first stage is to list the names of all the men in those networks. Some members will want to complete this stage working alone. However, others may appreciate assistance from their Lodge Membership Officer. Include: - Family members - Work colleagues - Social club members - Friends - Fellow worshippers. Contact lists, address books and other such lists may also be useful resources. The aim is to include as many people as possible, whether or not they have expressed any interest in Freemasonry. Expand the list by considering who else each person on the list themselves know. If it is known that any person on the list does not believe in the Supreme Being he can be removed.

Once those members participating in this process have completed their own lists of names, they then might meet together to pool all of the individual lists to create one "long list". If the Lodge has an ideal candidate profile, consider whether each name on the long list matches that profile. Bear in mind that diversity in membership is important in any successful group, especially in respect of having people with a range of different personalities, skills and qualities. Avoid making any assumptions about any person's level of interest in Freemasonry, or their availability. Each man's name can now be categorised as:

- SUITABLE to be approached for this Lodge.
- SUITABLE for Freemasonry but perhaps not for this Lodge
- DON'T KNOWS.
- NOT SUITABLE for Freemasonry at this time.

These lists can then be managed as follows:

- Suitable to be approached for this Lodge. Decide who in the Lodge should make the approach. This might be based on prior knowledge of the person concerned, the closeness of the existing relationship or simply an available opportunity to discuss the matter.
- Suitable for Freemasonry but may be better suited to another Lodge. The men on this list may still be approached but with a view to determining their interest in Freemasonry in general rather than this specific Lodge. It may be better to refer them to the Provincial Membership Officer.
- Don't know enough to decide. Nominate someone to obtain the further information required.
- Not suitable to be approached. Note - to comply with privacy and data protection requirements, all records of their names – both physical and electronic – should now be destroyed.

Having completed Step 2 the Lodge might want to review and update the Lodge profile and its candidate profile if it has one.

*Data Protection and Privacy. For legal reasons, data protection and individual privacy must be considered when undertaking these activities. No personal data relating to named men should be recorded or stored. **All notes**, except the final short list of named men to approach, should be destroyed at the end of this Step. Only relevant information, and nothing confidential, should be shared between Lodge members during the process.*