

Membership and Group Supervision Overview

PP Louis T. Harper #8

Imperial Director - Membership and Group Supervision

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Imperial Council Membership and Group Supervision Department Members



Administrator
Imperial Captain of the Guard - Rodney Eggleston #225

The Imperial Council Membership and Group Supervision Desert Assignments

Department Administration - Imperial Captain of the Guard

Rodney Eggleston #225
Cell: (301) 455-3783
reggleston@aeaonms.org.

Imperial Director

PP Louis T. Harper #8
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Department Advisor

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Deputy Regional Director

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Deputy Regional Director

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Deputy Regional Director

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Deputy Regional Director

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PP Jermaine Maddox #242
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Meeting Agenda

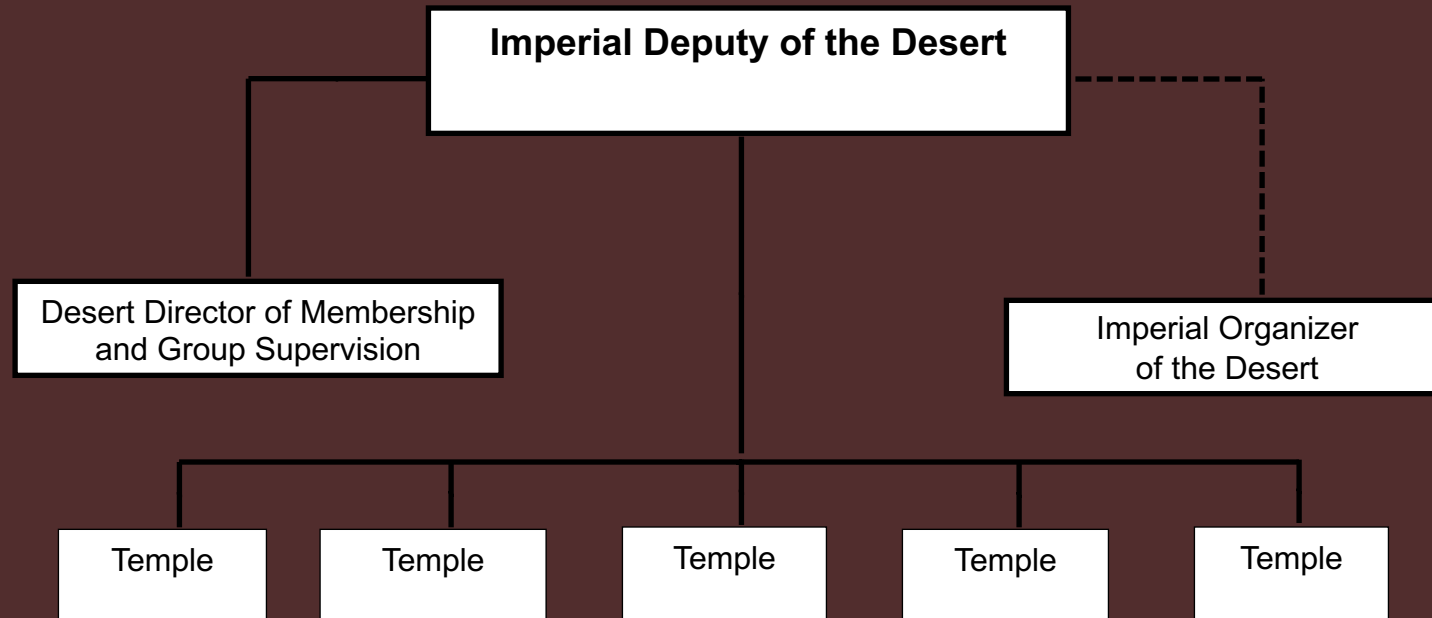
- Organizational Structure and Responsibilities
- Membership and Group Supervision Guidelines and Resources
- Recruiting, Reclaiming, Retaining Membership
- Imperial Council MGS Monthly Reporting
- End of the Year Handoff
- Questions and Answers

Leadership Responsibilities

Deputy of the Desert

- Ensure the Temple implements all goals and objectives of the Imperial Council Membership and Group Supervision Department
- Inform the Illustrious Potentate of his responsibility to have at least two membership drives and at least two creations yearly
- Must appoint a Desert Director of Membership and Group
- Work closely with the Deputy Regional Director and Desert Director of Membership and Group Supervision

Desert Membership and Group Supervision Organizational Structure



Leadership Responsibilities

Deputy of the Oasis

- The Imperial Deputy of the Oasis must employ his best efforts, influence and persuasion to ensure the Temple implements all goals and objectives of the Imperial Council Membership and Group Supervision Department

Desert Director

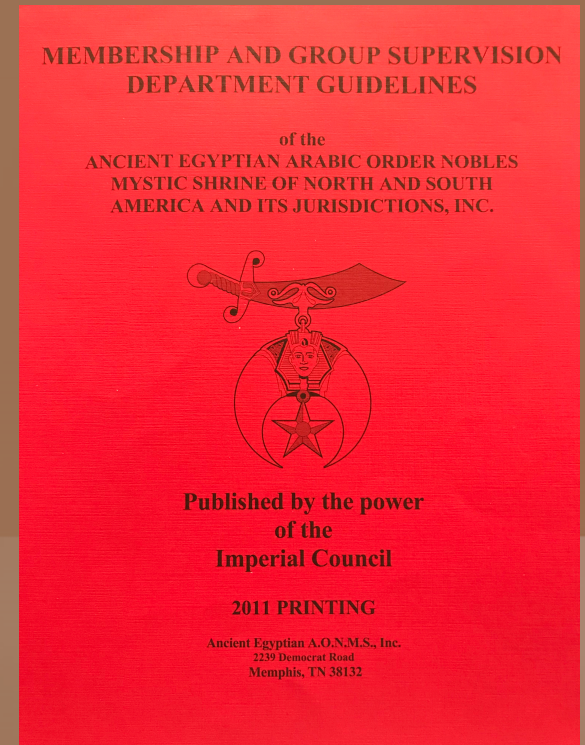
- A Desert Director of Membership and Group Supervision must be appointed by the Imperial Deputy of the Desert. He must coordinate and work closely with the Imperial Deputy of the Desert, Desert Organizer and all Temples in his Desert regarding membership.

Illustrious Potentate

- Directly responsible for the Membership and Group Supervision Program
- Ensure reports are submitted on time
- Appoint a Membership and Group Supervision Committee
- Ensure the Recorder cooperates with the Membership and Group Supervision Committee

Membership and Group Supervision Resources

- Imperial Council Membership and Group Supervision Guidelines
- Department Forms (included in the MGS Guidelines)
- Membership Roster
- Interest Meeting Presentation
- Team Captains/Group Leaders
- Reporting Links



Membership and Group Supervision Committee Structure

- Temple Director (Appointed by the Illustrious Potentate)
 - Team Captains
 - Group Leaders

Team Captains/Group Leader Structure can be modified depending on the size of the Temple

Temple MGS Director/Committee Responsibilities

- Committee should operate as an Auxiliary or Department of the Temple
- Host monthly meetings and submit a written report at monthly Temple meeting
- Submit monthly report through the Imperial Council website
- Monthly calls, emails, text messages to membership
- Host Recruiting and Membership increase drives

Membership Department Form (MDF) - 5

Temple Membership and Group Supervision Committee "Sample Monthly Report"

This is the recommended agenda for monthly Membership and Group Supervision Committee meeting. This format ensures an actual meeting is held instead of one by phone or e-mail. The meeting may be held before or after Divan, or Patrol Meeting, etc.

Date _____

1. This was the (first, second, third, fourth (circle one) membership meeting of the year.
2. The committee met on (month) ____ (day) ____ (year) __20__ at location _____.
3. The meeting opened at (time) _____.
4. The members of the Membership and Group Supervision Committee are: _____

5. The members present at the meeting were: _____

6. Review/update of committee assignments.
7. Committee Reports
 - a. Membership Drive
 - b. Creation
 - c. Reviewed results of visit/distribution of Membership Orientation Pamphlets to the Blue Lodge, Royal Arch Chapter, Royal and Select Masters Council, Knights Templar Commandery and Scottish Rite Consistory
 - d. Sent letters to Nobles suspended for non-payment of dues or Nobles who withdrew
 - e. Followed-up to be sure Nobles are sent the "First Notice", "Second Notice" or "Order to Show Cause" are sent at the appropriate time.
8. Reviewed membership statistics for this reporting period
9. During this reporting period, correspondence was mailed to _____
10. During this reporting period, correspondence was received from: _____

Miscellaneous Comments

Membership and Group Supervision Chairman

Recruit, Reclaim, Retain Membership

Recruit

- 2 Virtual Interest Meetings
- Use MDFs for recruiting
- PowerPoint Presentation showcasing Imperial Council/Temple Community Efforts
- Complete Background Check/Application

Reclaim

- Virtual meeting for members no longer on roll
- Send monthly or quarterly newsletters
- Personal letter from Illustrious Potentate

Retain

- TC/GL monthly check-ins to every Noble on roll via phone call, email or text message
- Involvement in a Temple activities or Auxiliaries
- Mentoring

Recruit, Reclaim, Retain Membership

Membership Department Form (MDF) – 6

Temple Membership and Group Supervision “Group Leaders Monthly Report”

Group Leader’s Name _____ Reporting month _____ year 20 _____

Name	Address (1)	Phone	In-person, phone, e-mail, text or social network	Contact Method (2)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Membership Department Form (MDF) – 10

Temple Membership and Group Supervision “Recruitment Letter” (Sample)

Place on Temple letterhead and send to any potential member.

Date _____

Dear Brother _____

You have been referred to _____ Temple No. _____ as a man with outstanding moral character who might be interested in becoming a Noble of the Mystic Shrine. We are hosting an informal reception at _____ (time) on _____ (date) at _____ (location). We invite you to attend and learn more about the Shriners.

This reception is informal and we will have a short orientation program. We sincerely hope that you will be able to attend.

If you have any questions or concerns, please contact the Temple Recorder (contact information is on this letterhead).

Sincerely,

Brian K. Brown
Illustrious Potentate

Arnold Johnson
Recorder

Recruit, Reclaim, Retain Membership

Membership Department Form (MDF) – 6

Temple Membership and Group Supervision “Group Leaders Monthly Report”

Group Leader’s Name _____ Reporting month _____ year 20 _____

Name	Address (1)	Phone	In-person, phone, e-mail, text or social network	Contact Method (2)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

Membership Department Form (MDF) – 10

Temple Membership and Group Supervision “Recruitment Letter” (Sample)

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This reception is informal and we will have a short orientation program. We sincerely hope that you will be able to attend.

If you have any questions or concerns, please contact the Temple Recorder (contact information is on this letterhead).

Sincerely,

Brian K. Brown
Illustrious Potentate

Arnold Johnson
Recorder

Recruit, Reclaim, Retain Membership

Membership Department Form (MDF) – 11

Membership and Group Supervision “Reinstatement Letter” (Sample)

(Send on Temple letterhead to all Nobles you hope to reinstate)

Date _____

Fraternal Greetings,

To Noble _____

It has been a while since we had the pleasure of meeting and greeting you as a Noble of the Mystic Shrine. We miss you and hope to see you back very soon. On behalf of the Temple, Divan and Nobles of _____ Temple No. _____, it is my pleasure to invite you to return as an active member.

To reinstatement there are absolutely no back dues or assessments for you to pay, the only requirement for you to reinstate, is to complete the enclosed form, pay a reinstatement fee of \$ _____ plus pay one years' dues in advance of \$ _____. To take advantage of this opportunity, please fill out the enclosed application. You may return it to the address below, along with your reinstatement fee and one years' advanced dues for a total amount of \$ _____.

(The Temple must confirm the latest reinstatement information and procedures before completing and sending this letter)

If you have any questions or concerns, please contact the Temple Recorder (contact information is on this letterhead). We look forward to again seeing you in the fez and fellowshipping with you.

Fraternally and Sincerely Yours,

Brian K. Brown
Illustrious Potentate

Arnold Johnson
Recorder

Membership Department Form (MDF) - 12

Temple Membership and Group Supervision “Letter to the Blue Lodge” (Sample)

(Send on Temple letterhead to the Blue Lodge
at least 45 days in advance of the proposed visit)

Date _____

To: The Worshipful Master, Wardens, Past Masters and Brothers of _____ Lodge
No. _____

Fraternal Greetings,

It is my pleasure to extend fraternal greetings on behalf of the Rabbans, Past Potentates, Officers and Nobles of _____ Temple No. _____. The Temple is currently conducting its semi-annual membership drive. We humbly request permission to visit your Lodge and familiarize your members with the Shrine.

The orientation by the Temple Membership and Group Supervision Committee should take less than ten (10) minutes. We propose that the visit to your Lodge be on your regular meeting of October 3, 2011 or October 17, 2011 the alternate date. If neither of these dates is acceptable to you and the Lodge, please provide us with another date that meets your approval. You may contact the Temple Recorder (contact information is on this letterhead) for additional information or questions.

Fraternally,

Brian K. Brown
Illustrious Potentate

Arnold Johnson
Recorder

MGS Monthly Reporting Imperial Council Website

Submit report NLT 5 days after Monthly Meeting

The screenshot displays the Imperial Council Website with a green navigation bar at the top containing links for Home, Imperial Divan, Our History, Forms, Links, Pyramid Magazine, and Contact Us. The main content area is divided into three columns:

- Imperial Forms:** A section with the heading "Imperial Forms" and a sub-heading "Please click below for approved Imperial forms." Below this is a "Click Here" button.
- Recorder/Treasurer Resources:** A section with the heading "Recorder/Treasurer Resources" and a sub-heading "Please click below for approved Imperial forms." Below this is a "Click Here" button.
- Committees/Units Forms:** A section with the heading "Committees/Units Forms" and a sub-heading "Please click below for approved Imperial forms." Below this is a "Click Here" button.

In the center of the page, there is a list of various forms and reports, each with a "Click Here" button. A note at the top of this list states: "Adobe Reader, MS Word or MS Excel needed to open forms". The forms listed include:

- [Annual Return Report \(New Form\)](#) (with a note: "If you cannot fill-in the form, [review this link](#).")
- [Application for the Honorary Past Imperial Potentate Degree](#)
- [Application for the Honorary Past Potentate Degree](#)
- [Application for Membership](#)
- [Anti Hazing Policy](#)
- [No Hazing Letter](#)
- [Change of Address Notice](#)
- [Change of Donee Notice](#)
- [Deputy of the Desert Report \(Word Doc\)](#)
- [Deputy of the Desert Monthly Temple Review \(Word Doc\)](#)
- [Deputy Inspection Report \(Word Doc\)](#)
- [Deputy of the Oasis Monthly Temple Review \(Word Doc\)](#)
- [Deputy of the Oasis Annual Report \(Word Doc\)](#)
- [Dispensation Request](#)
- [Economic Impact Report Form \(Excel Doc - New Form\)](#)
- [Election Return Report](#)
- [Five Day Death Notice](#)
- [Grievance and Appeals Form](#)
 - [Cover Letter to the Nobility](#)
 - [New Filing Form](#)
- [Imperial Council Fees \(newly updated\)](#)
- [Leadership Training \(Excel Doc - New Form\)](#)
- [Members Validation Request \(New Form\)](#)
- [Membership & Group Supervision Monthly Reporting Form](#) (highlighted in yellow)

End of the Year Handoff

(Handoff to Incoming Temple MGS Director)

- Imperial Council Membership and Group Supervision Guidelines
- Department Forms (included in the MGS Guidelines)
- Membership Roster
- Interest Meeting Presentation
- Team Captains/Group Leaders
- Reporting Link

Summary

- Change your mindset – Think about things from the Virtual Aspect
- Membership and Group Supervision Guidelines
- Recruiting, Reclaiming, Retaining using Virtual Resources
- Submit Monthly Reports
- End of the Year Handoff to the next Temple MGS Director
- Follow the COVID-19 Guidelines and Stay Safe!

Questions

