

Learn About Each Lodge Officer

EACH OFFICER: WORSHIPFUL MASTER

His Station is in the East, reached by three steps. His seat represents the place once occupied by King Solomon.

The color of his station is 'White' denoting Purity and Wisdom.

White reminds us of that Devine Wisdom which can only be obtained through searching the revealed word of Him who is without beginning of days, or ending of years.

His jewel is the Square of Virtue which teaches us morality. It is angle of 90 degrees, or the fourth part of a circle.

His tools of authority are the Charter (Warrant), Book of Constitutions, Gavel and the Hat.

His position in the Lodge is similar to the Minister in the church. He has always been charged to present religious and intellectual teachings to the craft and must do so at every *communication*. (*Wages*)

He is the overall administrator of all acts in and for the Lodge.

The Lodge at all times belongs to the Master, and is to be at his Will and Pleasure. He can not be contested or questioned; or placed on trial.

He answers only to the Grand Master/Grand Lodge, and his conscience.

Whenever the Master enters an area, he is to receive the acknowledgement of every Mason present.

It is his duty to deal fairly with every infraction of Masonic Law in hi domain. This includes visitors and unaffiliated Masons.

All who enter his domain should make their presence known, offer their services and seek their wages.

While a Masters power is extensive within his Lodge, he does not have the right or power to issue an edict. That power is reserved for the Grand Master, to invoke firm precepts applicable to every Lodge, thereby maintaining similarity throughout the jurisdiction.

He is to maintain peace and harmony in his Lodge, and be a good example to the craft.

He should establish a process of learning for his craft and demand that each member participates. He should demand that his officers become proficient, and he himself be proficient. A master who reads in the Lodge will lose a degree of the effectiveness for which his office is known.

He must be a moral and good man He must be a law-abiding man. He must not be a conspirator or enemy of the government. He must be temperate and meek he must be cautious, courteous, faithful and self-governing. He must possess a love for genuine Masonry. He must respect his Masonic superiors:

1. Deity through His Law
2. The Grand Lodge through its charter
3. His own law (while he commands, he obeys also)

He must be a zealous man.

He must be well versed in the Landmarks of Masonry.

He must be a lover of old-time things. (Written Laws of Old)

He must be zealous to honor.

He must communicate stately with the Grand Lodge.

He must recognize no clandestine rival.

He must maintain the regularity of the system.

His Duties Include (but not limited to):

- attending the communications of his Lodge regularly
- to open his Lodge at a regular time, and close at a suitable time
- to preserve order in his Lodge
- to regulate the admission of visitors
- to protect and preserve the charter / transfer it to his successor
- to perform the ritualistic work of his Lodge/drill and drama, and should early commit to memory all that is to be communicated

- to cause investigation into all un-masonic conduct
- to visit the sick and preside at funerals
- to be a good example to his brothers, maintaining peace and harmony within and without the Lodge

EACH OFFICER: SW

His station is in the West, upon a dias reached by two steps. He sets in a seat representative of one once occupied by King Hiram of Tyre.

the color of his station is 'Red', emblematical of Strength, Zeal and Love.

His jewel is the Level, emblematical of Equality. (Masons meet on the level) We should never act in the presence of a brother, at a level higher than that which he has attained.

In the presence of the Master, he is the second ranking officer or member of the craft, and must always respect the Master as goes every other member.

While the Master is about the business of the Lodge, the Sr Warden generally is authorized to superintend the behavior of the craft.

A responsible and concerned Sr Warden will attempt to involve himself in all aspects of Lodge movement, and stay abreast of lodge activities.

He, like the Secretary, should be in contact with the Master almost daily in order that he might stay informed, and the Master should welcome this type of concern and support.

Including degree work, the Sr Warden duties are minimal as compared to those of the Master. Therefore, upon taking office, he should begin serious study into the duties of the Master ; to be adequately prepared to assume the Master's seat in his absence.

In the absence of the Master, the Sr Warden is to faithfully represent the Master, and govern the Lodge as such. At the earliest time following his tour representation, he should contact and inform the Master of the proceedings during his absence.

The word Warden (extracted from France) means surveillant or overseer.

He carries the Column of Doric.

EACH OFFICER: JUNIOR WARDEN

His station is in the South, reached by one step. His seat is representative of one once occupied by The Master Builder.

A sheaf of wheat is displayed over his station.

His jewel is the Plumb, which teaches Rectitude of Conduct.

The color of his station is Blue, denoting Beauty, Fidelity, Truth, Eternity and Friendship.

He carries the column of Corinthian.

His duties are second only to the W.M. in quantity.

- manager of entertainment
- counselor and advisor
- supervisor of morals
- admonisher to erring members
- prosecutor during trials

He is to conduct personal investigation into all charges against a member. Should the charges prove factual, he is to prepare written charges for presentation to the Lodge, in a regular meeting.

Prior to presenting charges to the Lodge, the W.M. should be consulted and informed of the severity, thereby allowing time for the W.M. to give private thought and consideration. Like any other Lodge business, these charges can only be read at the Will and Pleasure of the W.M.

In the absence of the W. M. and the S.W., the Jr. Warden shall open the meeting. Unlike his two seniors, he can not open the Lodge from the East. He must do so from the South. Once the meeting is opened, it is his choice to preside, or call on a P.M. to do so. At the start of he should have begun making himself familiar with Lodge his tenure, procedure.

He is a member of the Grand Lodge.

EACH OFFICER: SENIOR DEACON

Elder members of a craft most usually recognize this officer as The second most important in the Lodge because of the requirements of the office, duties performed and relation to the W.M.

He is expected by all to be a highly knowledgeable member. Should he not be extensively knowledgeable, his best attributes in that position is a desire to study and learn his duties fully. A good memory is needed.

In regards to directions and instructions, the Treas. and Sec. are in a strictly administrative capacity. Therefore the S.D. is looked on as the fourth ranking officer in the Lodge.

His stationary position in the Lodge is in the E.N.E. area of the Lodge, just to the Front and to the right of the W.M., where he can best serve as proxy.

As the senior attendant, he is to protect and attend on the W.M.

His jewel is the S & C with the Sun which denotes his place near the East.

His every act on the floor is representative of the desires of the W.M. and must be accepted by all as such. The W.M. seldom appears on the floor

The W.M. appoints as his S.D. a Brother with whom he can work comfortably *and who* he has no doubt been closely associated in the past.

Through a W.M ongoing conversation, his S.D. should be able to read ahead and immediately move to perform proficiently when ordered.

In the opening and closing ceremonies he moves about swiftly, quietly and efficiently.

He is the drawing personality during degree work and is directly assisted by the Stewards and M. of C.

He must master certain Masonic dialogue, never being satisfied with the knowledge already digested.

During degree work or instructions, he must be certain his innovations are not such that the meaning or intent of a subject is lost.

EACH OFFICER: JUNIOR DEACON

This officers stationary position is to the right of and slightly in front of the Sr Warden. His responsibilities to that officer are to perform the duties of attendant.

The Sr. Warden, when permitted by the Master, will appoint this officer. It is generally supposed that if the Sr Warden eventually assumes the East, he will take this officer with him to serve as Sr Deacon.

The Jr. Deacon, having been appointed to a Line Officer position, would do well to actively improve his ritualistic, talents, and Masonic rhetoric.

Where possible, he should assist the Sr. Deacon during the conference of degrees.

While being the immediate proxy of the West, he is also employed in the security of the Lodge, keeping the outer room clear and keep in the Tyler informed as to activities and changes in the Lodge.

During periods of balloting he should inform the Tyler that the door of the Lodge should not be alarmed.

EACH OFFICER: STEWARDS

The position of these officers in the Lodge is at the right and left of the Jr. Warden.

Their jewel is the “Cornucopia” also known as the horn of Plenty. This jewel signifies that the wearer is a servitor of the Lodge.

They are to assist other Lodge officers in the performance of their duties in the Lodge.

Of the Jr Wardens duty to provide entertainment and refreshment, he is merely to establish and provide the means. The physical portion of that duty is to be carried out by the Stewards.

As the word Steward means servant, they are in fact servants of the Lodge. (Since the year 926, Stewards have been directed to provide refreshment and good cheer to the craft during the hours of refreshment.

They are to assist the Tyler in the preparation of the Lodge and aid in the care of all furnishings.

At social gatherings, they are to make certain that the Worshipful Master and special are adequately provided for. Also at meetings.

If there are Masters Of Ceremonies appointed in the Lodge, the Steward are considered to be the higher ranking servitor.

In many Lodges, the business of examining visitors is a duty of the Jr Warden, which he will sometimes relegate to the Stewards.

EACH OFFICER: CHAPLAIN

In Delaware Lodges, the Chaplain's place is in front of, and just to the right of the Master.

His duty is to perform those priestly duties delegated by the Master. (Through ritualistic usages of the Order, the Master possesses a.11 priestly rights necessary to be exercised in the ceremonies of our institution.

A Lodge Chaplain should memorize the following.

- Psalm
- Amos
- Ecclesiastics
- Opening and Closing prayers from the ritual

Mackey finds no mention of a Lodge Chaplain in the old usages, or any authority in the Ancient Regulations.

Preston mentions, the Grand Chaplain was instituted on May 1, 1775, at a Corner Stone Laying in London, England. Today, Grand Lodge and Lodge Chaplains are used throughout this country.

EACH OFFICER: TYLER

His place is without the door of the Lodge.

He is to permit Entry or Exit only to those whom are permitted

His jewel is the Sword,

He is the keeper of Lodge properties.

He, through acceptance of office, relinquishes participation in Lodge affairs, except he may participate in balloting, at *which time* he is relieved by the JD, since their duties are somewhat the same.

He is to place Lodge regalia before meetings, with the aid of the Stewards.

He must collect entries to the members and visitors registers.

He should maintain a comfortable outer room. There should be refreshment for all awaiting entry or exiting *the* Lodge.

He is the messenger for the Lodge, and should deliver special summonses when such an act is denied by the craft.

It is not necessary that he be an elderly brother, but he should be a knowledgeable brother and one who knows the local craft,

He is generally appointed by the Master. (in some jurisdictions he is an elected officer)

Any Brother approaching the outer limits of the Lodge, and the Tyler does not know him, must be required to furnish a current dues card. If he cannot produce such, he should be sent away immediately, unless he asks for a member inside whom he supposes vouch for him.

Before a newly appointed or acting Tyler assumes that place, he should be fully informed of his duties

When the Grand Master (GM) arrives, the Tyler should alarm the door and inform the J.D. the door is not to be closed, but is to remain open until the G. M. has entered.

The Lodge should not be alarmed during opening or closing ceremonies, nor should it be alarmed during elections.