

Sample Lodge Officer Duties
(from Argus Lodge #545, Canfield, OH)

Each officers duties include, but are not limited to the following:

EACH OFFICER IS RESPONSIBLE FOR HIS OWN DUTIES.

EACH OFFICER IS TO BE PRESENT AT ALL SCHEDULED LODGE EVENTS. ABSENCES FROM EVENTS AND DEGREES NEED TO BE APPROVED BY THE MASTER AND OFFICER IN CHARGE.

EACH OFFICER IS ALSO RESPONSIBLE FOR THE OFFICER BELOW AND THE OFFICER ABOVE HIMSELF. THIS RESPONSIBILITY IS IN REGARDS TO WATCHING THAT DUTIES ARE FOLLOWED THROUGH PROPERLY, INCLUDING, ALL ASPECTS OF BEING AN OFFICER. THE WORSHIPFUL MASTER IS TO BE INFORMED OF BOTH PROBLEMS AND EXTRA EFFORTS DISPLAYED BY ANY OFFICER.

It shall be the duty of the Junior Steward to:

Commit to memory all degree work of the Senior Steward. Also, the opening and closing parts of the Junior Deacon, in all degrees.

Commit to memory the EA lecture for EA Degrees in the fall.

Conduct the examination of the candidates in the FC & MM degrees, assist in making arrangements for a pre-exam, and contacting the candidates for both.

Assist the Senior Steward in the preparation of lunches, contacting candidates to assist, setting tables before lodge, and the clean-up of fellowship hall and the kitchen after lodge.

It shall be the duty of the Senior Steward to:

Deliver the EA Lecture.

Commit to memory the opening and closing parts of the Junior Deacon.

Commit to memory the FC lecture for FC Degrees in the fall.

Conduct the examination of the candidates in the EA degree, assist in making arrangements for a pre-exam, and contacting the candidates for both.

Make out name tags for the candidates.

Coordinate with kitchen stewards and/or arrange for the preparation of lunches following the meetings of the lodge; be responsible for having sufficient drinking cups, plates, hand towels, table cloths, and bathroom tissue; and be in charge of all financial arrangements for such purposes.

See that all lights are off, heat is turned down at thermostats and the doors are locked following each meeting.

It shall be the duty of both Stewards to:

READ THE RITUAL DISCLAIMER IS TO EACH CANDIDATE PRIOR TO HIS RECEIVING EACH DEGREE. ALSO, YOU ARE TO BE CERTAIN THE CANDIDATE UNDERSTANDS THE SYMBOLISM OF THE OBLIGATION AND ITS PENALTIES.

Report to the officer in charge of the degree any health problems, told to you by the candidate, or other unusual circumstances, observed by yourself, which might require caution in handling the candidate or defer the conferring of a degree.

Maintain a candidate list with full names, address, phone numbers, and status of degree work.

Greet candidates and make certain they are properly introduced to the Lodge Officers and the Brethren.

Keep the candidates robes properly dry cleaned.

Make certain that each candidate is fully prepared before permitting him to be examined for proficiency in each degree.

Make certain that each candidate is fully prepared to enter lodge before receiving each degree. Also, to instruct each candidate on how to receive the Bible and position himself in the N.E. corner.

Make certain that each candidate receives the candidate-questionnaire with EA exam book and returns it at the MM Pre-exam for your forwarding them to the Master.

Open and secure all building for functions including sidewalks during winter conditions.

It shall be the duty of the Junior Deacon to:

Prepare himself to take all stations in EA & FC degrees, including the East.

Deliver the FC Lecture.

Commit to memory the MM lecture for MM Degrees in the fall.

Prepare the lodge for opening; set out the aprons, collars, working tools, and proper tray of slides for the lecture. Also, prepare the lodge for all degrees (indoor/outdoor) and arrange for a Brother to sit in the Junior Deacon's chair while he is dressing for the second section of the MM Degree. Finally, secure implements and tools after traveling and/or completion of Degree Work.

Advise and assist the Stewards when necessary.

Confer with the Candidate Coaching Coordinator for assignment and selection of coaches.

Station himself at the top of the Stairs a minimum of a half hour before Lodge to greet visitors and candidates, and introduce them to other officers and members.

Order, pickup, and distribute member's name tags.

It shall be the duty of the Senior Deacon to:

Prepare himself to take **all** stations in **all** degrees including the East opening and closing (EA & FC required).

Deliver the MM Lecture.

Work with the Junior Deacon in preparing lodge room and traveling preparations.

See that Funeral Aprons, Ritual, and Register Sheets are at each Masonic Funeral. Status to be reported to the Master.

Introduce and accommodate Past Masters, first time visitors, and all visiting dignitaries at the opening of lodge. Introductions shall be in accordance with the Grand Lodge Officers Manual (pages 21-24).

Introduce all visitors before lodge has closed.

Order, pickup, and distribute hats, shirts, and jackets.

It shall be the duty of the Junior Warden to:

Open, close, obligate the first candidate, and be in charge of the EA Lodge under the direction of the Master. Deliver the EA Charge.

Ensure that all candidates for the degree of EA are contacted prior to the degree preferment. Also, that the candidate(s) are contacted and counseled in EA Degree.

Prompt for all lectures, charges, exams, obligations and the second section of the MM degree.

Present Masonic lapel pins to candidates following MM Exam.

Prepare and present the speaking program for Past Masters Night.

Assist the Senior Warden with the duties of the Visitors Examining Committee.

Advise and assist the deacons when necessary.

Remain in the South at all times when Lodge is at refreshment, both actual and figurative. If you need to leave for any reason arrange for a Brother to sit in the South during your absence.

Represent the Lodge on the Ways and Means Committee and act as a member of the Relief Committee.

Begin to arrange a Trestleboard for your year as Master including committees and goals.

Report on Grand Lodge and when received from Grand Lodge, read the circular on the proceedings of the Annual Communication of Grand Lodge.

It shall be the duty of the Senior Warden to:

Open, close, obligate the first candidate and be in charge of the FC Lodge under the direction of the Master. Deliver the FC Charge.

Ensure that all candidates for the degree of FC are contacted prior to the degree preferment. Also, that the candidate(s) are contacted and counseled in FC Degree.

Commit to memory the G Lecture for the fall FC Degrees, including the FC Outdoor.

Operate slides for all degree lectures.

Assist the Tyler in registering and vouching for visitors and members. Also, assist JW in examining visitors.

Represent the Lodge on the Ways and Means Committee and act as a member of the Relief Committee and Audit Committee.

Chair the Social Committee and the Visitor Examining Committee.

Make all arrangements with the Master for the annual installation during summer break.

Arrange and finalize a Trestleboard for presentation to officers during summer break.

Make contact with the brethren you want to appoint as officers and those you want to serve on committees for the upcoming year, before and during summer break.

It shall be the duty of the Master to:

Preside at all Stated and MM meetings, and deliver the G Lecture and the MM Charge. Make all arrangements for the Annual Inspection, Installation, Annual Meeting. Finally, turn in a detailed written report for officers and Treasurer as applicable.

Ensure that all candidates for the degree of MM are contacted prior to the degree preferment. Also, that the candidate(s) are contacted and counseled in MM Degree.

Conduct monthly Officers Meetings.

Contact candidates, officers, and LEO for "On The Threshold" Counseling.

See that all Officers have current copies of the Trestleboard, Officers and Past Masters' calling list, and committee lists.

Chair the Ways and Means Committee and the Relief Committee.

Be a member of your lodge's Past Masters Association and act as a liaison between the Past Masters and the current line officers.

It shall be the duty of the Lodge Education Officer to:

Recommend candidate counselors to the Master for all degrees.

Oversee all candidate counselors.

Counsel all candidates before they receive the EA degree.

Conduct all Lodge Education Programs and supervise brothers that assist.

Will encourage all Officers and Brethren to participate in Grand Lodge Continuing Education Programs. (Series IV, Series V, WILL, and TELL Programs)

Be present to make comments and "walk thru" at each degree's candidate counseling session.