

Draft one clearer notice

Start here. This four-page handout helps you draft a notice or practice a meeting plan. Use this page alone if a clearer notice is all you need. Every detail in the example is made up.

Fictional stated meeting notice

Example Lodge | Thursday, November 12, 2026

100 Sample Street, Example Town. Use the north entrance; meet in the upstairs lodge room.

Arrive 6:15 p.m.; meeting starts 6:30. Planned finish: 7:30. Required work may take longer.

Who may attend: members and visiting Masons who meet local admission rules. Usual admission checks apply.

Required work follows the approved agenda. If time allows, Sam will lead an approved five-minute lesson on clear invitations. You may listen or pass during that lesson.

No charge; no meal or transport arranged.

For entrance details, help reaching the room, or a paper copy, contact Lee through the lodge's usual contact list.

Before the usual sender sends it

Check the date, address, room, entrance, times, eligible group, cost, and contact. Use the real local admission wording. Arrange print or phone options through existing routes. Do not add people to a new list without permission.

For a separate planning session, change the subject, purpose, time, and eligible group. Say it is separate from the stated meeting. Do not imply that people must come or accept a job.

If you only do one thing: send the usual sender a checked draft. A reminder repeats facts, without guilt about empty chairs.

An approved planning session: example

Made-up separate session, approved for this time and place. It is not the order for a stated meeting. A proposal is a change you ask to try.

Purpose, date, place, start and end

Plan one clearer notice. November 5, 2026, Example Lodge dining room.

Session: 6:00–6:30 p.m.

Who checked the required order and times?

Presiding officer approved the session. Pat agreed to lead; Lee agreed to help check the draft.

Start	Minutes	Approved item	Willing helper
6:00	3	Name the task, finish time, and choice to pass	Pat
6:03	5	Hear one need; keep private facts out	Pat
6:08	7	Compare two small options and time needed	Pat
6:15	6	Choose a proposal; check approval needed	Pat
6:21	5	Ask for willing help and a backup plan	Pat / Lee
6:26	4	Read back next steps and review date; close	Pat

If late: what can go, and who decides?

If five minutes late, Pat cuts option talk from seven to two minutes. The end stays 6:30. Without willing help, hold the plan.

Read this filled example, then use page 3. The 25-minute practice on page 4 works alone, with a brother, or in a class.

Your timed agenda

Use the filled example on page 2. Copy the approved order for a real event. Include setup, moves, closing, and spare time. Use another sheet if needed.

Purpose, date, place, start and end

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Who checked the required order and times?

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Start	Minutes	Approved item	Willing helper

If late: what can go, and who decides?

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Add each row's minutes to its start time. Ask the presiding officer to check the order and times before sharing the plan.

A 25-minute practice workshop

Read both roles aloud on your own, or switch roles with a brother. In a class, use pairs and offer a choice to watch. Use made-up facts and these four pages. Keep private stories out.

0:00–0:03 | Say: “We will practice one clear meeting plan. You may listen or pass. No one is volunteering for a real task.”

0:03–0:07 | Read the filled agenda on page 2. Ask: “What tells us when we finish?”

0:07–0:13 | Use page 3 to plan a fictional 20-minute session. Include a purpose, timed rows, close, and backup plan.

0:13–0:18 | One plays host. One says: “We are five minutes late.” Practice a calm response that keeps the end time. Switch.

0:18–0:22 | Ask: “What did you cut? Was the next step clear?” If alone, answer aloud and revise.

0:22–0:25 | Each may share one improvement or pass. Say: “Check real plans with the right lodge authority before using them.” End.

You may copy this handout for your lodge’s use. Keep the author and brand credit. Label local changes; do not resell. More tools: brotherhoodofpurpose.com.

If you only do one thing: practice the late start. You are ready when you can name what you cut and show that the times still add up.