



Dear Royal Arch Personal Mentor,

A simple and straightforward definition of the term **MENTOR** is “*an experienced and trusted advisor*”. If you are an experienced and knowledgeable Royal Arch Mason you will be able to guide and explain to the newly Exalted Companion the various aspects of Royal Arch Masonry that are important to know, especially in his early days as a member. If, however, you are yourself, new to Royal Arch Masonry or do not feel confident enough to guide the new Companion, to assist you, a range of mentoring resources have been created to help make the whole mentoring process a very simple and enjoyable one for everybody involved. In addition, several Chapter Officers have been enlisted to support you.

At the completion of his Exaltation Ceremony, the new Companion must be presented with his **Royal Arch Welcome Pack**. The Chapter Scribe E should hold a stock of these. The pack includes a **Welcome Letter** from the Provincial Grand Mentor and a copy of the **New Companions Handbook**. For your reference a digital copy of the Handbook is attached to this email. Please take a little time to review it so that you are familiar with its content. The New Companions Handbook provides information ranging from *The Chapter Officers, Chapter Meetings, The Signs - through to - The Festive Board, Chapter Fire, Provincial Grand Chapter etc.*

His Welcome Pack also includes his **Royal Arch Calling Card**. This compact card lists the resources available to him as he begins to explore Royal Arch Masonry and the contact details and [links](#) to the Provincial personnel and initiatives which have been put in place to support him.

The Welcome Pack also contains a copy of the **ONUS** Mentoring Booklet. This booklet outlines the objectives of the **ONUS** Mentoring System and profiles the personnel within his Chapter and the Province of Sussex who form part of the **ONUS** Mentoring Team with details of the resources available to support the whole mentoring process. A digital copy of the booklet is attached for your guidance.

A few days after his Exaltation he will receive via email a copy of the **ONUS Solomon Royal Arch Guidebook**. To help explain the history of Royal Arch Masonry, its Ceremony and Symbolism it has been decided to make extensive use of the Royal Arch material contained on the **Solomon Virtual Learning Website** and to encourage every newly exalted companion to engage with it. To that end, this guidebook contains an important link to the **Welcome Companion** module situated on the Solomon virtual learning platform, with easy instructions on how to login and create an account.



The **Welcome Companion** module expands on the information contained in the *New Companions Handbook* and focuses on explaining the Exaltation Ceremony in more detail. This module also forms part of the **Supreme Grand Chapter Archway** process.

If he wishes a new Companion can then extend his knowledge further by exploring the main **Royal Arch Modules** contained in Solomon and to help with this the **ONUS Solomon Royal Arch Guidebook** lists the most interesting and **user-friendly** modules and files available to him. All in all, the whole experience has been developed to help him make sense of his Masonic journey thus far and to allow him to follow his own motivations and interests in his own way and at his own pace.

It is not being suggested that as a Personal Mentor you will need to be proficient in interpreting all the information contained in the Solomon modules and files but simply that you are aware that they exist and can guide a new Companion towards them as part of the Mentoring process. For your ease of reference, a copy of the ONUS Solomon Royal Arch Guidebook is attached.

To further complement your role as a Personal Mentor the Solomon platform now incorporates the assistance of SOLOMON GPT an online Mentoring Chatbot which can easily answer most questions a New Companion might ask.

The information contained in the **Welcome Companion** and **User-Friendly Royal Arch Modules** is very informative and enlightening, to the extent that any Companion who takes some time to review them will find it a very worthwhile exercise.

Within two weeks of his Exaltation, can I please ask you to contact the newly exalted Companion to ensure he has received his **ONUS Solomon Royal Arch Guidebook** and to discuss with him the other items that form part of his **Welcome Pack**. If by chance the **ONUS Solomon Royal Arch Guidebook** has not arrived, please let me know by a return of email to ramentor@sussexmasons.org.uk.

As you can see, from the **ONUS Mentoring and Retention Document** attached, you are not alone when it comes to looking after a new Companion. Your fellow Companions are there to help you and the resources available are extensive. Just one example is the **Royal Arch New Companion Checklist** shown below which hopefully you might find useful.

Royal Arch New Companion Checklist:

PRIOR TO HIS EXALTATION:

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| <ol style="list-style-type: none">1. Have arrangements been made to purchase or acquire his RA regalia in good time.2. Does he have any unanswered questions or concerns at this stage3. Is he aware of the date, time and location of his Exaltation4. Is he aware of what regalia he might need to take along (Master Masons Apron)5. Is he aware he will be expected to give a short reply to the speech in his honour at the festive board – you may wish to provide him with some guidelines6. Is he aware of the Chapter membership subscriptions and Exaltation fee which he will need to pay on the evening of his Exaltation7. Is he aware that he will be proved in the three degrees of Freemasonry prior to his Exaltation8. Is he aware of the future dates of the Chapter meetings and where applicable Chapters of Instruction |
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ONCE EXALTED:

1. Ensure he has been given copies of a **Ritual Book** and his **Royal Arch Welcome Pack** which contains his **New Companions Handbook**, a copy of the **ONUS System Booklet** and his **Royal Arch Calling Card**.
2. Ensure he has received via email from the **Provincial Mentors Office** his digital copy of the **ONUS Solomon Royal Arch Guidebook**.
3. Check to see if he has any questions or needs any further information at this stage.
4. Check that he is aware that he can attend any other Chapter meetings and give him details of any forthcoming Exaltation ceremonies in other local Chapters – you might offer to accompany him on visits to other Chapters if he is disposed to go and of course if you are available
5. Encourage him to attend his Chapter "Chapters of Instruction" and/or Rehearsals as that will help him understand the ceremony in more detail
6. As time moves on, check from time to time that the Companion is happily involved in his Chapter. Offer him any further advice, information and support if and when he requests it.

The **ONUS System** embodies the duty of care, which we all owe as Royal Arch Masons to every newly Exalted Companion, **BUT** as his **Personal Mentor** you probably play the most important, if not vital role.

Yours Sincerely and Fraternally,

S. J. Austin

Sussex Royal Arch Provincial Grand Mentor