

To the Prospective Master:

Lodge officers set the tone for the entire Lodge. They set it by their conduct, their dress, their attendance, their enthusiasm, their proficiency in the ritual and their attitude. Each officer should convey the seriousness, the beauty and the honor of Masonry as well as its fun and fellowship. The duties discussed in this letter are guidelines to achieve these goals.

#### Suggested Duties for Lodge Officers

Enclosed with this letter is an outline of the suggested duties for the Worshipful Master and each of the other officers of your Lodge. Some of the duties listed are not merely suggested but mandated. Others are suggested and may differ for your Lodge, depending on your Lodge's traditions and what has worked well for your Lodge in the past. They should be modified and adapted as the Master sees fit.

When a man commits to serve as one of your officers for your year, give him a copy of his suggested duties. (You will note that each officer's duties begin on a separate page). Let him know any modifications to the duties on the sheets given to him. Let him know when each task should be accomplished. Follow up to learn his progress. Most importantly, let him know that you are available whenever asked to help him complete his assignments.

There are some other thoughts with respect to the responsibilities of your officer corps which are not covered in the enclosed outline.

#### Duties of All officers

Certain duties are common to all officers. They should strive to make the Lodge a friendly place. They should greet all members and visitors personally. They should make everyone feel welcome. Their wives and families should be involved in the social life of the Lodge. They should help the committees of the Lodge in staging the Lodge's events. They should be prepared in ritual. The officer in charge should assign a prompter. The prompter for the evening should be announced with the officer line-up. Often, it is the man seated in the Senior Warden's station, if proficient in the work of all of the officers and so advised in advance. If the Ritual Director is present, he could be the prompter.

#### Advancement

The officers should periodically fill the station next in line. They should be prepared to advance by the middle of the year. For those officers who must pass a proficiency before installation, advancement gives them experience in the next station prior to giving their proficiency.

#### Officer Line

There is no official line in a Lodge. The ByLaw's provide that every Master Mason in your Lodge who is in good standing and whose dues are current is eligible for any office. However, most Lodges establish an unofficial line that their officers follow as they progress from station to station. The enclosed outline of suggested officer duties assumes a line of progression as follows:

1. Junior Steward
2. Senior Steward
3. Junior Deacon
4. Senior Deacon
5. Junior Warden
6. Senior Warden
7. Worshipful Master

In some Lodges, the Chaplain and Marshal are also included in the progressive line.

This line of progression and the respective duties of their positions will prepare the officer for the administrative position of Worshipful Master as he progresses through the line. However, no matter which station an officer holds, he has an assigned duty that provides challenges **and experiences** that prepare him to hold the office of Worshipful Master some day.

Fraternally,



# WORSHIPFUL MASTER



## POWERS:

1. To convene his Lodge whenever he shall deem it proper;
2. To issue, or cause to be issued, all summonses or notices which may be required;
3. To discharge all the executive functions of his Lodge; and
4. To perform all such acts, by ancient usage proper to his office, as shall not be in contravention of any provision of the Constitution or Regulations of the Grand Lodge.

## DUTIES REQUIRED:

1. To preside at all meetings of his Lodge
2. To arrive early to all stated meeting to provide for any last minute details, obtain pertinent information from the other elected officers and to meet any first time visitors to the lodge.
3. To prepare an agenda for each Stated Meeting;
4. To conduct a well governed Lodge as prescribed by Roberts Rules of Order and the Master's Guide to Parliamentary Procedure;
5. To confer or have conferred all degrees in strict accordance with the ritual which has been, or may hereafter be, ordained by the Grand Lodge;
6. To give, or have given, in full, the lectures appertaining to each degree, at the time it is conferred, in accordance with such ritual;
7. To attest at each Stated Meeting of his Lodge all minutes or records of proceedings as approved at such meetings by the Lodge;
8. To superintend the official acts of all the officers of his Lodge and to see that their respective duties are properly discharged;
9. To carefully guard against any infraction, by the members of his Lodge, of its own Bylaws, of the Constitution or Regulations of the Grand Lodge or of the General Regulations of Masonry.
10. To provide for the installation of his successor.
11. To appoint such appointive officers as provided by the Bylaws of the Lodge.

DUTIES SUGGESTED:

1. To prepare the Lodge's annual plan;
2. To prepare the Lodge's annual budget;
3. To prepare the Master's Trestleboard articles;
4. To ascertain the date and prepare for the Grand Lodge Representative's official visit;
5. To appoint the members of the Investigating Committee as required;
6. To be responsible for all Lodge committees;
7. To attend the Annual Communication of Grand Lodge;
8. To appoint the committees for the Lodge;
9. To attend the meetings pertaining to the other Masonic bodies that meet in the lodge building as appropriate;
10. To maintain open communication with the Masonic Youth groups and OES chapter;
11. To visit a sick or disabled brother and the newly widowed wife of a deceased member;
12. To welcome all visitors to the Lodge;
13. To deliver the welcome to the newly raised brother at the conclusion of the Third Degree; and
14. To lend an understanding ear to the Brethren of the Lodge.

RITUAL REQUIRED:

1. To attend District Officers' Association meetings
2. To be qualified to give the Master's work (Opening and dosing in all degrees) and lectures of the First, Second and Third Degrees
3. To be thoroughly proficient in those portions of the Constitution and Regulations of the Grand Lodge which relate to the government of a Lodge.
4. To learn the ritual for conducting Stated Meetings;
5. To learn the ritual for receiving Grand Lodge representatives (Grand Master, District

RITUAL IMPLIED:

1. Deputy Grand Master, etc.);
2. To learn the ritual for receiving and retiring the flag of our country;
3. To learn the ritual for receiving the candidate after he has received the Third Degree;
4. To learn the funeral ritual and to conduct funerals;
5. To conduct ritual practices for officers of the Lodge;
6. To notify the Secretary of the date of initiation for newly elected candidates at least three weeks prior to his initiation; and
7. To take charge of all Third Degrees.



# SENIOR W'ARDEN



## DUTIES REQUIRED:

1. To assist the Master in the performance of his duties;
2. To discharge all those duties which ancient usage has assigned to the station of the Senior warden;
3. During the absence of the Master, to succeed to and be charged with all the powers and duties of the Master;
4. To preside as building committee chairman; and
5. To assist in the appropriate duties of junior officers where necessary to assure their success;

## DUTIES SUGGESTED:

1. To shadow the Master of the Lodge in his official duties when conducting business to foster an understanding of his roles and responsibilities before assuming that office;
2. To be responsible for the coaching of all candidates;
3. To attend the annual Wardens Conference;
4. To select qualified candidate coaches;
5. To take charge of degree teams for candidates
6. To insure that a Candidate Coaches Handbook is available to each Candidates Coach;
7. To insure that the candidates are progressing at a reasonable rate and that the Candidates Record Book is always up to date;
8. To prepare the Senior Warden's Trestleboard articles;
9. To serve As an ex-officio member of the Budget and Finance Committee;
10. To prepare the calendar for his year as Master, arrange for facility reservations and set goals for his year;
11. To prepare an estimated budget for his year as Master (based upon his planned calendar) with the help of the Finance Committee;
12. To consider officer appointments for his year as Master and to ask men if they will serve;
13. To insure at least one 'Step-up' meeting is conducted to give incoming appointed and elected officers an opportunity to practice their ritual before advancement;
14. To consider committee chairmen and member appointments for his year as Master and to ask men if they will serve;
15. To attend the Annual Communication of Grand Lodge;
16. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions); and

17. To plan the Lodge's next Installation.

RITUAL REQUIRED:

1. To attend District officers' Association meetings;
2. To be qualified to give the work and lectures of the First and Second Degrees; to have a certificate of proficiency in the Candidate's Lecture of the Degree of Master Mason; and
3. Be thoroughly proficient in those portions of the Constitution and Regulations of the Grand Lodge which relate to the government of a Lodge.

RITUAL IMPLIED:

1. To learn the work and lecture of the Third Degree and the ritual required to be qualified as Master;
2. To be qualified to give the work of the Senior Warden in all three degrees;
3. To take charge of all Second Degrees; and
4. To attend all degree practices designated by the Master.

RITUAL SUGGESTED:

1. To examine all candidates to see if they are properly prepared; and
2. To review all signs, tokens and words of the preceding degree(s) of all Second and Third Degree candidates prior to the start of the degrees.



## JUNIOR WARDEN



### DUTIES REQUIRED:

1. To assist the Master in the performance of his duties;
2. To discharge all those duties which ancient usage has assigned to the station of the Junior Warden; and
3. During the absence of the Master and the senior Warden, to succeed to and be charged with all the powers and duties of the Master.
4. To prefer charges against a Mason guilty of un-Masonic conduct to the Grand Lodge for disposition according to the Grand Lodge Bylaws; And
5. To have a certificate of proficiency in the Candidate's Lecture of the Degree of Master Mason.

### DUTIES SUGGESTED:

1. To assist the Senior Warden with degree teams;
2. To be responsible for all dinners held at the Lodge;
3. To plan and execute the celebratory events for the Lodge anniversary, Mother's Day, and Valentine's Day.
4. To plan the annual table lodge celebration with the assistance of the Brethren from Vision Lodge #18 PHA.
5. To receive and continue to maintain the list of the Masonic Widows to be invited to each of the lodge celebratory dinners and events where appropriate;
6. To keep itemized receipts for all dinner expenditures and records of all income (a revolving fund of not more than \$250 may be established for the use of the Junior Warden or Stewards in providing refreshments for all regular Lodge functions);
7. To attend the annual Wardens Conference;
8. To keep attendance records for all dinner functions;
9. To work with the Stewards Committee at all dinner functions;
10. To prepare a summary of monthly bills and present them to the Secretary at least one week prior to the Stated Meeting;
11. To prepare the Junior Warden's Trestleboard articles;
12. To serve as an ex-officio member of the Budget and Finance Committee;
13. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions);
14. To attend the Annual Communication of Grand Lodge;
15. To begin to plan the calendar for his year as Master;

16. To begin considering officer appointments for his year as Master;
17. To begin considering committee chairmen and member appointments for his year as Master; and
18. To begin collecting articles and information for use in Trestleboard articles during his year as Master.

RITUAL REQUIRED:

1. To attend District Officers' Association meetings;
2. To be qualified to give the work and lectures of the First Degree; to have a certificate of proficiency in the Candidate's Lecture of the Degree of Master *Mason* and to be thoroughly proficient in those portions of the *Constitution and Regulations* of the Grand Lodge which relate to the government of a Lodge; and
3. To learn the work and lecture of the Second Degree and the ritual required to be qualified as Senior Warden;

RITUAL IMPLIED:

1. To be qualified to give the work of the Senior Warden in the Second Degree;
2. To be qualified to give the work of the Junior Warden in all three degrees;
3. To take charge of all First Degrees; and
4. To attend all degree practices designated by the Master.





# TREASURER



## DUTIES REQUIRED:

1. To receive and safely keep moneys or property of every kind which shall be placed in his hands by order of the Lodge;
2. To disburse or transfer the same, or any part thereof, upon the order of the Master, duly attested by the Secretary;
3. To keep a book or books wherein a correct account of his receipts and disbursements shall be exhibited;
4. To present a statement of the finances of the Lodge whenever required; and
5. To perform such other duties, appertaining to his office, as the Bylaws require or the Lodge may at any time direct.

## DUTIES SUGGESTED:

1. To serve on the Budget and Finance Committee; and
2. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions).

## RITUAL REQUIRED:

1. To attend District Officers' Association meetings; and
2. To be qualified to give the work of the Treasurer in the First Degree.



# SECRETARY



## DUTIES REQUIRED:

A.

1. To record all proceedings at each meeting proper to be written, under the direction of the Master, and to transcribe the same in a minute book to be kept for that purpose, and at the next Stated Meeting to submit the minutes so transcribed to the Lodge for approval or correction, and after the same are so corrected and approved, to present the same to the Master for his signature;
2. To collect and receive all moneys due the Lodge and pay them over to the Treasurer;
3. To keep the seal of the Lodge and to affix the same, with his attestation, to all papers issued under its authority or in obedience to all the requirements of the Constitution and Regulations of the Grand Lodge;
4. To transmit to the Grand Secretary, immediately after each election in the Lodge, a certificate thereof;
5. To transmit to the Grand Secretary monthly and annual reports, in such form as shall be provided;
6. To transmit to the Grand Secretary with the annual report, the number of life members borne on the roll, the amount of the fund thus created and the manner in which said fund is invested;
7. To transmit to the Grand Secretary with the annual returns the names, dates of initiation, passing and raising, and the dates of death of all permanent members of Grand Lodge as are enumerated in Section 8 of the Constitution;
8. To report to the Grand Secretary, immediately after their occurrence, all rejections for the degrees, expulsions, suspensions and restorations, in the forms provided; and
9. To furnish to the Masonic Homes Endowment Board such information pertaining to matters affecting or relating to his Lodge as may be requested from time to time.

B.

To keep the following books of the Lodge, in such forms as may be provided: Record Book, Book of Bylaws, Roll Book, Register and Account Books as may be necessary; to preserve the Books of Constitutions and Regulations of the Grand Lodge, together with all the printed Proceedings thereof as promulgated by its order.

DUTIES SUGGESTED:

1. To serve on the Budget and Finance Committee; and
2. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions).

RITUAL      REQUIRED:

1. To attend District Officers' Association meetings; and
2. To be qualified to give the work of the Secretary in the First Degree.



# SENIOR DEACON



## DUTIES REQUIRED:

1. To perform such duties consistent with the usages of the Craft pertaining to the office of the Senior Deacon, as may be required by the Bylaws or directed by the Master; and
2. To personally greet and "host" visitors and properly introduce them in the Lodge room.

## DUTIES SUGGESTED:

1. To greet all visitors entering the building and begin the examination for any first time visitors;
2. To serve as Chairman of the Visitor Examination Committee;
3. To serve as Chairman of the Parade Committee;
4. To serve as Editor of the Lodge Trestleboard;
5. To attend the Annual Communication of Grand Lodge, if possible;
6. To serve on the Budget and Finance Committee; and
7. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions).

## RITUAL REQUIRED:

1. To attend District Officers' Association meetings;
2. To be qualified to give the work of the Senior Deacon in all degrees and the lecture of the Second Degree;
3. To be qualified to give the work of the Junior warden in the first section of the Second Degree;
4. To learn the work and lecture of the First Degree and the other ritual required to be qualified as Junior Warden; and
5. To be qualified to give the work of the Senior Warden in the first section of the First Degree.

## RITUAL IMPLIED:

1. To attend all degree practices designated by the Master.

**RITUAL SUGGESTED:**

1. To be responsible for the Fellowcraft degree team in the second section of the Third Degree;
2. To notify the Fellowcraft degree team in advance of all Third Degrees and see that qualified members are present to take every part; and
3. To know the visitor's examination oath.



## JUNIOR DEACON



### DUTIES REQUIRED:

To perform such duties consistent with the usages of the Craft pertaining to the Office of the Junior Deacon, as may be required by the Bylaws or directed by the Master.

### DUTIES SUGGESTED:

1. To serve as Chairman of the Visitation or sunshine Committee (keep track of any illness or hospitalization among the membership, arrange for flowers and get-well cards, if appropriate, and to inform the Master, Secretary and the Lodge of those who are ill);
2. To serve as Chairman of the Telephone Committee;
3. To assist the Tiler in setting up and tearing down the Lodge room for all Stated and Special Meetings;
4. To serve as Chairman of the Public Schools Committee (Bikes for Books);
5. To serve on the Fund Raising Committee;
6. To serve as Chairman of the Masonic Education Committee; and
7. To attend the Annual *Communication of Grand Lodge*, if possible; and
8. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions).

### RITUAL REQUIRED:

1. To attend District Officers' Association meetings; and
2. To learn the work of the Senior Deacon in all Degrees;
3. To be qualified to give the work of the Junior Deacon in all Degrees.

### RITUAL IMPLIED:

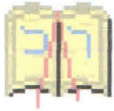
1. To be qualified to give the work of the Junior Warden in the first section of the First Degree; and
2. To attend all degree practices designated by the Master.

### RITUAL SUGGESTED:

1. To be responsible for the "workmen of the temple degree team" in the second section of the Third Degree; and

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2. To notify the "workmen" in advance of all Third Degrees and see that qualified members are present for that part of the work.

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## CHAPLAIN



### DUTIES REQUIRED:

To perform such duties consistent with the usages of the Craft pertaining to the office of the Chaplain, as may be required by the Bylaws or directed by the Master.

### DUTIES SUGGESTED:

1. To offer devotions at all dinner meetings and other Lodge functions as requested by the Master;
2. To serve as Chairman of the Masonic Widows Committee;
3. To serve on the Visitor Examination Committee;
4. To assist the Tiler in setting up and tearing down the Lodge room;
5. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions).

### RITUAL IMPLIED:

To attend all degree practices when requested by the Master.

### RITUAL REQUIRED:

1. To attend District Officers' Association meetings; and
2. To be qualified to give the work of the Chaplain in all Degrees (opening and closing prayers, perambulations and charges).

### RITUAL SUGGESTED:

1. To know one of the parts of the second team in the second section of the Third Degree.





## SENIOR STEWARD



### DUTIES REQUIRED:

To perform such duties consistent with the usages of the Craft pertaining to the office of the Senior Steward, as may be required by the Bylaws or directed by the Master.

### DUTIES IMPLIED:

1. To be responsible for the Stewards Committee for all dinners and all degrees. The Stewards Committee should consist of the Junior and Senior Stewards and, at a minimum, additional Masons (the five most recently raised Masons should be included as a part of this committee so that they can become acquainted with the other members of the Lodge);
2. To be responsible for providing refreshments after all degrees (setting up the tables; acquiring, preparing and serving refreshments as necessary, i.e. making coffee, etc.);
3. To maintain an inventory of adequate food stores as appropriate to prepare an impromptu meal if need arises.
4. To keep itemized receipts for all refreshment expenditures (coffee, pies, donuts, etc., paper goods, and other staples as required);
5. To turn over all receipts to the Junior Warden monthly (to be submitted with the Junior Warden's receipts to the Secretary at least one week prior to the Stated Meeting); and
6. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions).

### DUTIES SUGGESTED:

1. To serve on the Budget and Finance Committee as a ex-officio member;
2. To serve on the Visitor Examination Committee;
3. To serve on the Entertainment Committee;
4. To serve as Chairman of the Public Information Committee;
5. To serve on the Telephone Committee.

### RITUAL REQUIRED:

1. To attend District Officers' Association meetings; and
2. To be qualified to give the work of the Senior Steward in all Degrees.

RITUAL IMPLIED:

1. To learn the work of the Junior Deacon in all three degrees;
2. To learn the work of the Senior Deacon in the first section of the First Degree; and
3. To attend all degree practices designated by the Master.

RITUAL SUGGESTED:

1. To learn the perambulations for all three degrees; and
2. To know the second Fellowcraft's part for the second section of the Third Degree.

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# JUNIOR STEWARD



## DUTIES REQUIRED:

To perform such duties consistent with the usages of the Craft pertaining to the office of the Junior Steward, as may be required by the Bylaws or directed by the Master.

## DUTIES IMPLIED:

1. To serve on the Stewards Committee for all dinners and refreshments after all degrees;
2. To be responsible for the Stewards Committee in the absence of the Senior Steward; and
3. To attend all Lodge functions (*Stated and Special Meetings*, Lodge social events and other Lodge functions).

## DUTIES SUGGESTED:

1. To serve on the Visitor Examination Committee;
2. To serve on the Entertainment Committee; and
3. To serve on the Telephone Committee.

## RITUAL REQUIRED:

1. To attend District officers' Association meetings; and
2. To be qualified to give the work of the Junior Steward in all Degrees.

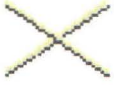
## RITUAL IMPLIED:

1. To learn the work of the Senior Steward in all Degrees;
2. To learn the work of the Junior Deacon in the first section of the First Degree; and
3. To attend all degree practices designated by the Master.

## RITUAL SUGGESTED:

1. To learn the charges for all three degrees;
2. To know one of the parts for the "workmen in the temple degree team" in the second section of the Third Degree; and
3. To know how to properly prepare candidates in all degrees.

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## MARSHAL



### DUTIES REQUIRED:

To perform such duties consistent with the usages of the Craft pertaining to the office of the Marshal, as may be required by the Bylaws or directed by the Master.

### DUTIES SUGGESTED:

1. To greet and stay with the First Degree candidate(s) from the time that they enter the Masonic hall until the Lodge is ready to open (if possible, request another brother to remain with them until the Lodge is opened and the degree starts; instruct them to remain in the library or fellowship room until called for);
2. To greet all Second and Third Degree candidates and review all signs, tokens and words of the preceding degree(s) with them before Lodge opens;
3. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions);
4. To serve as Chairman of the Education Committee.

### RITUAL IMPLIED:

To attend all degree practices when requested by the Master.

### RITUAL REQUIRED:

1. To attend District Officers' Association meetings; and
2. To be qualified to give the work of the Marshal in all Degrees (interrogation of First Degree candidates, reception of the flag and Grand Lodge officers).

### RITUAL SUGGESTED:

1. To learn the perambulations and charges for all three degrees; and
2. To know one of the parts of the "workmen in the temple degree team" in the second section of the Third Degree.



TYLER



**DUTIES REQUIRED:**

To perform such duties consistent with the usages of the Craft pertaining to the office of the Tyler, as may be required by the Bylaws or directed by the Master.

**DUTIES IMPLIED:**

1. To be responsible for setting up and tearing down the Lodge room for all Stated and Special Meetings (before meeting: arrive early, unlock door, set up Lodge early so that meeting can start on time, properly lay out paraphernalia for scheduled degree including candidate paraphernalia and set out jewels for Master in proper order) (after meeting: break down Lodge, put away paraphernalia, turn off lights and lock door);
2. To receive all visitors and assist them in filling out visitor cards;
3. To notify the Senior Deacon of all visitors and provide him with a card containing their names suitable to be used for introductions (include their titles, and the name and location of their Lodges);
4. To notify the Senior Warden of all candidates for degrees; and
5. To attend all Lodge functions (Stated and Special Meetings, Lodge social events and other Lodge functions).

**RITUAL REQUIRED:**

1. To attend District Officers' Association meetings; and
2. To be qualified to give the work of the Tyler in all degrees.

**RITUAL IMPLIED:**

1. To know how to properly prepare candidates for all degrees.

# HEAD CANDIDATE'S COACH

NOTE: There is no official title "Head Candidate's Coach" The Senior Warden is in charge of all candidate coaching, but he may assign someone with that overall duty. However, the Senior Warden is not relieved of the responsibility.

## DUTIES SUGGESTED:

1. To keep a list of all candidates, record their progress in learning the Candidate's Lecture of all degrees and report the same to the Senior Warden;
2. To ensure each candidate has advanced to the next degree within the allotted time;
3. To see that every candidate is supplied with a coach;
4. To see that every candidate's coach is supplied with a Candidates Coaches Handbook; and
5. To certify that all candidates are qualified in the Candidate's Lecture prior to giving it in open Lodge.

## RITUAL REQUIRED:

1. To attend District Officers' Association meetings; and
2. To be qualified to give both the candidate's and the examiner's portion of the Candidate's Lecture for all three Degrees.

## RITUAL SUGGESTED:

1. To hold regular coaching meetings with the Officer's Coach and the coaching staff to insure that the coaching staff is proficient in the Candidate's Lectures of all three Degrees;
2. To examine the candidates giving the Candidate's Lecture, prior to their giving it in open Lodge, to insure that the candidate is proficient in the lecture; and
3. To examine the candidates in the Candidate's Lecture in open Lodge.