



Document Control

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Part 1	West Kent Mentoring Handbook Part 1 – Overview	38	24/09/18	19

Part 2	West Kent Mentoring Handbook Part 2 – Mentor's Roles	5	24/11/18	23
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Part 3	West Kent Mentoring Handbook Part 3 – Mentoring Aids	6	24/09/18	26
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Part 4	West Kent Mentoring Handbook Part 4 – Supporting Documentation			
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Index	<i>WKM H/book Pt 4 – Index</i>	10	01/08/16	10
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Sec A	<i>WKM H/book Pt 4 – Section A – Information for Mentors</i>			
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1	A short paper on Masonic Mentoring	5	24/09/18	4
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2	Personal Mentors Checklist and Guide	1	23/05/13	2
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3	Lodge Mentors Checklist and Guide	3	24/09/18	1
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4	Lodge Mentors Summary	5	24/09/18	1
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5	Guidelines for Active Listening & Reflection	5	24/09/18	1
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6	Mentor's Check List	5	24/09/18	4
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7	Introduction of Candidate to Personal Mentor	5	24/09/18	1
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8	Provincial New Mason Leaflet & Example Lodge Leaflets	6	24/09/18	3
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9	An Insight into the Role of Lodge Mentor	9	24/09/18	4
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10	Guidance Notes for Lodge Mentors	6	24/11/18	6
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11	Poems	5	24/09/18	2
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12	Suggested wording for the appointment of a Lodge Mentor	5	24/09/18	1
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13	Example Lodge 'New Mason' Leaflet (see Section 8 above)	3	24/09/18	2
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14	Example Lodge 'Visitor' Leaflet (see Section 8 above)	3	24/09/18	2
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15	Mentoring Plan	3	24/09/18	1
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16	Mentor's Handbook	5	24/09/18	34
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17	Understanding the light touch	3	24/09/18	2
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18	Succession Planning – Example Letter	1	25/11/13	1
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19	Succession Planning – Example Questionnaire	1	26/11/13	2
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20	Succession Planning – Non-Progressive Officers Matrix	1	26/11/13	1
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21	Succession Planning – Progressive Officers Matrix	1	26/11/13	1
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22	The Lodge Mentor's Report	2	24/09/18	2
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23	New Members Review	2	24/09/18	1
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24	Checklist for an Initiation	1	12/11/18	2
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Sec B	<i>WKM H/book Pt 4 – Section B – Information for Candidates</i>			
1	General Notes for a Candidate for Freemasonry	5	24/09/18	7
2	Freemasonry – A Brief History	5	24/09/18	4
3	Ritual	5	24/09/18	2
4	Lodge Officers	6	24/09/18	8
5	Layout of a Lodge Room	5	24/09/18	1
6	Hymns which may be Sung	5	24/09/18	2
7	Islam and Freemasonry	5	24/09/18	7
8	Festive Board	5	24/09/18	2
9	Lodge of Instruction	5	24/09/18	1
Sec C	<i>WKM H/book Pt 4 – Section C – Information for Entered Apprentices</i>			
A	Initiates Pack	1	01/10/17	58
1	Symbolism – see Initiates Pack	3	11/06/12	3
2	Symbolic Explanation - see Pack	3	11/06/12	5
3	Charge After Initiation – see Pack	3	11/06/12	3
4	Second Degree Questions and Answers – see Pack	3	11/06/12	1
5	Charity is at the heart of Freemasonry – see Pack	3	11/06/12	3
6	Relationship between UGLE and the Provinces – see Pack	3	11/06/12	1
7	Talking about Freemasonry	5	30/12/17	1
8	Ambassadors for Freemasonry	5	30/12/17	24
9	Visiting other Lodges – see Pack	3	11/06/12	2
10	Masonic Clothing	5	30/12/17	2
11	Basic Etiquette – see Pack	3	11/06/12	2
12	The Ancient Landmarks of Freemasonry	5	30/12/17	19
13	Poems and Verse	5	30/12/17	3
Sec D	<i>WKM H/book Pt 4 – Section D – Information for Fellow Craftsmen</i>			
A	Fellow Craft Pack	1	21/05/18	25
1	What is a Fellow Craft? ———	4	30/11/16	2
2	Symbolic Explanation of the Ceremony of Passing	4	30/11/16	5
3	Tracing Board	4	30/11/16	3
4	Working Tools (2nd Degree) —	4	30/11/16	6
5	3rd Degree Questions and Answers	5	10/04/17	1
6	The Seven Liberal Arts and Sciences	4	30/11/16	4



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Sec E	<i>WKM H/book Pt 4 – Section E – Information for Master Masons</i>			
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1	Symbolic Explanation of the Ceremony of Raising	4	30/11/16	18
2	Applying the Principles to our Everyday Lives	4	30/11/16	1
3	Life as a Master Mason	4	30/11/16	1
4	Grand Lodge Certificate	5	24/09/18	1
5	Hail! Masonry Divine	4	30/11/16	1
6	Installation Addresses	4	30/11/16	2
7	Conclusion – Being a Mason in the World	4	30/11/16	1
8	The Master's Secret: How to "Try the Square"	4	30/11/16	1
9	The Cypher	4	30/11/16	1
10	The 47 th Proposition	5	24/09/18	4
11	The Broken Column	5	24/09/18	5
12	Poems	5	24/09/18	1
Sec F	<i>WKM H/book Pt 4 – Section F – Royal Arch Information</i>			
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Sec G	<i>WKM H/book Pt 4 – Section G – Information for the Master of a Lodge</i>			
1	Suggested wording for the appointment of a Lodge Mentor	5	24/09/18	1
2	Introduction of Candidate to Personal Mentor	5	24/09/18	1
3	Interview Questions for the Candidate	3	24/09/18	2
Sec H	<i>WKM H/book Pt 4 – Section H – Information for Past Masters</i>			
1	Past Masters	4	24/09/18	1
Sec I	<i>WKM H/book Pt 4 – Section I – Information for Provincial Officers</i>			
1	The Provincial Officers Mess	3	24/09/18	1
Sec J	<i>WKM H/book Pt 4 – Section J – Information for Grand Officers</i>			
1	Grand Lodge Officers	4	24/09/18	1

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Part 6	Information Leaflets			
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IL 2	The West Kent Provincial Banner	1	01/06/12	2
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IL 4	Building a Lodge Website	1	13/08/18	2



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Part 6	Discussion Leaflets			
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3	Appointment Letter Group Mentor	1	01/05/12	3
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2	Charity Charge to the Initiate	5	24/09/18	1
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Sec C	<i>WKM H/book Pt 9 – Section C – Talks</i>			
1	What does Freemasonry mean to me	5	24/09/18	6
2	What does Freemasonry mean to me contd.	5	24/09/18	9
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1	Toast to the Initiate	5	24/09/18	1
2	Nine o' Clock Toast	5	24/09/18	1

Part 10	Different Practices and Obscure Ritual			
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1	The Festive Board Quiz	5	24/09/18	1
Sec B	<i>WKM H/book Pt 10 – Section B – Obscure Ritual</i>			
1	Work in progress	6	24/09/18	1