
LODGE OFFICERS' DUTIES

Worshipful Master

The range of duties and responsibilities of the Worshipful Master are too wide and varied to completely list on these pages. A few, however, which may serve as helpful reminders are presented here:

1. Pre-study the 15 Ancient Charges and Regulations to which you must signify your assent previous to your investiture (located on page 213 of the Masonic Code).
2. The Worshipful Master must continuously exhibit sound executive leadership. He is not merely a presiding officer but an active executive who must be prepared to perform functions which are judicial, administrative, and legislative in character.
3. Masters that have taken full advantage of the progression years to prepare themselves for what is ahead are more comfortable in the East than those who have simply bided their time.
4. During his term of office, one must never forget that he is the Master, elected by his brethren and responsible to them, as a Lodge, and not to any particular individual or small group. REMEMBER!!! No man sits in the East in his capacity as a private person. He is no longer acting for himself; he is the Worshipful Master of a Lodge of Freemasons. He is not the office, only the servant of the office.
5. Carefully study the Grand Lodge Proceedings of the two previous years. Among the various Grand Lodge Committee reports you will find many things to assist you in administering the affairs of your own Lodge.
6. Plan your personal affairs so that you will be able to represent your Lodge at the Grand Annual Communication. Attendance at Grand Lodge should be one of the high points of your year as Master.
7. Give your whole-hearted, undivided support to the Grand Master and his program. Don't allow yourself to become self-centered but join, when possible, with local Lodges and in activities sponsored by the Masters' & Wardens' Association.
8. Represent your Lodge in all area leadership development conferences, workshops, seminars, and Lodges of Instruction. Strongly encourage all elected Lodge officers, appointed officers, committeemen, and other members to actively participate. Lead by your personal example.



9. Keep your Wardens continuously informed. If they are aware of your plans they can vigorously support them and if necessary take over, when the need arises.
10. Plan to arrive in Lodge at least 30-45 before scheduled meeting time. Open your Lodge on time and close it at a reasonable hour.
11. Insist that all officers are punctual, and notify you in advance if they expect to be tardy or absent.
12. Cultivate a pride in your Lodge. Have respect for it. Be neat. Set a good example for the officers. Insist on dress appropriate for the occasion. See that the communications of your Lodge are conducted, and degree work exemplified, with care and dignity.
13. Dispatch the business of the communication as quickly as is consistent with dignity and decorum. Speak in a calm and deliberate manner-always slowly, distinctly, and loud enough for everyone in the room to hear and understand every word. Be relaxed and look pleasant-show the Brethren that you are enjoying your term of office. This behavior is contagious, it will quickly carry over to the officer corps.
14. Exercise control over debates and discussions on matters that are brought before the Lodge. Prevent the introduction of irrelevant, time consuming arguments. Arrange with the Masonic Leadership Center or Secretary of the Research Lodge to participate in a workshop to practice applying appropriate Masonic Rules-of-Order in a controlled setting.
15. Establish an atmosphere of mutual cooperation with the Lodge Secretary. Institute a firm ground rule that you expect to be shown (or carefully briefed on) all correspondence that is going to be read in Lodge. It is sometimes embarrassing to be faced with a sensitive situation, in open Lodge, that might have better been handled in private confidence or with the advice of some of your officers, Past Masters, or more experienced Brethren. Committees could be appointed to address correspondence that calls for Lodge action.
16. The exercise of appropriate protocol is important. Reception of dignitaries and delegations should be confined to the very minimum requirements called for by the occasion. Limit the number and length of your introductions. Establish and exercise a fluid, easy pattern of introductions and presentations that includes; (a) Individuals not being required to "stand" more than once, (b) Using the same style throughout the evening; (i.e., don't mix and match; If you use Titles — call everyone by their earned Title).
17. Encourage kindly conversation in your Lodge room. Nurture a constructive frame of mind in your members. Encourage your members to ask of what **THEY** say, "Is it necessary?", "Is it true?", "Is it kind?" **BEFORE** they jump up to express their thoughts or feelings.

18. Seek the advice of experienced Brethren, but, do not forget that the final decision rests with you. Be kind and gentle, yet firm. Be sure you are right, then go ahead.
19. Always express appreciation for work well done. When appropriate put it in writing. A personal letter from you will be held in high regard by your Brethren. Also, don't forget that there may be a suitable Grand Lodge certificate that will serve your purposes.
20. Appoint many committees and see that they function properly. Establish guidelines for their operation. Consider assigning oversight responsibility for the committees to your Wardens. Each can be tasked to work with half of the committees.
21. Spruce up your Temple. Have a nice, clean, cheerful atmosphere for your meetings. If you have a deteriorating, poorly maintained temple, with shabby walls and ceilings, worn carpeting, uncomfortable seating, poor and inadequate parking facilities, these will tend to diminish attendance at lodge functions.
22. Encourage each of the members to make a free-will contribution to the Masonic and Eastern Star Home (MESH). Ensure that the MESH Representative is invited for a presentation during the year. Invent creative ways to raise funds for this noteworthy cause.
23. Welcome and warmly accommodate all visiting Brethren. Once examined and admitted, a visitor should be greeted and introduced. If he has earned a Masonic (Craft Lodge) Title; use it. If he is alone, some Brother should be delegated to sit by him and make him comfortable.
24. Actively seek out sojourners (Brethren who reside in your area but maintain Masonic affiliation in some out-of-city/state Lodge) in your community. Invite them to meetings. See that they are added to your mailing list to receive your Lodge notices. When they come make them feel at home and welcome.
25. Don't forget to appropriately plan "important" dates. Many Lodges have adopted long-standing commitment to certain functions that add to the personality of that Lodge. If they are inadvertently dropped from your calendar some members might feel short-changed (even though they might not publically comment). Use your various committees to ensure success.

Examples:

- (a) Past Masters' Night
- (b) Grand Lodge Visitation
- (c) Saint John's Feast



The duties of the Wardens are complex and varied. The Lodge may not prescribe the Wardens' duties. Any responsibilities are exclusively assigned by our Masonic Code or the Worshipful Master to assist in the conduct of Lodge business.

It is imperative to notify the Master if unable to attend a meeting or other function. The Senior Warden should have the MESC Correspondence Course and his Section 83 Certificate in-hand or very, very, close to earning it. The Junior Warden should be well on his way to receiving it. Both should be prepared to occupy the East in the absence of the Master, and should be able to fill-in and take almost any cast part in each of the three Degrees.

The Senior warden should complete the preparation for his year as Master during his year in the West. With the WM's knowledge, collaborate with the Officer Corps to establish working relationships, duties, and out-year plans. Ensure that installation-night arrangements are on-track. Establish and publish a realistic financial budget plan for your year. Identify a "Proxy". Finalize your "program calendar" - submit it to the DGM.

The SW should be meeting regularly with the other Senior Wardens of the Jurisdiction and with the DGM. He should be prepared to act on behalf of the Lodge, in all matters, in the absence of the Master.

Neither Warden should hesitate to consult with any Past Master, Lodge officer, or the Grand Secretary's office in any Lodge matter.

The Junior Warden has the special responsibility of being well versed on Masonic Jurisprudence and the Masonic Trial process. Consider getting actively involved with a Research Lodge or The Masonic Leadership Center's training seminars and work-shops.

The Junior Warden is required to establish a convenient local process which will enable him to "vouch for" each candidate's proficiency. In some Lodges it is normally the responsibility of the Junior Warden to set up the cast for all Master Mason's Degrees. He should also take the lead to shape the plans, prepare for, and coordinate the "following year's" Grand Lodge arrangements.

SENIOR DEACON

During your second year in-line, your routine duties are somewhat less demanding than those of Junior Deacon, but you may have to perform his duties now and then, in his absence, when requested. Being an active officer is now even more applicable. The following are strongly recommended.

1. Meet and welcome all attendees at meetings
2. Familiarize yourself with all visitors' names, titles, and affiliations (you may have to introduce them).
3. Keep an informal record of the names and background of new petitioners and those getting ready for advancement.
4. In some Lodges it is your assigned duty to assign the cast for all Fellow Craft's Degrees. Ensure required paraphernalia is set out.
5. Be familiar with balloting procedures.
6. Always carry your pocket calendar.
7. Assist the Junior Deacon and Tiler in taking down the Lodge
8. You should be well on your way to learning the ritual required for the Masters' Certificate (Code Section 83)
9. Become acquainted with Trial Procedures (as the Junior Warden you will be responsible for "trying" Masonic Trials for the Lodge)
10. Study, visit Lodges in the area frequently and all official Grand Lodge visits.
11. Exercise flawless floor work - escort visitors with dignity; carry the ballot box with grace and elegance.
12. Start learning a lecture
13. Actively participate in all Lodge-sponsored Masonic Education seminars, workshops, etc.
14. Attend Grand Lodge
15. Attend the Masters' and Wardens' Association meetings
16. Notify the Master, **in advance**, if you are unable to attend a Lodge meeting or any scheduled school/seminar.



JUNIOR DEACON

When elected and installed, the Junior Deacon embarks on a moderately demanding five year tour-of-duty. The Junior Deacon cannot start too soon in preparing for all the offices in line.

The following, in random order, are offered as a suite of personal goals (in terms of Lodge expectations):

1. Notify the Master, in advance, if you are unable to attend a Lodge meeting. Also, inform the Senior Deacon so that he can help the Tiler set up the Lodge, in your behalf.
2. Attend all Grand Lodge Schools of Ritual instruction and Lodge Officers' meetings.
3. Learn all the ritualistic duties of a Junior Deacon, as soon as your election appears imminent—as follows:
 - Open and close a Master Mason's Lodge (including purge)
 - Attend the Tiler's alarm and making the proper announcements to the W.-.M.-.
 - Proper handling of staff, walking, turning, standing, sitting
 - Duties recited in the EA and FC degrees
 - Ceremony of receiving the Grand Master and G/L Officers
4. Attend and actively participate in Lodge Education and Leadership Conferences. Possibly read an interesting book related to Masonry and give a short book report to your Brethren in Lodge.
5. Take up a position just inside the door 20 minutes before it is ordered Closed. Greet your Brethren warmly, try to learn their names. Have an apron available for a brother who may have inadvertently forgotten.
6. In some Lodges, it your responsibility to set up the cast for all Entered Apprentice Degrees.
7. Setting Up Lodge: In many Lodges, it is a traditional duty of the Junior Deacon, to assist the Tiler, and learn how to set up the Lodge for Stated, Called, and Special meetings. Be at Lodge at least 45 minutes before meeting is to begin. The following checklist can be used to ensure the Lodge is set-up properly for a Regular Meeting.
 - (a) Install and test the lesser lights (tapers).
 - (b) Spread cloth on altar. Place Charter on the Altar (or other honored place in Lodge)

- (c) Place great lights (Bible, Square, and Compasses) on Altar. Bible is closed with marker and tools at Ecclesiastes 12 for MM Degree, marker at Amos 7 for FC Degree, and at Psalm 133 for EA Degree.
- (d) Put gavels (and sounding blocks - if they are used) on Wardens' pedestals. Pillars at South and West (level at W, plumb at S.)
- (e) Ensure the Master's and two visitors' chairs are in the East.
- (f) Deacons Staffs' and Stewards Rods in their holders.
- (g) Kneeling pad west of altar.
- (h) Officers' aprons and jewels on seat of chairs.
- (i) Past Masters', Officers', and Visitor aprons in Ante Room.
- (j) Guest Register book readied with heading filled in, and pen available.
- (k) Visitors Sign-in cards; List of Lodges, Masonic (Pantagraph Press); and Small Bible (for Tiler's Test Oath) are in Ante Room.
- (l) Tiler's sword at Altar
- (m) Officers' collars at their stations
- (n) Baton in Marshal's (or MC's) chair

TAKING DOWN THE LODGE (TOGETHER WITH THE TILER)

- (o) Put paraphernalia away neatly
- (p) Empty ashtrays
- (q) Adjust thermostat (if permitted)
- (r) Final check for fire hazards, turn out lights, lock-up

GENERAL

- (a) Arrive early
- (b) Meet and greet all visitors and members
- (c) Have visitors fill out cards (fully) and give to Master
- (d) Give visitors a Lodge bulletin
- (e) Notify Master/Warden if Examining Committee is required
- (f) Visit other Lodges
- (g) Know your contemporaries
- (h) Attend all Lodge and Grand Lodge Schools



- (i) Attend Leadership Conferences
- (j) Attend Grand lodge
- (k) Study and become familiar with the D.C. Masonic Code
- (l) Keep a date book (all officers should learn to routinely carry a pocket calendar)
- (m) Ensure candidates' ritual apparel is kept laundered (in some Lodges assist the Stewards to perform this function).

SECRETARY

Carefully to observe the proceedings of the Lodge; keep a fair record of all things proper to be written; receive all moneys due the Lodge, and pay them over to the Treasurer, taking his receipt for the same.

The duties of the Secretary are far more extensive than noted above. His office has more responsibilities assigned to it, on a continuing basis, by the Code, than any office in the Lodge. He should be consulted continuously by all hands.

TREASURER

The Treasurers duties are vital and widespread but somewhat less demanding (in terms of time) than those of the Secretary. There are certain periodic reports that he must make to the Grand Treasurer, in accordance with our Masonic Code.

It is his responsibility to oversee Lodge funds and to keep members informed on the state of our resources, to safeguard our present and future financial well being by providing early notice of potential problem areas by reporting on unexpected departures from budget.

STEWARDS

Major duties, in some Lodges, include preparing refreshments for our Brethren and visitors at stated meetings, called meetings, various schools, and during blood drives. Review the guidance to the Refreshments Committee on page B3-5 and information on estimating attendance on pages E5-1 & E5-2.

Stewards also prepare candidates for the Degrees, and assist the Wardens during degree work. The "professional" manner in which the Stewards handle candidates in the preparation room will be long remembered by them. Read the Edict on penalties and the Outer Chamber Lecture to the candidate prior to the EA Degree.

During the preparation for the FC and MM degrees, Stewards should review lessons (such as due guards and signs) taught during preceding Degrees, with the candidate.

CHAPLAIN

Besides the opening and closing prayers at stated and called meetings, prayers during the degrees, prayers at Masonic Funerals, the Chaplain should be ready (with little notice) to provide an occasional inspirational invocation on special occasions. Consider becoming the chairman, to plan the details for the Lodge's annual visit to a house of worship.

TILER

The Tiler is always selected from among the most experienced, well-liked, and absolutely reliable Brethren. In most Lodges the Tiler is responsible to ensure that the Lodge is properly set and torn-down. He also can be counted upon to bring the appropriate paraphernalia to Masonic Funerals.

In addition to duties, outside the Lodge door, the Tiler should be designated as the "Keeper of the Ledger" - to assure that visitors and members sign in and also see that all are furnished with a clean apron.

MARSHAL OR MASTER OF CEREMONIES

Assist the Stewards to prepare candidates for Degrees. Act as the Lodge's final quality control point-to ensure candidates are properly dressed and all things are in order prior to starting all Degrees. Take charge of all processions and at Masonic Funerals. Present the flag at the altar for the Pledge of Allegiance, when directed by the Worshipful Master.

MUSIC DIRECTOR

Plan and execute the Lodge's musical program. Act as chairman of the Lodge Music Committee. Provide musical interludes prior to opening Lodge and during appropriate points during Degrees. Consider initiating a Lodge Choir. Provide musical entertainment at Lodge "family meetings".

