

# Duties And Obligations of Lodge Officers

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The purpose of this Grand Lodge publication is to provide all Lodge Officers with an understandable description of their duties and obligations. Most of the specific duties of Lodge Officers are given in the "Masonic Code of Minnesota" and the "Masonic Manual of Minnesota." Both of these publications should be thoroughly studied by all Lodge Officers as this pamphlet is only a supplement to them. It does, however, recommend assignments to the various officers that are not suggested elsewhere and that will ascertain that the work of the Lodge will progress in an orderly fashion.

## INTRODUCTION

The officers of a Lodge have been elected or appointed to serve the Lodge because of their particular talents. Some are more gifted in certain areas than others but all of them must possess one very important characteristic, that of DEVOTION TO DUTY.

When a man accepts an office in a Masonic Lodge he is saying to the Brethren of his Lodge that he has committed himself to Masonry and to the complete fulfillment of his office. He should, prior to acceptance of an office, study the charges which will be made to him at his installation. He should also recognize that he will have to make certain sacrifices as the job of an officer is not a "one or two" night a month obligation. There is a great deal of planning, studying, and attending involved in each of these offices. If he is not prepared to make these sacrifices then he is not being fair to his Lodge Brothers or to himself by accepting the office.

Every officer must work with enthusiasm, not only at his own particular job in the Lodge, but must assist all other officers in the performance of their duties. The officer, by doing his job well, is trying to earn his way to the next office in line or to some other position of responsibility in his Lodge.

The Senior Warden must always be on the alert for potential line officer material. Upon becoming Master of his Lodge it will be his responsibility to appoint at least one member to the officer line. In the supervision of degree work, committee work, and to other Lodge functions the Senior Warden will have the chance to see the membership at work. He will also have the opportunity to delegate responsibility to members which may bring to light officer material. Remember that there is a wealth of talent in the membership of every Lodge just waiting for the opportunity to be recognized.

**A successful Lodge has:** good ritualistic work, a good educational program, and, good Lodge administration and management. It is the responsibility of every officer to see that your Lodge is a successful Lodge.

## **MASTER**

The Master has been elected by his Brethren to fulfill the highest honor which can be bestowed upon a Master Mason by his Lodge. His duties, power and prerogatives are well nigh absolute and, as such, the trust which his Brethren have placed in him should never be violated.

The Master must:

1. Know the Ancient Landmarks, continuously study the Masonic Code of Minnesota, the Masonic Manual of Minnesota, and the By-Laws of his Lodge.
2. Preside as Master at all Stated Communications
3. Sign all orders and vouchers after Lodge approval.
4. Appoint all appointive officers and committee chairmen. Appoint committeemen on advice from the committee chairman.
5. Fill temporarily vacant Stations and Places
6. Serve as Chairman of the Finance Committee.
7. Serve as Chairman of the Charity Committee.
8. Attend--
  - Grand Lodge Communications
  - Schools of Instruction
  - Area Conferences
  - Masters and Wardens Conferences
  - Degree rehearsals
  - Leadership Schools
9. Make immediate personal contact with the family upon notice of the passing of a Brother or a member of his family and offer assistance.
10. Be responsible for the Masonic Burial or Memorial Service of a deceased Brother when requested. He may conduct the service himself or appoint a well qualified Brother to act for him.
11. Preside as Master on the Master Mason Degree and be present at all degree work.
12. Be responsible for obtaining all the necessary Brethren needed to exemplify the Master Mason Degree, this would include Brethren to rehearse the lectures.
13. Be responsible for an article in each issue of the Lodge paper.
14. Publish a calendar of events.
15. See that his successor is properly installed.
16. Be responsible for the progress of his appointee through the line to the East.

## **SENIOR WARDEN**

Your regular attendance on the meetings of the Lodge is essentially necessary. In the absence of the Master you are to govern this Lodge, in his presence you are to assist him in the government of it.

The Senior Warden should:

1. Serve as Master on the Entered Apprentice or Fellowcraft Degree.

2. Be responsible for the continuous operation of the Mentor Plan.
3. Secure Coaches for the Candidates.
4. Serve as a member of the Finance Committee.
5. Serve as a member of the Charity Committee.
6. Attend--
  - Grand Lodge Communications
  - Schools of Instruction
  - Area Conferences
  - Masters and Wardens Conferences
  - Degree rehearsals
  - Leadership Schools
7. Serve as Chairman of the Program Committee. Should administer the current year's program and plan the program for the following year.
8. Be responsible for an occasional article in the Lodge paper.
9. Be responsible for obtaining all the necessary Brethren needed to exemplify the degree at which he will preside. This will include Brethren to rehearse the lectures.
10. Be available to head up projects for the Worshipful Master.
11. Secure a commitment from a qualified member for appointment to the line.

### **JUNIOR WARDEN**

To you is committed the superintendence of the Craft during the hours of refreshment; it is, therefore, indispensably necessary that you not only be temperate and discrete in the indulgence of your own inclinations but carefully observe that none of the Craft be suffered to convert the purpose of refreshment into intemperance and excess. Your regular and punctual attendance is particularly requested.

The Junior Warden should:

1. Serve as Master or Senior Warden in their absence.
2. Serve as a member of the Finance Committee.
3. Serve as a member of the Charity Committee.
4. Serve as a member of the Program Committee.
5. Serve as Chairman of the Ritual Committee.
6. Serve as Master for the Entered Apprentice or Fellowcraft Degree.
7. Be responsible for obtaining the necessary Brethren needed to exemplify the degree at which he will preside. This would include Brethren to rehearse the lectures.
8. Attend--
  - Grand Lodge Communications
  - Schools of Instruction
  - Area Conferences
  - Master and Wardens Conferences
  - Degree rehearsals
  - Leadership Schools

9. Become acquainted with all fraternal matters such as Welfare, Relief, Charity, Masonic Cancer Center Fund, Inc., Minnesota Masonic Home and Care Center, Masonic Service Association, and the Minnesota Masonic Foundation.
10. Serve as liaison officer for DeMolay, if the Lodge sponsors a Chapter.
11. Be responsible for an occasional article in the Lodge paper.

### **TREASURER**

It is your duty to receive all moneys from the hands of the Secretary, keep just and regular accounts of the same, and pay them out at the Worshipful Master's will and pleasure, with consent of the Lodge.

The Treasurer should:

1. Prepare and present a detailed report the accounts of the Lodge at the annual meeting of the Lodge.
2. Work with Finance Committee and Trustees in preparation of budget.

### **SECRETARY**

It is your duty to observe the Worshipful Master's will and pleasure, to record the proceedings of the Lodge; to receive all moneys and to pay them into the hands of the Treasurer.

The Secretary should:

1. Prepare and present a detailed report at the annual meeting of the Lodge.
2. Submit on time required annual report to Grand Lodge.

### **MARSHAL**

It is your duty to form and conduct processions of the Lodge on all public occasions, and to attend to much other interests in the practice of our rites, as the Master shall direct.

The Marshal should:

1. Assist the Tyler to open and close the Lodge and to set up the Lodge.
2. Present the Colors of our country.
3. Assist the Stewards.

### **SENIOR DEACON**

It is your province to attend on the Master and Wardens and to serve as their proxies in the active duties of the Lodge, such as the reception of candidates into the different degrees of Masonry, the introduction and accommodation of visitors, and the immediate practice of our rites.

The Senior Deacon should:

1. Serve as Chairman of the Ways and Means Committee.
2. Attend--
  - Schools of Instruction
  - Area Conferences
  - Degree Rehearsals
  - Leadership Schools
3. Present the Middle Chamber lecture of the Fellowcraft Degree.

### **LODGE EDUCATION OFFICER**

The Lodge Education Officer will assist in preparing and promoting quality, regular educational programs for the Lodge. To this office has been given the honor and responsibility to be the facilitator of Masonic knowledge and philosophy. By your encouragement, guidance and leadership, the Lodge Education Officer will assist the Brothers of all degrees to study and enjoy Ancient Craft Masonry. Regular and punctual attendance at all Lodge Communications is particularly requested.

The Lodge Education Officer should:

1. Assist the Master and Senior Warden in having prepared or preparing quality, regular Lodge education programs.
2. Coordinate or assign the education efforts of the Lodge by holding regular meetings of the Lodge Officers, Mentor and Coaching Program Representatives, Degree Directors, and other Committee Chairmen of the Lodge as may be involved in educational efforts and activities.
3. Attend with other Brothers and Officers of the Lodge:
  - Schools of Instruction
  - Leadership Schools
 Attend:
  - Regional Lodge Education Officer Events
  - Grand Lodge sponsored Education Officer events
4. Receive, distribute and promote the use of educational information made available to Officers and Brethren as indicated.
5. Prepare and submit a report at the regular Stated Communication of the Lodge. This should include information on educational program(s) planned, and opportunities of Masonic education which Brothers may attend.
6. Masonic educational opportunities whenever they may occur.
7. Communicate Masonic educational articles and Lodge education activities by appropriate written means to all of the membership.
8. Notify other Lodge Education Officers of planned significant educational programs occurring within the Lodge.

### **JUNIOR DEACON**

It shall be the duty of the Junior Deacon to aid and assist the Senior Deacon with the execution of the Master and Wardens pleasure, carrying messages and guarding well the portals through which our Brethren pass and repass.

The Junior Deacon should:

1. Assist in the examination of visiting Brethren, introduce them and see that they are made to feel welcome.
2. Attend--
  - Schools of Instruction
  - Area Conferences
  - Degree rehearsals
  - Leadership Schools
3. Handle stage work and lighting if the Lodge has these capabilities.

### **CHAPLAIN**

It is your special duty to conduct the devotions of the Lodge, and bear before the throne of Heavenly Grace the spiritual needs of your Brethren.

The Chaplain should:

1. Serve as Chairman of the Visitation Committee.
2. Assist the Worshipful Master in all Funeral and Memorial Services.
3. Prayer or blessing at the table (Grace).

### **SENIOR STEWARD**

It is your duty to assist the Deacons and the other Officers in the discharge of their duties, and to see that the tables are properly furnished at refreshment and that every Brother is suitably provided for.

It is also your duty to aid in the introduction of candidates, and as from you the first impression of our Institution is received by them, you should be particularly careful, by the seriousness of your deportment, to properly prepare them for the dignified and important ceremonies of initiation.

The Senior Steward should:

1. Seriously propound, from memory, the necessary interrogatories to the Candidate and collect the required fee.
2. Assist and conduct Candidates, when needed.
3. Prepare the Candidate for work.
4. Attend--
  - Schools of Instruction
  - Area Conferences
  - Degree rehearsals

## Leadership Schools

5. Arrange for Assistant Deacons, when needed.

## **JUNIOR STEWARD**

It should be the duty of the Junior Steward to cheerfully accept the responsibility of aiding and assisting the Senior Steward

The Junior Steward should:

1. Assist and conduct Candidates, when needed.
2. Attend--
  - Schools of Instruction
  - Area Conferences
  - Degree rehearsals
  - Leadership Schools
3. Prepare necessary clothing for all degree work.

## **TYLER**

As the sword is placed in the hands of the Tyler to enable him effectually to guard against the approach of cowans and eaves droppers, and to suffer none to pass or repass but such as are duly qualified, so it should admonish us to set a guard over our thoughts, a watch at our lips, and post a sentinel over our actions; thereby preventing every unworthy thought, word, or deed, and preserving consciences void of offense toward God and toward man.

The Tyler should:

1. Be prompt and early so the Worshipful Master can open his Lodge on time.
2. Welcome and accommodate all visiting Brethren, acting as host of the Lodge.
3. Register all visiting Brethren and see that they are duly vouched for or examined.
4. See that all Brethren are properly clothed at Stated, Special, and Funeral occasions.
5. See that all aprons are kept clean and pressed.
6. See that all Lodge paraphernalia is in place for all Stated, Special, and Degree work.
7. See that all paraphernalia is put away when the Lodge is closed.

The Tyler should be reminded that he may be the first member of the Lodge to meet a visiting Brother. It is, therefore, very important that the Tyler sincerely welcome the visitor and see that he is examined and, if found qualified, properly received.