

LODGE OFFICERS

The Governance of a Lodge comes from:-

1. Book of Constitutions R98. - R123.
2. Lodge Officers Guide Section1 1- Duties of Lodge Officers
3. Forms and Ceremonies Installations
4. Lodge By-Laws
5. Lodge Ritual Opening, Closing (4 works)

R98. Necessary Officers.

The officers of a constituent lodge shall be the Worshipful Master, the Senior Warden, the Junior Warden, the Immediate Past Master, the Treasurer the Secretary two Deacons two Stewards, an Inner Guard and a Tyler and such other officers as the Lodge may by Bylaw deem necessary for the proper working of the Lodge. They shall hold office until their successors shall have been elected or appointed and installed.

R99. Which to be elected.

The Worshipful Master, Wardens, Treasurer and Tyler shall be elected annually by ballot and a majority of the votes cast shall be necessary to elect. Where there is but one member aspiring to an office and by majority vote of all members present, the rule requiring a ballot shall be suspended and the election be voted in the manner usual among Freemasons The remainder of the officers shall be appointed by the Worshipful Master, or elected, as the By-laws of the Lodge may direct.

LODGE OFFICERS

Duties of Lodge Officers

The success of a Lodge, whether large or small, is largely dependent upon the quality of leadership possessed by its group of Officers.(particularly the Worshipful Master). As a Brother progresses from office to office in his Lodge he should acquire such attributes as ability to meet people, observe the Masonic niceties and as his experience broadens develop his executive talents.

Our purpose is:-

To provide an environment that will help good men make themselves better.

Worshipful Master

He is the principle officer of the Lodge. He is the head man, the boss, the CEO and he has a great deal of authority and responsibility. He is responsible to the members of his lodge, we say:" his brethren" and to Grand Lodge for the conduct and well being of his Lodge. His station or office is in the East. He must be able to do the following:

- Conduct Lodge affairs in strict conformity with the laws regulations and edicts of Grand Lodge (Book of Constitutions)
- Conform to the ritual work of the Lodge (Ritual Book)
- Confer the three degrees Entered Apprentice, Fellow Craft, Master Mason
- Properly conduct a ballot on candidates and affiliates
- Open and close lodge in the three degrees in long form

- Receive visitors graciously and make them welcome
- Conduct lodge business in conformity with Lodge By-laws

He has the prerogative to:

- Appoint committees
- Rule on points of order
- Initiate and close debates
- Accord Grand Honours
- Refuse admittance to a visitor
- Call an emergent communication of his lodge
- Direct a ballot be taken on important issues
- Appoint non-elective officers

Subjects should not be discussed in Lodge or the Festive Board:

- Religion of Theological creeds
- Private business
- Partisan politics
- Racial questions
- Non-Masonic subjects which divide men by class
- Any matters which may slander your Lodge, Officers, Grand Lodge or its Officers, any Brother or the Craft in general

The Worshipful Master should be a good team builder and must be involved in a planning process for the success of his Lodge.

Senior Warden

He is to govern the Lodge in the absence of the Worshipful Master and in his presence to assist in the running of the Lodge. His station or office is located in the West. He is expected to understudy the duties of the Master.

He should familiarize himself with the Book of Constitutions, Lodge Officers Guide, Forms and Ceremonies and Lodge By-laws.

Junior Warden

He will govern the Lodge in the absence of the Worshipful Master and Senior Warden. He should be familiar with the Book of Constitutions, Lodge Officers Guide, Forms and Ceremonies and Lodge By-laws. He is in charge of refreshments (catering) and is assisted in this capacity by the Senior and Junior Stewards. He is now a member of Grand Lodge and is entitled to attend the Annual Communication.

Immediate Past Master

He sits to the immediate left of the Worshipful Master. He is expected to attend every meeting and provide assistance and counsel to the Worshipful Master. He is neither appointed or elected as his office is his by right after faithfully performing his duties as Worshipful Master.

Treasurer

He is responsible for all funds received from the Secretary and to keep an accurate account of these funds and for payments authorized by the Lodge. He may be required to advise the Lodge on all financial matters and to prepare a yearly financial statement.

Secretary

He is responsible to keep an accurate record of all Lodge proceedings and to receive all money due the Lodge. He is also responsible to inform Grand Lodge of many Lodge functions and of issues pertaining to Lodge members. The Secretary is the "strong right arm" of the Worshipful Master. He provides timely advice, assists with the planning of meetings and issues the monthly notice to the brethren. He comes into personal contact with the Lodge brethren more often than any other officer. If the Worshipful Master is the CEO, then the Secretary is the COO.

The Deacons

It is the responsibility of the Deacons to perform duties assigned by the Worshipful Master. They are to conduct candidates through the various degrees. They are to attend the Worshipful Master and the Wardens and to act as their assistants. They are also to introduce the visitors.

Director of Ceremonies

He is to see that the Lodge is properly prepared and the brethren are properly clothed. He marshals all processions and demonstrations of the brethren. He is to see that everything is done decently and in order. He receives Grand Lodge and other visitors and he must be well skilled in the ancient usages and customs of the Fraternity. He must be well conversant with the Book of Ceremonies and Lodge Ritual.

Stewards

Under the direction of the Junior Warden, they shall arrange and prepare refreshments and are required to serve at the banquet table. They are to see that the tables at refreshment are properly furnished and that every brother is suitably provided for and to generally assist the Deacons and other officers in performing their duties.

Inner Guard

He is situated immediately inside the entrance to the Lodge. He can meet brethren as they enter and see they are properly clothed and vouched for. He reports any alarms to the Worshipful Master or Junior Warden (depending on the ritual work) when Lodge is open.

Chaplain

It is his duty to lead the devotional exercises of the Lodge.

Director of Masonic Education

He is to initiate presentations and or informative discussions when requested to do so and instruct the brethren in the principles of our Craft.

Historian

He is to preserve the archives and record the history of the lodge for the benefit of future generations and to be prepared to present such history when requested to do so.

Organist

He shall punctually attend all meetings and conduct the musical portion of the ceremonies of the lodge.

Tyler

The Tyler's station is outside the door of the Lodge room, which he guards. He is to see that all members and visitors sign the porch book before entering and to give alarms when necessary. He is expected to give the Tyler's Toast at the close of the Festive Boards (banquets).