



➤ Goals

- To complete interviews for On The Level on a regular semi-monthly schedule.
- To get to know Masonic Members using casual questionnaires.
- To involve newer Lodge members in activity throughout their journey through the degrees, and allowing them opportunity to bond with other members.
- To enrich the content within the Janesville Masonic Center website.
  - Each Interview will be placed on the website in the On The Level section for a period of 2 months: (Jan-Feb, Mar-Apr, May-Jun, Jul-Aug, Sep-Oct, Nov-Dec)

➤ On The Level Interview Team Structure

- Interview team must consist of 3 members as follows:
  - A tenured Master Mason who will be the lead on the interview team.
  - 1 or 2 new members (EA's FC's and new MM's). If there is only one new member any other volunteers may participate.
- It will be the responsibility of the Interview team lead to coordinate with the other 2 members of the team to schedule interviews, as well as the interviewees.
- It will be the responsibility of the all 3 interviewers to properly complete the interview question forms as specified in the Interview Guidelines & Specifications section of this document.
- It will be the responsibility of the team lead to report back to Web Development with completed interview forms by the due date for that interview, as well as to report any changes in the interviewee schedule if there are any changes.



➤ Interview Guidelines & Specifications

- Interview Lead will be responsible for asking for and/or taking photo of Interviewee (with permission from interviewee)
- Interview team will each utilize a preset list of questions which will be provided for the interview process.
  - There are 3 distinct interview documents which contain unique questions for each interviewer to ask.
  - Interview team leader may also have the option to add freeform questions when discussed and approved by the team as a whole.
- In Interview Responses, use the following guidelines to keep a streamlined structure to the interview process
  - A minimum of 1 paragraph per question, or within reasonable range.
  - A maximum of 3 paragraphs per question, or within reasonable range.
  - If the interviewee would rather skip a question, that is perfectly acceptable.
  - If there is something of particular interest that the interviewee would like to share that is not categorized in one of the preset questions, it may be added in the freeform section.
- Interview team will have 3 prospective interviewees in which they will need to make contact and schedule meetings in order to conduct the interviews.
  - If any prospective interviewees are not available or wishes not to participate, email [admin@jvlmasons.com](mailto:admin@jvlmasons.com) and [admin2@jvlmasons.com](mailto:admin2@jvlmasons.com) to contact the Web Development Committee so that additional interviewees can be scheduled.
  - Interview team may also provide suggestions for interviewees if any of the scheduled are not available or wish not to participate.
- Submittal of the completed interview forms to Web Development no later than the 15<sup>th</sup> of the month prior to when the interview is scheduled to appear in On the Level.
  - Example: Member A's interview is scheduled to appear in On The Level on June 1<sup>st</sup>, Member B on August 1<sup>st</sup>, and Member C on October 1<sup>st</sup>.
    - Member A interview must be turned in by May 15<sup>th</sup>
    - Member B interview must be turned in by July 15<sup>th</sup>
    - Member C interview must be turned in by September 15<sup>th</sup>
  - Due dates are designated in order to allow adequate editing and formatting time to be placed on the website.
- Interviewers may schedule interviews any time up to the 15<sup>th</sup> of the month prior to due date, and which is convenient for all participants.