



[Home](#) / [Membership](#) / [Archway](#) / [List Resources Archway](#)

A comprehensive list of the available resources within Archway

« [Back to 'Archway Homepage'](#)

SHAPE

Building on the past, looking to the future

“Progress is impossible without change, and those who cannot change their minds cannot change anything” (George Bernard Shaw)

This section tackles the fundamental question of “How do we shape and plan the future of our Chapter?”

It will help each Chapter review their current situation, identify new opportunities, and spot potential issues before planning to move forward.

The resources available within this arch stone suggest how you can:

- Use a review tool to understand your Chapter and its challenges
- Create a structure for proper oversight of your Chapter’s health
- Develop a succession and progression plan
- Identify members with the relevant skills to help with your plan

Shape: Use a review tool to understand your Chapter and its challenges

- Aim i) To assess the challenges and opportunities the Chapter can exploit

[Review Tool](#)

[Case Study: Chapter Review](#)

Case Study: Alternative Chapter Review

- Aim ii) To promote the Chapter in a positive and consistent manner

Case Study: Chapter description

Shape: Create a structure for proper oversight of your Chapter's health

- Aim) To identify the roles and functions required to create a healthy Chapter

Chapter Roles & Functions: Care Team

Shape: Develop a succession and progression plan

- Aim i) To create a succession and progression plan for both key and progressive offices within the Chapter

Example: Progress/Continue Letter

Succession Template & Plan

- Aim ii) To create a plan for future ceremonial requirements

Case Study: Planning Ceremonies and how to manage last minute problems

Shape: Identify members with the relevant skills to help with your plan

- Aim i) To undertake a review of members skill sets

Example Explanation Letter

Example Skill Set Survey

- Aim ii) To match your plan to your members

Template for planning actions and assigning individuals

GROW

Helping more people continue their journey

This section tackles the question “How do we grow our Chapter?”

Building on the plans made within “SHAPE” it addresses how you can create the right environment for growth and promote the Chapter.

The resources available within this arch stone suggest how to:

- Create an environment that will attract and retain members
- Use digital and other media to promote your Chapter, and connect with potential feeder Lodges
- Empower your members to communicate with potential candidates
- Maintain contact with ‘missing’ and unattached Companions

Grow: Create an environment that will attract and retain members

- Aim i) To review member happiness and satisfaction

Individual Satisfaction Survey

Grow: Promoting your Chapter and connecting with potential feeder Lodges

- Aim i) To make the Chapter more visible to existing and potential members

Reaching out using Social Media

UGLE Social Media Policy & Guidelines

- Aim ii) To create effective communications and engagement with potential feeder Lodges

Example Contact Letter to RA Reps

- Aim iii) To support RA Craft Representatives in their role

Case Study: Using ‘Talking Heads’ in Lodges

Using ‘Discover More’

Guidance for RA Reps

Case Study: RA Reps at Work

Case study: Training for RA Reps

Grow: Empower your members to communicate with potential candidates about the Royal Arch

- Aim i) To ensure consistent messages about the benefits of joining are communicated to potential members

Download 'Discover More'

Download 'Discover More' (Welsh Version).

'Welcome Companion' Module-Solomon

Welcome Companion Narrative

What (not) to say.

Why Join the Royal Arch

Grow: Maintain contact with 'missing' and unattached Companions

- Aim i) To maintain contact with members who may be drifting away and missing meetings

Tracking Attendance & Apologies

INVOLVE

Participation is the essence of a good Chapter

This section highlights what can be done to engage all Companions, not only in the ceremonial aspects of their Chapter but the Royal Arch as a whole. This can take many different forms, suiting some more than others. However, it is based on the principle that involved members are active members, who then stay members.

The resources available within this arch stone suggest how to:

- Promote an environment for the active involvement of all Companion
- Encourage involvement and support those in office
- Bring the ceremony and ritual within reach of more people

- Adopt a progressive mentoring approach that encourages learning and development

Involve: Promote an environment for the active involvement of all Companions

- Aim i) To create an environment where companions can be involved outside of the formal ritual

Use the information gathered via SHAPE to offer appropriate tasks and roles to such Companions

Involving New Members

- Aim ii) To establish effective communication channels via email, texts, and other digital platforms

Case Study: Creating a Newsletter

Good communication within your Chapter

Involve: Encourage involvement and support those in office -

- Aim i) To support newly appointed Officers both before and after taking up their post

Guidance on handing over office

- Aim ii) To support and educate Companions as they progress through to Principals' Chairs

Explanation of the Chapter Offices

Involve: Bringing the ceremony and ritual within reach of more members -

- Aim i) To consider examples of how the ceremony can be shared

Case Study: Sharing the Ceremony

Learning the Royal Arch Ritual

Tips for Learning Masonic Ritual

Sharing more without learning

- Aim ii) To make the ritual more accessible, understandable, and enjoyable for everyone

Lectures after Exaltation

Regalia and Equipment

Readings and Pronunciation

Setting the Scene

Shorter more dramatic rituals

Case Study: 'Project Transform'

Case Study: Savage Club Chapter

Involve: A progressive approach to mentoring, learning and development -

- Aim i) To establish effective mentoring principles for new and joining members

Selecting a RA Mentor for their Role

Supporting and Welcoming New Members

Social Groups for new RA Companions

- Aim ii) To support all Companions to learn and understand more about the Royal Arch

Identifying Individual Needs

Learning More

Case Study: Demonstration Teams

ENJOY

Happy have we met!

This section is linked to many aspects of the previous sections. It has a particular focus on using the results of the review tool at the start of the SHAPE section to maximise each members enjoyment. ENJOY represents a successful outcome of Archway and of a healthy Chapter. Remember, happy members usually come back and want to remain involved.

The resources available within this arch stone suggest how to:

- Understand what each member enjoys about your Chapter and what they want.
- Structure the content of meetings to including alternatives to exaltation ceremonies
- Organise enjoyable festive boards
- Promote visiting amongst Chapters

Enjoy: Understand what your members enjoy and what they want

Aim) To build on feedback from Companions about what they enjoy and what they want

Case study: Changing the Culture in Response to Feedback

Enjoy: Structuring the content of meetings to meet member needs and expectations

Aim i) To enhance member enjoyment using a variety of different meeting structures

Planning template

Guidance on Multiple Ceremonies

The Royal Arch 'in camera'

Resources on Solomon

Aim ii) To run the business of the Chapter more efficiently

Examples of Good Practice

Enjoy: Organising Festive Boards

Aim i) To consider alternatives to traditional Festive Boards to suit the needs of all Companions

Case Study: Different Dining Options

Aim ii) To use Festive Boards and other social events as a means of attracting non-RA Masons

Case Study: 'Red Tables'

Enjoy: Promote visiting to other Chapters

Aim) To promote visits to local Chapters in the area and to those further afield

Case Study: Travelling 'Mascots'

Benefits of Visiting



UNITED GRAND LODGE
OF ENGLAND

[COPYRIGHT NOTICE](#) | [PRIVACY & COOKIES](#) | [DATA PROTECTION](#)

© 2017 - 2023 UNITED GRAND LODGE OF ENGLAND. ALL RIGHTS RESERVED FREEMASONS' HALL, 60
GREAT QUEEN ST, LONDON WC2B 5AZ, UNITED KINGDOM