



FUNCTIONS OF THE LODGE DUTIES OF THE OFFICERS

EXECUTIVE

WORSHIPFUL MASTER – BUILDER OF CHARACTER AND COMMUNITY

The Worshipful Master is the elected leader of the lodge, embodying the spirit of the builder. He oversees all lodge operations, ensuring that meetings and ceremonies are conducted with precision and reverence for Masonic tradition. As chairman of the executive and charity committees, he guides the lodge in fostering harmony, promoting philanthropy, and creating meaningful change in the lives of its members and the broader community. His leadership sets the foundation for the lodge's mission, inspiring personal growth, strengthening fraternal bonds, and advancing the timeless values that unite us.

CHARITY COMMITTEE – BUILDING HARMONY AND HOPE

The Charity Committee, comprised of the Master, Senior Warden, and Junior Warden, upholds the lodge's commitment to fostering community and supporting members in times of need. This committee carefully reviews requests for remission of dues and other acts of charity, ensuring that every member feels valued, supported, and connected. By providing relief and nurturing harmony, the Charity Committee strengthens the bonds of brotherhood and promotes a culture of compassion and care within the lodge.

EXECUTIVE COMMITTEE – LEADERSHIP AND PLANNING

The Executive Committee, comprised of the Master, Senior Warden, Junior Warden, Treasurer, and Secretary, serves as the cornerstone of the lodge's success and longevity. This committee provides visionary leadership, ensuring effective governance and guiding the lodge's strategic direction. By overseeing event planning, financial stewardship, and member engagement, the Executive Committee works to strengthen connections, foster growth, and uphold the lodge's traditions. Their dedication ensures that the lodge continues to create meaningful change, inspire its members, and build a lasting legacy for the fraternity.

EDUCATION

SENIOR WARDEN - EDUCATION

The Senior Warden, second in command, is a leader focused on building knowledge and fostering growth within the lodge. Elected by the brethren, he oversees the education and formation of candidates, ensuring their journey is meaningful and rooted in Masonic values. As chairman of the Education Committee, he collaborates with Candidate Coaches to create a transformative experience for candidates and works with the Junior Deacon to provide engaging educational programming for all members. Prepared to step into the Master's role when needed, the Senior Warden's work strengthens the foundation and future of the lodge.

JUNIOR DEACON – MEMBER EDUCATION

The Junior Deacon serves as the Senior Warden's assistant, facilitating communication between the Senior and Junior Wardens while ensuring the security and smooth operation of lodge meetings. In addition to these responsibilities, the Junior Deacon plays a vital role in fostering intellectual growth by collaborating with the Senior Warden to develop and deliver enriching educational programming for members. His work ensures that the lodge remains a place of learning, connection, and meaningful engagement for all.

CANDIDATE'S COACHES – CANDIDATE EDUCATION

Candidates Coaches are instrumental in guiding new members on their journey into Freemasonry, ensuring their experience is enlightening and aligned with the fraternity's values. Working closely with the Senior Warden, they help candidates navigate their degree work and internalize the lessons of Freemasonry. By creating a supportive and educational environment, Candidates Coaches contribute to the growth and vitality of both the lodge and its members.

MEMBERSHIP

JUNIOR WARDEN – MEMBERSHIP

The Junior Warden, third in command, is elected by the brethren and plays a key role in strengthening the lodge's sense of community. Responsible for membership engagement, prospect engagement, and overseeing the welcome committee, he ensures that prospective members are warmly welcomed and supported throughout their journey into the lodge. By engaging current members and promoting active participation, he fosters a culture of harmony and connection. Additionally, the Junior Warden supervises the lodge during times of refreshment, ensuring propriety and enhancing fellowship.

CHAPLAIN – MEMBER ENGAGEMENT

The Chaplain is appointed to provide spiritual support to the lodge, offering prayers and invocations that inspire reflection and unity during meetings and ceremonies. Beyond these spiritual responsibilities, the Chaplain focuses on strengthening bonds within the lodge by reaching out to absent members to ensure they feel connected and valued. As chairman of the Membership Retention Committee, he fosters a welcoming and inclusive environment, encouraging participation and reinforcing the lodge's commitment to supporting its members.

SENIOR DEACON – PROSPECT ENGAGEMENT

The Senior Deacon is appointed by the Worshipful Master to serve as a key figure in both ritual excellence and community growth. During degree ceremonies, he acts as a guide and escort for candidates, helping them navigate their journey with confidence and understanding. He also plays a pivotal role in prospect engagement, serving as a primary point of contact for potential members and ensuring their experience is both welcoming and meaningful. This dual responsibility strengthens the lodge's rituals and fosters growth through meaningful connections with prospective members.

MARSHAL – WELCOME COMMITTEE

The Marshal is appointed by the Worshipful Master to oversee ceremonial processions, ensuring all lodge ceremonies are conducted with dignity and purpose. In addition to his ceremonial role, the Marshal leads the Welcome Committee, hosting prospects and creating a warm, engaging environment that invites potential members into the lodge's community. This combination of responsibilities highlights the Marshal's integral role in upholding traditions while fostering new connections that contribute to the lodge's growth and vitality.

FINANCE

TREASURER - FINANCE

The Treasurer is entrusted with safeguarding the lodge's financial foundation, ensuring its stability and prosperity. Elected by the brethren, he oversees the preparation of budgets, monitors expenditures, and maintains precise financial records. By working closely with other officers, the Treasurer ensures the lodge's resources are managed responsibly, supporting its growth, sustaining its operations, and planning for a vibrant future. External reporting/ tax

ASSISTANT TREASURER – FINANCIAL SUPPORT

The Assistant Treasurer plays a vital role in supporting the lodge's financial health, working alongside the Treasurer to ensure smooth and effective financial operations. Appointed to assist with preparing budgets, tracking expenditures, and maintaining accurate records, he helps safeguard the lodge's resources. This role is essential for promoting financial stability and contributing to the lodge's ongoing success and sustainability.

ADMINISTRATION

SECRETARY - ADMINISTRATION

The Secretary, elected by the brethren, ensures the efficient operation of the lodge's administrative processes. He is responsible for maintaining accurate records, preparing meeting minutes and agendas, and managing correspondence with members and external entities. His meticulous attention to detail and organization ensures the continuity and effectiveness of the lodge's communication and governance, supporting its ability to function smoothly and purposefully.

ASSISTANT SECRETARY – ADMINISTRATIVE SUPPORT

The Assistant Secretary, when appointed, provides critical support to the Secretary in managing the lodge's administrative responsibilities. From assisting with records and correspondence to ensuring continuity during the Secretary's absence, this role enhances the efficiency and reliability of the lodge's operations, reinforcing its commitment to precision and order.

RITUAL EXPERIENCE

OFFICERS COACH – RITUAL INSTRUCTION

The Officers Coach is appointed to ensure the lodge maintains its high standards of ritual performance. He prepares officers for their roles in ceremonies, providing instruction and guidance to ensure rituals are conducted with precision, reverence, and an understanding of Masonic traditions. By fostering ritual excellence, the Officers Coach helps preserve the integrity and meaning of the lodge's ceremonies.

TILER – REGALIA AND PARAPHERNALIA

The Tiler is appointed to manage the logistical setup and security of the lodge. He ensures that the lodge room is properly prepared for meetings and safeguarded during sessions, enabling ceremonies and meetings to run smoothly. His work supports the lodge's ability to operate efficiently and maintain its commitment to professionalism.

ORGANIST – MUSIC

The Organist, appointed by the Worshipful Master, enhances the lodge's ceremonies by providing music that adds dignity, solemnity, and atmosphere to its proceedings. His contributions elevate the degree experience, creating memorable and meaningful moments for all participants.

SOCIAL

SENIOR AND JUNIOR STEWARDS – SOCIAL ACTIVITIES

The Senior and Junior Stewards are entrusted with creating opportunities for fellowship and connection within the lodge. They organize events, meals, and refreshments, ensuring that gatherings foster camaraderie and strengthen the bonds among members. Through their dedication, the Stewards enhance the lodge's sense of community and provide spaces for meaningful engagement and friendship.

