



PROVINCIAL GRAND LODGE  
OF LEICESTERSHIRE & RUTLAND

# WEBSITE POLICY



Freemasons' Hall, 80 London Road, Leicester, LE2 0RA

**Telephone:** 0116 254 5325 **Email:** [provsec@pglleics.co.uk](mailto:provsec@pglleics.co.uk)

[www.pglleics.org.uk](http://www.pglleics.org.uk)  [@LeicsFreemasons](https://twitter.com/LeicsFreemasons)  [LeicestershireRutlandFreemasons](https://www.facebook.com/LeicestershireRutlandFreemasons)

# Contents

Introduction.....	3
Website Policy.....	4
Hosting.....	5
Websites.....	5
Content.....	7
Meeting place websites.....	10
Checklist for Lodge/Meeting Place Websites.....	11

## Introduction

The purpose of this document is to equip Lodges with the right information and set of guidelines to enable the creation of a Lodge website.

The guidelines contained within this document have been created in conjunction with the policies of the United Grand Lodge of England, and should be used in conjunction with other communication platforms, such as Social Media.

The Province of Leicestershire & Rutland can also provide assistance in the setting up of your new website, either through guidance, or the use of a website created on a pre-approved template, and handed over to you to manage.

## Website Policy

United Grand Lodge of England (UGLE) and the Province of Leicestershire and Rutland recognise that the Internet can be an important medium in the process of informing both Freemasons and the public. The Province very much appreciates the work that the various Lodges/Meeting Places have undertaken and the success that has been achieved. Such enthusiasm is to be applauded and it is hoped will increase knowledge of Freemasonry throughout local communities.

Lodges/Meeting Places within the Province are encouraged to have a website but please be aware that there could be regular costs to be borne by Lodge members even if a Brother freely undertakes the work of designing and publishing the pages. Think clearly about the return you will get on the investment in time and money. You will need to identify suitable member(s) who will manage the website on a daily basis and respond to any queries received promptly.

With the growth of Lodge/Meeting Place websites, there is a need for consistency with regard to policy matters. Lack of control over access to and the placing of information on the Internet may cause problems. The Province of Leicestershire and Rutland has therefore produced these policies in addition to those issued by UGLE. If your Lodge/ Meeting Place has a website, or are considering one, you are now required to comply and adhere to these policies.

To ensure accuracy and consistency on these policy matters all Lodge/Meeting Place websites must be approved by the Provincial Communications Officer W.Bro. Richard Barnett (barnettrichard1@gmail.com) and subsequently by UGLE.

Websites of a Masonic nature or which include Masonic material which are established by or in connection with Lodges or Meeting Places, and which contain material which is considered by the Provincial Grand Lodge of Leicestershire & Rutland to be injudicious or contrary to policies laid out here will be required to amend or remove this material. Refusal or dilatory response would be likely to render the Lodge involved to Masonic disciplinary action.

## Hosting

The Provincial Grand Lodge of Leicestershire & Rutland is able to provide website hosting space for £20 for Lodges. Please contact the Provincial Communications Officer for further details.

## Websites

The current UGLE guidelines for websites can be obtained from the Provincial Communications Officer.

Inform the Provincial Communications Officer of your designated Website Manager including contact details.

Wherever possible, your domain should be in the preferred form: [www.CHOSENNAME.org.uk](http://www.CHOSENNAME.org.uk)

All material used within the website must be current and kept up to date.

All images used must be royalty free and, where appropriate, the Lodge/Meeting Place must own the copyright of any images, or have the written consent from the copyright owner.

Each Lodge/Meeting Place website must apply for a Provincial Charter Mark.

Prior to publication, please send a link for the website to the Provincial Communications Officer for checking.

The Provincial Communications Officer will check the website and provide feedback regarding the content.

If the content is deemed suitable, the Website Manager will be notified accordingly and a Provincial Charter Mark will be awarded and supplied. If there are only minor amendments needed, approval can be given subject to them being completed.

The Provincial Charter Mark must be displayed on the home page and must not be altered in anyway. It should incorporate a link to the Provincial website ([www.pgliceics.org.uk](http://www.pgliceics.org.uk)).

Underneath the Charter Mark the following statement is required: 'Our website has been approved by the Provincial Grand Lodge of Leicestershire & Rutland'



Charter Mark Example

Only when a Provincial Charter Mark has been granted, can the website be published.

Once a Provincial Charter Mark has been granted a link to the Lodge website will be included on the Provincial Website (please confirm the live web address to the Provincial Communications Officer).

Once published, the Provincial Communications Officer will apply for a United Grand Lodge Charter Mark on your behalf.

The Provincial Communications Officer will monitor each Lodge website to ensure it is properly maintained. If any non-compliance is detected the Website Manager of that lodge will be informed and asked to modify the content.

On an ongoing basis, please inform the Provincial Communications Officer of: Any substantial change to your website

A change of Website Manager (name and contact details)

## **Content**

Remember that content of the website is freely available to everyone in the world and therefore must promote the principles and tenets of the Craft.

Lodge websites should seek to ensure that they do not reinvent the wheel but provide links as required. Duplication of information already available elsewhere (e.g. UGLE or PGL websites) is pointless and easily leads to outdated information. The focus should primarily be on how the Lodge differs from others and how it is positioned locally.

Websites quickly become stale – regular weekly or even daily updating is essential. If you already have a Lodge website then please update it as a priority.

Lodge web sites should include the following information:

- A home or welcome (including the Provincial Charter Mark when awarded)
- How to become a Mason
- A list of Lodge Officers (optional)
- Meetings
- Charity
- History of the lodge
- News and events - You can display a special event, but it must be removed the day after the event.
- Links to other Masonic sites

All Lodge websites must include URL hyperlinks to the following:

- Provincial Grand Lodge of Leicestershire & Rutland ([www.pglleics.org.uk](http://www.pglleics.org.uk))
- United Grand Lodge ([www.ugle.org.uk](http://www.ugle.org.uk))
- Masonic Charitable Foundation ([www.mcf.org.uk](http://www.mcf.org.uk))
- Leicestershire & Rutland Lodges with websites - A current list of these, with hyperlinks, can be obtained from the Provincial Communications Officer

‘Every picture tells a story’ - Try to include photos wherever possible to show the human side of Freemasonry.



The following statements must be included:

- Privacy and cookies - A model statement can be obtained from the Webteam Leader.
- Disclaimer - “We do not guarantee that Websites accessed via links on this page are either Masonic in nature or have been approved or endorsed by the Provincial Grand Lodge of Leicestershire and Rutland or the United Grand Lodge of England. We specifically do not warrant that any other Websites accessible from their pages are recognised by, or have the approval of, the Provincial Grand Lodge of Leicestershire and Rutland or the United Grand Lodge of England.”

The following MUST NOT be included:

- Lodge Minutes/Summons
- Any personal contact information - Security and confidentiality are paramount. Contact should be made available via an anonymised contact system with Captcha or similar security.
- Advertising
- Password protected or member only areas
- Any detail of ritual
- The phrase or like phrases to “Freemasonry is not a religion...”
- “Freemasonry is not a secret society...”

If you include lists of names and Masonic ranks, be consistent. e.g.: “W.Bro. AB Jones, PProvGReg”

## Meeting place websites

Meeting place web sites will play a different function although clearly they can link to Lodge websites. These should focus on local lettings or community use of the hall.

- Letting rates, facilities available.
- Other local domestic items such as catering, bar, access etc.
- Calendars, diaries are probably the most useful element of a meeting place website.

If you require any further advice or information please contact the Provincial Communications Officer at [barnettrichard1@gmail.com](mailto:barnettrichard1@gmail.com). For an example of a Lodge website which has been UGLE approved, please see the Wyggeston Lodge No.3448 website at [www.wyggestonlodge.org.uk](http://www.wyggestonlodge.org.uk). and also an example of the Provincial website provided platform and template see Granite Lodge No.2028 at [www.granitelodge2028.org.uk](http://www.granitelodge2028.org.uk)

It is possible from time to time that the Provincial guidelines may be altered; please keep familiar with the latest edition. Where, and when, possible Website Managers shall be informed by email if there are major changes.

## Checklist for Lodge/Meeting Place Websites

The following actions should be taken to create and publish a website for your Lodge. How you achieve it and the content of that website (within guidelines) is uncontrolled and you are responsible for it.

Action	Detail	Date completed
Appoint a Website Manager	This should be a member of the Lodge prepared to take responsibility for the website and act as a point of contact. He does not need to be a computer expert provided he has good technical backup or skill.	
Decide on a name for the website	www.CHOSENNAME.org.uk	
Register your Domain name	Check that the name is available. The Lodge must also record in its minutes (main or committee) that it has agreed to create a website.	
Select a Hosting company	This is a company that will hold your website (domain) and ensure it is available to all Web users. If “off the shelf” products are used they will possibly include this service.	

Select a Web Building program	This can be a simple template from the internet or the hosting site. Alternatively you can write your own program using a web authoring tool or HTML etc.	
Construct web pages	Either through a commercial third party or in-house.	
Obtain Provincial Approval	Before publishing your website it needs to be approved by the Province	
Publish your website	This can be done as soon as Provincial approval has been given. Publishing is achieved by uploading the web pages to the host using either a convenient FTP system or a facility offered by your host.	
UGLE Approval	Your website will be sent to UGLE for their Approval and to obtain a UGLE Charter Mark	