

VALLEY OF NEW BERN

VALLEY MEMBERSHIP ACHIEVEMENT PROJECT (VMAP)



• 2016 WORKBOOK •

REVISED 1/12/2016

The Supreme Council, 33°

Ancient & Accepted Scottish Rite of Freemasonry

Southern Jurisdiction, U.S.A.

SPECIFIC SUBJECT AREAS & MANDATORY/OPTIONAL TASKS

1. Membership Retention / Engagement
2. Scottish Rite Education for Members
3. Membership Recruitment
4. New Member Engagement
5. Reunion Experience
6. Scottish Rite Education for Candidates
7. Philanthropy
8. Public Image
9. Degree Conferral Proficiency
10. Officer Responsibilities & Engagement
11. Valley Organizations

1. MEMBER RETENTION / ENGAGEMENT

1. I. Steve Burgess, 33° (Membership Director - B2): Establish a structured Membership Retention Team (MRT) within the Valley.

COMPLETED/ONGING:

1. II. William Dill, 33° (General Secretary - B): The Valley maintains 95% or more of members' primary phone numbers in Sentinel OR increases the percentage of primary numbers in Sentinel by 10% from the previous year.

COMPLETED/ONGING: The Valley Administrative Assistant updates Sentinel when the members provide changes in their phone numbers.

1. III. William Dill, 33° (General Secretary - B): The Valley maintains 95% or more of members' email addresses in Sentinel OR increases percentage of email addresses in Sentinel by 10% from the previous year.

COMPLETED/ONGING: The Valley Administrative Assistant updates Sentinel when the members provide changes in their email addresses.

1. IV. Aaron Morris, 32° KCCH (Webmaster/Social Media - B4.2-1): The Valley maintains an up-to-date website or Facebook page (current with calendar, contact information, etc.), and

COMPLETED/ONGOING: The Valley of New Bern maintains an up-to-date web site that includes the Organization: with Temple Staff, Officers, Court of Honor, Knights of St. Andrews and Job Descriptions; Calendar of events; Philanthropy; Regalia; Education: with VMAP and Master Craftsman; Communications: with Newsletters, Scottish Rite Journals and Forms; and Links to other Masonic sites. The Valley of New Bern web page can be found at: <http://www.scottishritenewbern.org>

Accomplish ANY six (6) of the following: (6 SELECTED)

1. a. Contact members by letter, social media, email, phone, or in person every six (6) months (birthday, anniversary, etc.).

1. b. William Dill, 33° (General Secretary - B): A list of delinquent members is distributed to the MRT no later than July 1st each year.

COMPLETED/ONGING: The Membership Director, Steve Burgess, has access to Sentinel to provide his Membership Retention Team a list of delinquent members throughout the year.

1. c. **X** **Steve Burgess, 33° (Membership Director - B2):** The Valley provides a reporting form or process for each member of the MRT to ensure monthly communication with the office regarding the status of dues-owing members.

COMPLETED/ONGING:

1. d. **X** **William Dill, 33° (General Secretary - B):** A list of delinquent members is again distributed to the MRT no later than October 1st.

COMPLETED/ONGING: The Membership Director, Steve Burgess, has access to Sentinel to provide his Membership Retention Team a list of delinquent members throughout the year.

1. e. **X** **Steve Burgess, 33° (Membership Director - B2):** Personal calls are made by the MRT during October and November with a reporting mechanism to the Valley to report results and status of delinquent members.

COMPLETED/ONGING:

1. f. **X** **Tom Mann, 32° KCCH° (Brother to Brother Director - B2.1):** Valley Secretary or representatives follows up with personal calls to all delinquent members during the month of December.

COMPLETED: Tom Mann calls each brother from the list provided.

1. g. Conduct an exit survey for departing (e.g. suspended) members.

1. h. **X** **David Brosnan, 32° KCCH (Public Relations Director - B4.2):** The Valley sends some form of newsletter at least twice per year.

COMPLETED/ONGING: The Valley of New Bern newsletters are sent via email and are on-line at <http://www.scottishritenewbern.org/newsletter.php>

1. i. The Valley has a five (5) percent decrease in Suspension for NPD from the previous year.

2. SCOTTISH RITE EDUCATION—MEMBERS

2. I. VACANT (Education Director - B3): Masonic or other appropriate education programs are presented at or in conjunction with every stated communication of the Valley, and

COMPLETED/ONGING: The Valley Orator presents an educational program at each Lodge of Perfection meeting.

Accomplish ANY six (6) of the following: **(6 SELECTED)**

2. a. Aaron Morris, 32° KCCH (Master Craftsman/Study Groups - B3.3): Valley members are individually and currently enrolled in the Master Craftsman: The Symbolic Lodge program.

COMPLETED/ONGING: Members are solicited to encourage participation including new members at the conclusion of the Fall Reunion.

2. b. Aaron Morris, 32° KCCH (Master Craftsman/Study Groups - B3.3): Valley members are individually and currently enrolled in the Master Craftsman: Scottish Rite History and Ritual program.

COMPLETED/ONGING: Members are solicited to encourage participation including new members at the conclusion of the Fall Reunion.

2. c. Aaron Morris, 32° KCCH (Master Craftsman/Study Groups - B3.3): Valley members are individually and currently enrolled in the Master Craftsman: Scottish Rite Philosophy program.

COMPLETED/ONGING: Members are solicited to encourage participation including new members at the conclusion of the Fall Reunion.

2. d. Aaron Morris, 32° KCCH (Master Craftsman/Study Groups - B3.3): The Valley offers and conducts a Master Craftsman group study program for its members.

COMPLETED/ONGING: A study group was offered but there was a lack of participation. If an interest is shown, a new study group will be established.

2. e. Aaron Morris, 32° KCCH (Master Craftsman/Study Groups - B3.3): Valley members are individually enrolled in the College of the Consistory.

COMPLETED/ONGING: Members are solicited to encourage participation.

2. f. ☐ The Valley maintains its own functioning College of the Consistory.

2. g. ☐ The Valley has an Education Committee that plans, directs, and carries out education programs.

2. h. ✗ ☐ **John Green, 32° (Library Director - B3.2)**: The Valley maintains a Library and has a Library Committee that expands its holdings each year.

COMPLETED/ONGING: The library of Masonic and esoteric works owned by the Valley of New Bern has been mostly held in storage in recent years. As books are brought out of storage and placed on shelves in the Valley of New Bern offices, they are being inventoried and assigned bar codes using the online cataloging system known as "LibraryThing" www.librarything.com. A lifetime LibraryThing account was created and donated in April 2016 by Valley Archivist and Librarian John B. Green III, 32°. This account will allow the Valley of New Bern to add an unlimited number of books to the account and to maintain an online catalog. The Valley has 237 books cataloged through September 2016. See enclosure 2. h.

2. i. ☐ Masonic education is presented via papers, essays, speeches, or guided discussions at the Valley's stated communications.

2. j. ☐ Scottish Rite education programs for members on the themes and lessons of the Scottish Rite Degrees are conducted in break-out sessions during Valley Reunions.

3. MEMBERSHIP RECRUITMENT

3. I. Steve Burgess, 33° (Membership Director - B2): Personal calls or contacts inviting prospects to join are made by the Valley Membership Team prior to every Reunion.

COMPLETED/ONGING:

3. II. William Dill, 33° (General Secretary - B): Valley has a structured contact and reinstatement program for previous members suspended for NPD, and

COMPLETED/ONGING: Members previously suspended for NPD are contacted by telephone or letter and follows the S.G.I.G. and Supreme Council reinstatement program.

Accomplish ANY seven (7) of the following: (7 SELECTED)

3. a. Steve Burgess, 33° (Membership Director - B2): The Valley has developed a Membership Recruitment Organization including, at a minimum, a named Valley Chairman and a named Lodge Representative in each Lodge that meets regularly within the Valley's geographic area.

COMPLETED/ONGING:

3. b. William Dill, 33° (General Secretary - B): The Valley maintains a list of Master Masons raised in the last five (5) years in its prospective member database, and makes the same available to its Valley Membership Team prior to each Reunion.

COMPLETED/ONGING: The names of newly raised Master Masons are obtained from the "North Carolina Mason" publication.

3. c. The Valley has a process in place to maintain a list of non-Scottish Rite Masons in its database for a period of not less than four years.

3. d. Invitations to join are mailed to prospects from the Personal Representative, Valley Secretary, or Valley Membership Chairman prior to every Reunion.

3. e. Steve Burgess, 33° (Membership Director - B2): At least one Scottish Rite Friends Night is conducted by the Valley prior to each Reunion.

NOT COMPLETED/ONGING:

3. f. **Bobby Meadows, 33° (Strategic Planning - A5)**: The Valley has a job description for Top Line Signers.

COMPLETED: The Top Line Signer job description was completed and added to the other job descriptions posted on the Valley of New Bern web page. See enclosure 3. f.

3. g. **William Dill, 33° (General Secretary - B)**: The Valley offers tangible incentives to Top Line Signers of multiple petitions (such as free dues, points toward perpetual memberships, room & board, etc.). Please submit a copy of the Valley's Incentive Project along with this completed workbook.

COMPLETED/ONGING: This is included in the "Double Eagle Award." See enclosure 3. g.

3. h. **Russ Jones, 32° KCCH (Mentor Director - B2.3)**: A Mentor is assigned to each Candidate during the Reunion who joins and spends substantial personal time with the Candidate during the Reunion experience.

COMPLETED/ONGING: The Valley of New Bern had a total of 14 candidates participate in our Spring and Fall Reunions. All of these new Scottish Rite Masons have been appointed a Mentor except one candidate from the Valley of Enfield. All but one of these Mentors were the candidates first line signer and most were present with them at the reunion when they became Masters of the Royal Secret. The list of Candidates/Mentors is provided in enclosure 3. h.

3. i. **Russ Jones, 32° KCCH (Mentor Director - B2.3)**: Top Line Signers always offer to personally pick up, deliver, and return Candidates to their homes and can also serve as Candidate Mentors during the Reunion the Candidates attend.

COMPLETED/ONGING: The Valley of New Bern had a total of 14 candidates participate in our Spring and Fall Reunions. All of these new Scottish Rite Masons have been appointed a Mentor except one candidate from the Valley of Enfield. All but one of these Mentors were the candidates first line signer and most were present with them at the reunion when they became Masters of the Royal Secret. The list of Candidates/Mentors is provided in enclosure 3. h.

3. j. The Valley Secretary mails follow-up letters of regret to prospects who do not accept an invitation to join.

3. k. The Valley invites previously suspended members for NPD to a special event(s) each year.

- 3. l. □ The Valley has a 5% increase in new member initiations from the previous year.
- 3. m. □ The Valley has a 5% increase in Reinstatements from the previous year.

4. NEW MEMBER ENGAGEMENT

4. I. William Dill, 33° (General Secretary - B): The Valley establishes a policy to maintain regular, targeted communication with new members (beyond dues notices) for a period of three years.

NOT COMPLETED: A program is being established.

4. II. William Dill, 33° (General Secretary - B): All new members have email addresses, mailing addresses, primary phone number, and home Lodge information entered in Sentinel, and

COMPLETED/ONGING: The Valley Administrative Assistant updates Sentinel the week after the Reunion with all required information.

Accomplish ANY seven (7) of the following: **(9 SELECTED)**

4. a. Jay Collins, 32° KCCH (Director of the Work - C): The Valley conducts post-Reunion surveys of new Masters of the Royal Secret.

COMPLETED/ONGING: An example is provided in enclosure 4. a.

4. b. William Dill, 33° (General Secretary - B): Special invitations are mailed or emailed to new members informing them of stated communications, upcoming Temple events, etc.

COMPLETED/ONGING: The new members are included in emails sent to the membership with information of stated communications and upcoming Temple events.

4. c. Jay Collins, 32° KCCH (Director of the Work - C): Form a Degree Team for a Degree not presently being conferred.

COMPLETED/ONGING: 12th° Degree - September 2016

4. d. A Degree has been conferred within the last twelve (12) months by a team composed of New Members (<3 years from joining).

4. e. Johnny Surles, 33° (Class Lecturer - C6): Members of the immediate previous Candidate Class are specifically invited to attend the next Reunion and are given the opportunity to interview and learn about all Valley organizations.

COMPLETED/ONGING:

4. f. **Russ Jones, 32° KCCH (Mentor Director - B2.3)**: The Valley assigns a task, committee position, or volunteer role to every new Master of the Royal Secret.

COMPLETED/ONGING: New members that express an interest in taking an active part have been assigned a part in a Degree or a roll in their area of interest.

4. g. **Jay Collins, 32° KCCH (Director of the Work - C)**: The Valley conducts special Class Reunions for past Reunion Classes, providing recognition, activities, and participation opportunities alongside the current Reunion Class.

COMPLETED/ONGING:

4. h. **William Dill, 33° (General Secretary - B)**: Present positive post-Reunion impressions via reporting of new classes in Sentinel within one week of each Reunion to expedite delivery of new member package and Scottish Rite Journal.

COMPLETED/ONGING: The Valley Administrative Assistant updates Sentinel within the week after Reunions.

4. i. **William Dill, 33° (General Secretary - B)**: The Valley creates an orientation packet that includes, but is not limited to, a directory of Valley Officers, calendar of events, regalia suppliers, web/social media information, checklist of volunteer opportunities, and Reunion Class directory.

COMPLETED: The Valley provides, in addition to the above information, a Scottish Rite "Member Development Handbook" with corresponding tests for each module to assist the Mentor in working with the new member. See enclosure 4. i.

4. j. **William Dill, 33° (SGIG Personal Representative - A)**: The Valley holds a Patent presentation for New Members.

COMPLETED: The Valley has developed its own Patent for presentation following the completion of the 32° for immediate recognition. When the Supreme Council Patents are received, each candidate is personally invited to a monthly meeting, of his choice, to receive his Patent. An example of the Valley developed Patent is provided in enclosure 4.

j.

5. REUNION EXPERIENCE

5. I. William Dill, 33° (SGIG Personal Representative - A): A recognition or achievement ceremony is held honoring new Masters of the Royal Secret with at least one of the following: a Valley certificate, a cap, or 14° ring.

SCHEDULED: A recognition ceremony is scheduled for January 21, 2017, to present the new Masters of the Royal Secret with a 14° ring.

5. II. Jay Collins, 32° KCCH (Director of the Work - C): Each Reunion consists of the following key elements: Formal Openings/Closings, Degree Conferrals, Degree Education, Social Time as a Group Activity, and

COMPLETED/ONGOING:

Accomplish ANY five (5) of the following: **(7 SELECTED)**

5. a. William Dill, 33° (SGIG Personal Representative - A): At least one Valley Reunion each year must consist of more than one day.

COMPLETED: All of the Valley of New Bern Reunions are scheduled for two days.

5. b. Brent Meadows, 32° KCCH (Dinning Director - B4.1): A social event is provided before or during each Reunion to encourage Brethren to come together in fellowship.

COMPLETED/ONGOING: Director Brent Meadows assisted by Gene Broughton, Billy Joiner, Joe Fuller, Dan Harshbarger, Dennis Sawyer, Christopher Askew, Charles Barrett IV, Mike Burnham and Emeritus Clifton Meadows provide meals/refreshments at the monthly meetings, Feasts and Reunions.

5. c. Glen Carpenter 32° KSA (Sound & Lighting Director - C1.1): Music is an integral part of a good impression, and is included in Degree presentations.

COMPLETED/ONGOING: Speakers were installed in the Lodge Room and are connected to a computer with music, audio recordings of sound effects and pre-recorded dialogue to enhance the Degrees.

5. d. **X** **Johnny Surles, 33° (Class Lecturer - C6)**: Each Candidate writes a personal response to the legacy question as traditionally required by the 5°, and returns the same to the Class Directors or Education Committee before the close of the Reunion, and the response is kept in their member file.

COMPLETED/ONGING:

5. e. **X** **Johnny Surles, 33° (Class Lecturer - C6)**: Each Candidate writes their own moral testament concerning religion, politics, and Masonry as required in the 30°, and returns the same to the Class Directors or Education Committee before the close of the Reunion, and the testament is kept in their member file.

COMPLETED/ONGING:

5. f. **X** **Steve Burgess, 33° (Membership Director - B2) & Johnny Surles, 33° (Class Lecturer - C6)**: The Valley Membership Committee, Class Directors, and Education Committee are actively engaged with Candidates throughout the Reunion experience.

COMPLETED/ONGING:

5. g. **X** **Martin Spears, 32° (Security - B4.6)**: The Valley officially registers ALL Reunion attendees.

COMPLETED/ONGING:

5. h. The Valley conducts a 14° ring presentation ceremony.

SCHEDULED: A recognition ceremony is scheduled for January 21, 2017, to present the new Masters of the Royal Secret with a 14° ring.

6. SCOTTISH RITE EDUCATION—CANDIDATES

6. I. Johnny Surles, 33° (Class Lecturer - C6): Candidates are provided break-out sessions during Degree weekends in which themes and meanings of individual Degrees are more fully explained and discussed, and

COMPLETED:

Accomplish ANY four (4) of the following: **(5 SELECTED)**

6. a. William Dill, 33° (General Secretary - B): Candidates are presented a written history of the Valley.

NOT COMPLETED: A Valley history has been written for approval. As soon as it is published it will be shared with all candidates and available to the membership on the Valley web page.

6. b. Candidates are provided an introduction to the Scottish Rite outlining its history, themes, Degrees, and its relationship to Blue Lodge Masonry prior to the Reunion in which they join.

6. c. William Dill, 33° (General Secretary - B): Candidates are presented A Bridge to Light by the Valley at the Reunion in which they join.

COMPLETED: Each candidate receives his own copy at the completion of his Reunion.

6. d. William Dill, 33° (General Secretary - B): Candidates are presented Morals and Dogma by the Valley at the Reunion in which they join.

COMPLETED: Each candidate receives his own copy at the completion of his Reunion.

6. e. Johnny Surles, 33° (Class Lecturer - C6): Candidates are provided an interest and expectations survey.

COMPLETED: The survey is collected and compiled at the completion of each Reunion.

6. f. Glen Carpenter, 32° KSA (Passport Director - B3.4): The Valley establishes and maintains a "passport" program, encouraging members to see all twenty-nine (29) Degrees.

NOT COMPLETED/ONGING: The interior pages of proposed passport have been developed and are being edited for improvement before developing a cover and having

them professionally printed. When completed, they will be issued by the Passport Director.

7. PHILANTHROPY

7. I. Aaron Morris, 32° KSA (Fundraising Director - B5): The Valley Conducts fundraising programs for Orient or Valley specific charities (i.e. scholarships, RiteCare Scottish Rite Childhood Language Program, etc.), and

COMPLETED/ONGING: A BBQ chicken fundraiser was held Friday, May 13, 2015, for the Rite Care charity.

Accomplish ANY two (2) of the following: **(3 SELECTED)**

7. a. William Dill, 33° (General Secretary - B): The Valley participates in the Celebrating the Craft webcast.

COMPLETED: Members of the Valley were invited to the Temple where the webcast was streamed. Many remained home to view at their convenience. One member collected donations at monthly Lodge of Perfection meetings that were pledged by the Valley of New Bern.

7. b. Steve Burgess, 33° (Member Recognition - B2.4): The Valley maintains a donor recognition program for Orient and Valley-specific charities. (Administrative Assistant maintains records)

COMPLETED/ONGING:

7. c. Aaron Morris, 32° KSA (Fundraising Director - B5): A report on Valley philanthropies is given at a minimum of one stated meeting per year.

COMPLETED/ONGING: Reports are given at the first Lodge of Perfection meeting after each philanthropy has been completed by the Valley.

7. d. A presentation on Valley philanthropies is given to new members at during each reunion.

8. PUBLIC IMAGE

8. I. David Brosnan, 32° KCCH (Public Relations Director - B4.2): The Valley submits at least one news item for inclusion in Supreme Council publications annually.

COMPLETED/ONGING: Articles were sent to the Orient Editor for inclusion in the Scottish Rite Journal.

8. II. David Brosnan, 32° KCCH (Public Relations Director - B4.2): The Valley participates in at least one public service project per year, and

COMPLETED: The Valley collected and distributed funds to the Valley of Baton Rouge for the flood victims. Members collected and donated to "Toys for Tots." On behalf of the Scottish Rite of the Northern Masonic Jurisdiction, funds were distributed to victims of Hurricane Matthew.

Accomplish ANY two (2) of the following: **(2 SELECTED)**

8. a. Wesley Sales, 32° (Americanism Director - B3.1): The Valley participates in a JROTC/ROTC award program.

COMPLETED/ONGING: Sixteen JROTC and ROTC certificates and awards were presented in 2016. See enclosure 8. a.

8. b. The Valley holds a community recognition program for teachers, first responders, veterans, etc. (who are not necessarily members).

8. c. The Valley offers to provide a Degree Team to assist Blue Lodge ritual ceremonies upon invitation.

8. d. David Brosnan, 32° KCCH (Public Relations Director - B4.2): The Valley submits information on events or philanthropies to local news organizations at least once a year.

NOT COMPLETED:

8. e. The Valley creates a video on Scottish Rite history, philanthropies, or other interest item at least once a year for use in recruitment of new members, fundraisers, and/or member engagement.

9. DEGREE CONFERRAL PROFICIENCY

9. I. Jay Collins, 32° KCCH (Director of the Work - C): The Valley performs at least five (5) of the Degrees from the 4th through the 32nd in a stage or Lodge setting each year with accuracy and effectiveness, and

COMPLETED/ONGING: The Valley of New Bern conferred 17 Degrees at both the Spring and Fall Reunions in 2016. See Enclosure 9. I.

Accomplish ANY seven (7) of the following: **(8 SELECTED)**

9. a. Jay Collins, 32° KCCH (Director of the Work - C): Add one new Degree per year to the Reunion.

NOT COMPLETED:

9. b. The Valley performs a minimum of twelve (12) Degrees of the Rite each year with accuracy and effectiveness.

9. c. Jay Collins, 32° KCCH (Director of the Work - C): The Valley performs a minimum of eighteen (18) Degrees of the Rite each year with accuracy and effectiveness.

COMPLETED/ONGING: An additional Degree was performed during one of the monthly Lodge of Perfection meetings.

9. d. The Valley performs all twenty-nine (29) Degrees of the Rite each year with accuracy and effectiveness.

9. e. Jay Collins, 32° KCCH (Director of the Work - C): The Degree production program has a Valley Supernumerary Department providing volunteers for a range of non-speaking parts (guards, knights, crowds, etc.) in Degrees.

COMPLETED/ONGING: Volunteers are solicited to perform non-speaking parts.

9. f. Johnny Surles, 33° (Class Lecturer - C6): Degrees not conferred are communicated either by memory or are delivered extemporaneously by Brethren well studied in the lessons of the Degrees.

COMPLETED/ONGING: Before and after each Degree, they are explained extemporaneously and studied. This is done not only for the Degrees not communicated but for the ones they see.

9. g. X **Tony Hawkins, 33° (Robing Room Director - C5):** The Degree production program includes a Valley Wardrobe Department whose purpose is to keep the paraphernalia properly stored, in good repair, and replaced as needed.

COMPLETED/ONGING: The Wardrobe Director and staff are assigned and have held several meetings to make sure the paraphernalia is properly stored and in good repair.

9. h. Acting classes are offered to Degree participants.

9. i. The Degree production program includes a vocal and instrumental music department that provides a range of appropriate music for Degree conferral and offers a volunteer pool for talented Members.

9. j. X **Glen Carpenter 32° KSA (Sound & Lighting Director - C1.1):** A Valley Technology Department exists or is created that provides for quality sound, lighting, and equipment upgrades as needed for the enhancement of the Degrees.

COMPLETED/ONGING: Speakers were installed in the Lodge Room and are connected to a computer with audio recordings of sound effects and pre-recorded dialogue to enhance the Degrees.

9. k. X **Jay Collins, 32° KCCH (Director of the Work - C):** All character parts exemplified in Degrees conferred by the Valley are memorized and/or augmented by audio recordings (e.g. prologues, ancient law givers, charges, etc. may be amplified off stage).

COMPLETED/ONGING: The regular participants are well prepared but occasionally parts have to be filled at the last minute. Audio recording are used to augment several Degrees.

9. l. An individual Blue Lodge or Valley Organization has formed a Degree Team for a non-performed degree and performed it in the last 12 months.

9. m. X **Jay Collins, 32° KCCH (Director of the Work - C):** The Valley has a special recognition program for outstanding degree support and/or performance.

NOT COMPLETED:

10. OFFICER RESPONSIBILITIES & ENGAGEMENT

10. I. Alvia Hearren, 33° (Venerable Master, Lodge of Perfection - A2.1); Nickey Miller, 33° (Wise Master, Chapter of Rose Croix - A2.2); Wilbert Futrell, 33° (Commander, Council of Kadosh - A2.3); Russ Jones, 32° KCCH (Master of Kadosh, Consistory - A2.4): The Presiding Officers of all Valley Bodies officially open their respective Bodies at each Reunion, and

COMPLETED/ONGING: The Lodge of Perfection #6 is opened at 8:30 AM on Fridays of the Reunions. The Chapter of Rose Croix #5 is opened at 3:00 PM on Fridays of the Reunions. The Council of Kadosh #4 is opened at 8:00 AM on Saturdays of the Reunions. The Consistory #3 is opened at 2:40 PM on Saturdays of the Reunions.

Accomplish ANY five (5) of the following: **(7 SELECTED)**

10. a. Bobby Meadows, 33° (Strategic Planning - A5): The Valley maintains a list of duties, job descriptions and expectations for each elected officer.

COMPLETED: The job descriptions for each elected officer were completed in 2015 and reviewed and updated in 2016. All job descriptions can be found on the Valley web page at <http://www.scottishritenewbern.org>

10. b. Bobby Meadows, 33° (Strategic Planning - A5): The Valley maintains a list of duties, job descriptions and expectations for each appointed officer.

COMPLETED: The job descriptions for each appointed officer were completed in 2015 and reviewed and updated in 2016. All job descriptions can be found on the Valley web page at <http://www.scottishritenewbern.org>

10. c. Alvia Hearren, 33° (Venerable Master, Lodge of Perfection - A2.1) The Valley Officers plan and conduct the statutorily required annual Feast of Tishri.

COMPLETED/ONGING: The Feast of Tishri was held on November 14, 2016.

10. d. X Nickey Miller, 33° (Wise Master, Chapter of Rose Croix - A2.2) The Valley Officers plan and conduct the statutorily required annual Feast of Remembrance & Renewal.

COMPLETED/ONGING: The Feast of Remembrance and Renewal was held on April 11, 2016.

10. e. X Wilbert Futrell, 33° (Commander, Council of Kadosh - A2.3) The Valley Officers plan and conduct the statutorily required annual Feast of Kadosh.

COMPLETED/ONGING: The Feast of Kadosh was held on October 22, 2016.

10. f. X Russ Jones, 32° KCCH (Master of Kadosh, Consistory - A2.4): The Valley Officers plan and conduct the statutorily required Feast of Consistory.

COMPLETED/ONGING: The Feast of the Consistory was held on June 13, 2016.

10. g. X Alvia Hearren, 33° (Venerable Master, Lodge of Perfection - A2.1); Nickey Miller, 33° (Wise Master, Chapter of Rose Croix - A2.2); Wilbert Futrell, 33° (Commander, Council of Kadosh - A2.3); Russ Jones, 32° KCCH (Master of Kadosh, Consistory - A2.4): The Valley Officers perform the statutorily required ritual openings as stated in the Statutes for all Valley Bodies.

NOT COMPLETED: The Valley of New Bern holds one meeting per month with the ritual opening of the Lodge of Perfection and is declared open in the Chapter of Rose Croix, the Council of Kadosh and the Consistory.

11. VALLEY ORGANIZATIONS

11. I. The Valley has a minimum number of the following organizations in place and working based upon the following Valley membership sizes: <50 members = 3; 50-100 members = 5; 101-250 members = 10; 251-550 members = 15; >551 members = 20:

COMPLETED: With a membership of 1,342 the Valley of New Bern has selected 21 organizations .

11. a. **Brent Meadows, 32° KCCH (Dinning Director - B4.1):** Banquets & Dining

COMPLETED/ONGOING: Director Brent Meadows assisted by Gene Broughton, Billy Joiner, Joe Fuller, Dan Harshbarger, Dennis Sawyer, Christopher Askew, Charles Barrett IV, Mike Burnham and Emeritus Clifton Meadows provide meals/refreshments at the monthly meetings, Feasts and Reunions.

- Blue Lodge Degree Team
- Buildings & Grounds
- Business & Professional Men's Group

11. b. **Tom Mann, 32° KCCH° (Brother to Brother Director - B2.1):** Call a Brother (Brother to Brother)

COMPLETED/ONGOING: Brothers are contacted to wish them a happy birthday and to confirm/update their personal information. This program is having a positive impact. The Brothers are hesitant to hear from the Valley but after they are wished a happy birthday they are happy to hear from the Valley and want to talk.

- Childcare During Reunions

11. c. **Sparkie Travis, 32° KSA:** Cigar Club & Events

COMPLETED/ONGING:

- Class Reunions for Prior Classes
- Class Roll Directors
- College Fraternity Liaison
- College Music Clubs
- College of the Consistory Campus

11. d. **James Wiley, 33° (Registration Director - B4.4):** Credential & Registration

COMPLETED: Director James Wiley assisted by Lee Hawkins and Tony Hawkins and the Security Team of Director Martin Spears, assisted by Oswald Chance, Dallas Sutton, Dale Kruger, Bill Sanford and Tom Rice greet Scottish Rite members attending the Reunions to check their current dues cards and ask them to register.

- Degree Communications
- DeMolay Scottish Rite Chapter Dads
- Education and Rite Nite Committee

11 e. **VACANT (Education Director - B3)** Masonic & Scottish Rite Education

- Entertainment
- Esotericists/Esoteric Forum
- Estate Planning
- Friends & Family Entertainment
- Golf Clubs/Sponsored Tournaments
- Hobby Nights
- Hunting Clubs
- Innkeepers
- Internet Club

11. f. **Jimmie Walker, 32° KSA (First Knight - A2.5):** Knights of St. Andrew

COMPLETED/ONGOING: The Knights of St. Andrew meet on scheduled nights. They actively assist at Reunions, Valley meetings, Feasts, and fundraisers.

- Spouse's Association

11. g. **John Green, 32° (Library Director - B3.2):** Library Committee/Volunteers

COMPLETED/ONGOING: The Library Director has cataloged 237 volumes in the Valley of New Bern library as of September 2016.

11. h. **Aaron Morris, 32° KCCH (Ambassador Director - B2.2):** Lodge Representatives

COMPLETED/ONGOING: With over 100 Lodges in the Valley of New Bern region this program has challenges.

11. i. **Tony Hawkins, 33° (Robing Room Director - C5):** Makeup

COMPLETED: Wigs, beards and makeup are utilized to make the Degrees more realistic.

- Maconic Music/Musicians Club _____
- Masonic Youth Group Sponsor/Liaison _____
- Media Production

11. j. X □ **Steve Burgess, 33° (Membership Director - B2):** Membership

COMPLETED/ONGOING:

- Military Veterans Liaison

11. k. X □ **Howard Kahn, 33°:** Motorcycle Club

COMPLETED/ONGOING: Members of the Valley of New Bern are members of the Knights of Solomon Lodge #766 AF&AM. The Lodge was chartered as a motorcycle enthusiast traveling Lodge. They meet five times a year and in 2016 visited Royal White Hart Lodge #2 in Halifax, Orr Lodge #104 in Washington, and Franklin Lodge #109 in Beaufort. Their meeting at Goldsboro Lodge was cancelled due to Hurricane Matthew.

- Museum & Archives

11. l. X □ **Russ Jones, 32° KCCH (Mentor Director - B2.3):** Peer-to-Peer Contact/Mentoring

COMPLETED/ONGING: The Valley of New Bern had a total of 14 candidates participate in our Spring and Fall Reunions. All of these new Scottish Rite Masons have been appointed a Mentor except one candidate from the Valley of Enfield. All but one of these Mentors were the candidate's first line signer and most were present with them at the reunion when they became Masters of the Royal Secret. The list of Candidates/Mentors is provided in enclosure 3. h.

- Personnel & Records

11. m. X □ **Dale Davis, 32° KCCH (Photography - B4.3-3):** Photography

COMPLETED: The Valley of New Bern photographer attends meetings, Reunions and special events to take individual and candid photos. Enclosure (11.m.) includes photos of the Valley's Spring and Fall Reunions, ceremonies and the Rite Care Fundraiser.

- Public Relations/Public Image/ Valley Brand Management
- Reunion Transportation
- Rose Croix Memorial & Remembrance

11. n. **X** **Scottish Rite Clubs**

New Bern Scottish Rite Club - Sparkie Travis, 32° KSA

COMPLETED/ONGOING: Meetings are held prior to the monthly Lodge of Perfection meetings.

Lee County Scottish Rite Club -

Jones County Scottish Rite Club - Ricky Hawkins, 33°

COMPLETED/ONGOING:

Carteret County Scottish Rite Club -

Elizabeth City Scottish Rite Club - Mike Burnham, 32° KCCH

COMPLETED/ONGOING:

Onslow/Lejeune Scottish Rite Club - Mike Wagoner, 32°

COMPLETED/ONGOING: They have 15 to 20 members and meet on the third Thursday of each month which includes a program or speaker. They pass information regarding the Valley of New Bern and collect toys for the "Toys for Tots" Marine Corps charity.

- Service Knights
- Skeet/Trap Shooting Club
- Sojourners Contact Group
- Speaker's Bureau
- Special Productions

11. o. **X** **Ricky Hawkins, 33° (Stage Crew Director - C4):** Stage & Properties

COMPLETED/ONGOING: Director Ricky Hawkins is assisted by Lee Hawkins, Tom Janysek, Robert Langston, David Sawyer, Mark Langston, Charles Neetz, Glen Carpenter, Jeremy Taylor, John Hayes, and James Wiley. Emeritus members are Pete Eure, Coy Wetherington and David Garrish.

The Stage Crew updated the alter boxes to new plastic boxes prior to the Spring Reunion. The week prior to the Reunions, the Stage Crew retrieved the props from storage, loaded them in trailers and transported them to the Temple for the Reunions. After the Reunions, the Stage Crew returned the props to storage.

11. p. **X** **Jay Collins, 32° KCCH (Director of the Work - C):** Supernumerary

COMPLETED: The Director of the Work enlist members, at the Reunions, for "stump sitter" roles in the Degrees.

11. q. **X** **Martin Spears, 32° (Security - B4.6):** Temple Greeters

COMPLETED: Director Martin Spears assisted by Oswald Chance, Dallas Sutton, Dale Kruger, Bill Sanford, Tom Rice and the KSA as needed. The Director establishes a rotating schedule for Temple Greeters to be set up and stationed at the entrance to the Temple. They attend their station well ahead of the Reunion start time to assure that everyone who enters has a current Scottish Rite dues card or, if they are a candidate, a current Blue Lodge dues card. They require everyone who enters to sign in. They feel being a Greeter is a great responsibility because they want everyone to feel welcome.

- Top Line Signers Club
- Tour Guides

11. r. X □ **Tony Hawkins, 33° (Robing Room Director - C5)**: Wardrobe

COMPLETED: The Director Tony Hawkins is assisted by Bernie Davis, Alvia Hearren, Wilbert Futrell and Tom Mann. The week prior to the Reunions, the Robing Crew retrieved the costumes from storage, loaded them in trailers and transported them to the Temple for the Reunions. After the Reunions, the Robing Crew returned the costumes to storage.

11. s. X □ **Aaron Morris, 32° KCCH (Web Page/Social Media - B4.2-1)**:
Web/Podcasting

COMPLETED/ONGOING: Director Aaron Morris keeps the Valley's web page and Facebook pages updated as needed. The Valley web page is

<http://www.scottishritenewbern.org>

The Valley Facebook page is New Bern Scottish Rite@scottishrite.newbern

- Widow's Outreach

11. t. X □ **Steve Burgess, 33° (Member Recognition - B2.4)**: Knights of the Double Eagle

COMPLETED/ONGING: The points are compiled annually to identify new Knights of the Double Eagle and Knights to receive recognition bars. This is a budgeted item.

- Tough Mudder Team(s)

11. u. X □ **William Dill, 33° (SGIG Personal Representative - A)**: Grand Commander's Fellows

COMPLETED/ONGOING: Two members were nominated to participate in the Grand Commander's Fellows. They were Charles Barrett VI and William Sanford. Charles Barrett attended but William Sanford was not able to attend and will be nominated again in 2017.

□ **Other**: When you have read this, call me. I like to know that my work is being read. Fred H. Whitty, VMAP Coordinator for the Valley of New Bern, Orient of North Carolina, 252-671-5697.

11. v. X □ **William Thacker, 32° KCCH (Jewelry Director - B4.5)**: Jewelry Sales

COMPLETED: Director William Thacker assisted by Michael Powell, Loren Jones, Russ Jones and Mike Wagoner, assure there are ample supplies of assorted jewelry and vehicle stickers available for purchase at the Reunions and throughout the year.

11. w. X □ **Dennis Tyndall, 32° KCCH (Medical Director - B4.6)**: First Aid

COMPLETED: Director Dennis Tyndall, assisted by Warren G. Taylor and Nicholas W. Taylor. A policy has been developed that lays out the positions for people who would be interested in participating. An inventory of necessary first aid products is being developed for procurement. A training guideline is being developed for the different levels within the program. Once the necessary documentation is complete, it will be reviewed and sanctioned by the medical director for Craven County.

11. x. X □ **Bobby Meadows, 33° (Strategic Planning - A5)**: Strategic Planning Committee

COMPLETED/ONGOING: Chairman Bobby Meadows and members, Billy Dill, Steve Burgess, Glen Carpenter, Russ Jones, Sparkie Travis, Jay Collins, Ricky Hawkins, James Wiley and Fred Whitty, meet on the 2nd and 4th Tuesday to address current issues and plan for the future of the Valley of New Bern.

VMAP APPLICATION & CERTIFICATION

Dear Brother Sizemore:

Having accomplished the requisite tasks indicated by checkmarks throughout this workbook, the Valley of **New Bern**, in the Orient of **North Carolina**, respectfully requests it be considered for the Valley Membership Achievement Award.

_____	_____
Valley VMAP Chairman or Point of Contact	Date / telephone number / email address
_____	_____
Valley Venerable Master	Date / telephone number / email address
_____	_____
Valley Personal Representative	Date
_____	_____
Valley Secretary	Date
_____	_____
SGIG or Deputy	Date

VMAP TASK COMPLETION SUMMARY

On the following pages, for each VMAP Subject Area, please explain how your Valley completed each task and what lessons you learned.

1. Member Retention / Engagement

I. **Steve Burgess, 33° (Membership Director - B2)**: Establish a structured Membership Retention Team (MRT) within the Valley.

II. **William Dill, 33° (General Secretary - B)**: The Valley maintains 95% or more of members' primary phone numbers in Sentinel OR increases the percentage of primary numbers in Sentinel by 10% from the previous year.

III. **William Dill, 33° (General Secretary - B)**: The Valley maintains 95% or more of members' email addresses in Sentinel OR increases percentage of email addresses in Sentinel by 10% from the previous year.

IV. **Aaron Morris, 32° KCCH (Webmaster/Social Media - B4.2-1)**: The Valley maintains an up-to-date website or Facebook page (current with calendar, contact information, etc.).

AREA 1: ADDITIONAL TASKS (6)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

2. Scottish Rite Education for Members

I. **VACANT (Education Director - B3)**: Masonic or other appropriate education programs are presented at or in conjunction with every stated communication of the Valley.

AREA 2: ADDITIONAL TASKS (6)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

3. Membership Recruitment

I. **Steve Burgess, 33° (Membership Director - B2)**: Personal calls or contacts inviting prospects to join are made by the Valley Membership Team prior to every Reunion.

II. **William Dill, 33° (General Secretary - B)**: Valley has a structured contact and reinstatement program for previous members suspended for NPD.

AREA 3: ADDITIONAL TASKS (7)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

7—Task Letter

4. New Member Engagement

I. **William Dill, 33° (General Secretary - B)**: The Valley establishes a policy to maintain regular, targeted communication with new members (beyond dues notices) for a period of three years.

II. **William Dill, 33° (General Secretary - B)**: All new members have email addresses, mailing addresses, primary phone number, and home Lodge information entered in Sentinel.

AREA 4: ADDITIONAL TASKS (7)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

7—Task Letter

5. Reunion Experience

I. **William Dill, 33° (SGIG Personal Representative - A)**: A recognition or achievement ceremony is held honoring new Masters of the Royal Secret with at least one of the following: a Valley certificate, a cap, or 14° ring.

II. **Jay Collins, 32° KCCH (Director of the Work - C)**: Each Reunion consists of the following key elements: Formal Openings/Closings, Degree Conferrals, Degree Education, Social Time as a Group Activity.

AREA 5: ADDITIONAL TASKS (5)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6. Scottish Rite Education—Candidates

6. I. **Johnny Surles, 33° (Class Lecturer - C6)**: Candidates are provided break-out sessions during Degree weekends in which themes and meanings of individual Degrees are more fully explained and discussed.

AREA 6: ADDITIONAL TASKS (4)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

7. Philanthropy

7. I. Aaron Morris, 32° KSA (Fundraising Director - B5): The Valley Conducts fundraising programs for Orient or Valley specific charities (i.e. scholarships, Rite Care Scottish Rite Childhood Language Program, etc.).

AREA 7: ADDITIONAL TASKS (2)

1—Task Letter

2—Task Letter

8. Public Image

8. I. David Brosnan, 32° KCCH (Public Relations Director - B4.2):I. The Valley submits at least one news item for inclusion in Supreme Council publications annually.

8. II. David Brosnan, 32° KCCH (Public Relations Director - B4.2):II. The Valley participates in at least one public service project per year.

AREA 8: ADDITIONAL TASKS (2)

1—Task Letter

2—Task Letter

9. Degree Conferral Proficiency

9. I. **Jay Collins, 32° KCCH (Director of the Work - C)**: The Valley performs at least five (5) of the Degrees from the 4th through the 32nd in a stage or Lodge setting each year with accuracy and effectiveness.

AREA 9: ADDITIONAL TASKS (7)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

6—Task Letter

7—Task Letter

10. Officer Responsibilities and Engagement

10. I. Alvia Hearren, 33° (Venerable Master, Lodge of Perfection - A2.1); Nickey Miller, 33° (Wise Master, Chapter of Rose Croix - A2.2); Wilbert Futrell, 33° (Commander, Council of Kadosh - A2.3); Russ Jones, 32° KCCH (Master of Kadosh, Consistory - A2.4): The Presiding Officers of all Valley Bodies officially open their respective Bodies at each Reunion.

AREA 10: ADDITIONAL TASKS (5)

1—Task Letter

2—Task Letter

3—Task Letter

4—Task Letter

5—Task Letter

11. Valley Organizations

The Valley has a minimum number of the following organizations in place and working based upon the following Valley membership sizes:

<50 members = 3;

50-100 members = 5;

101-250 members = 10;

251-550 members = 15;

>551 members = 20:

Valley Membership Size: _____;

Number of Organizations: _____.

Please describe below.

VMAP RECOGNITION & AWARDS

VMAP Valley Participation Recognition: • Valley VMAP Certificate of Participation

Valley Submission of Completed VMAP Workbook: • Valley VMAP Letter of Achievement

VMAP Valley Achievement Award: • Valley VMAP Letter of Achievement • VMAP Plaque of Scottish Rite Excellence (one-time award) • VMAP Date Plate for each subsequent year of VMAP Achievement Award recognition • VMAP Lapel Pin for each named participating Valley member

FURTHER VMAP INSTRUCTIONS

Thank you for participating in the Valley Membership Achievement Project! Please mail or email this completed, signed, workbook to:

Grand Executive Director
The Supreme Council, 33°
1733 16th Street, NW
Washington, DC 20009-3103

or Grandexec@scottishrite.org