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## **LODGE OFFICER ROLES AND RESPONSIBILITIES**

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# 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 & OUTREACH**

The Chaplain is appointed to provide spiritual support to the lodge, offering prayers and invocations that inspire reflection and unity during meetings and ceremonies. In addition to his spiritual duties, he strengthens lodge bonds by reaching out to absent or distressed members, widows, and families to ensure they feel remembered and supported. As chairman of the Membership Retention Committee, he promotes a welcoming and inclusive environment while guiding members toward resources available through Masonic Outreach Services and the Masonic Assistance Line. Through compassionate engagement, he reinforces the lodge's commitment to care, connection, and relief.

### **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.

### **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 annually by the District Inspector to uphold the lodge's high standards of ritual performance. He works closely with the Inspector to ensure officers are well-prepared for their ceremonial roles, offering instruction and guidance that promote precision, reverence, and a deep understanding of Masonic tradition. In addition to training officers, he supports and mentors Candidate Coaches to ensure candidates receive accurate and meaningful instruction. Through this focused leadership, the Officers' Coach preserves the quality and integrity of the lodge's ritual work.

#### **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.

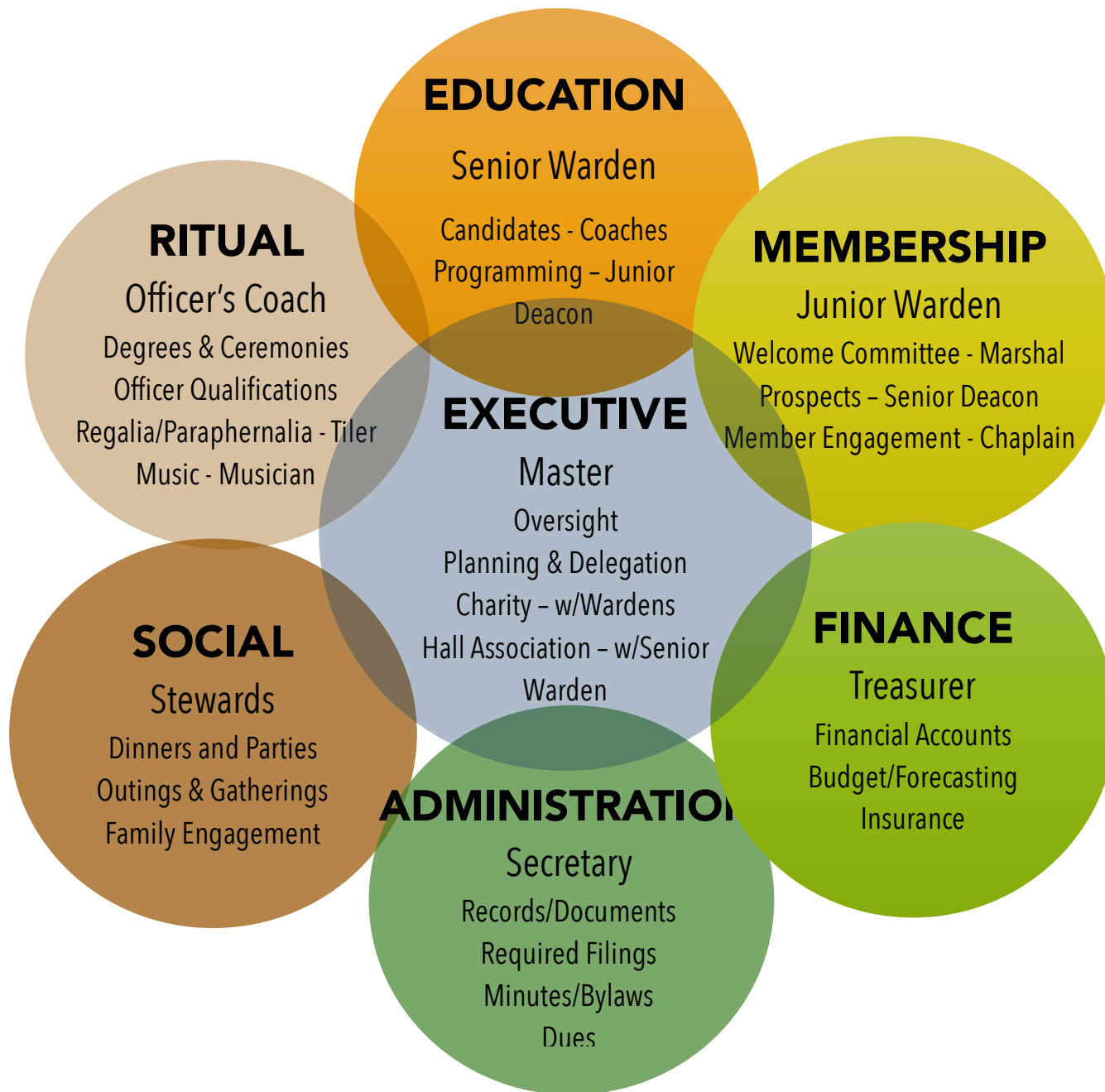
#### **MUSICIAN – MUSIC**

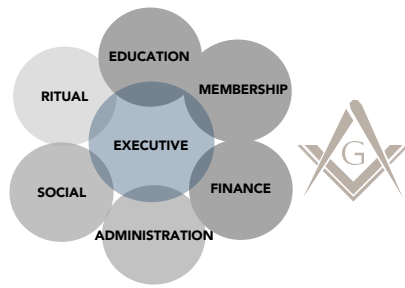
The Organist, appointed by the Worshipful Master, enhances the lodge's ceremonies by providing music that adds dignity, solemnity, and atmosphere to its proceedings. His contributions elevate the degree experience, creating memorable and meaningful moments for all participants.

### **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 friendships.





## WORSHIPFUL MASTER

### PURPOSE

The Worshipful Master is the elected leader of the lodge and the embodiment of its mission, values, and traditions. He presides over all meetings, ensures the integrity of the ritual, and oversees the governance, administration, and well-being of the lodge. As the lodge's chief executive, he sets vision and tone, delegates effectively, builds harmony, and ensures that every member experiences meaning, growth, and connection.

### CORE RESPONSIBILITIES

#### Governance & Leadership

- Preside at all meetings of the lodge and ensure they are conducted with dignity, order, and fidelity to the Ritual (CMC §805.120.A).
- Discharge all executive functions of the lodge and perform all acts proper to his office by ancient usage (CMC §805.110.C–D).
- Superintend the official acts of all lodge officers and ensure their duties are properly discharged (CMC §805.120.H).
- Guard against infractions of the Bylaws, California Masonic Code, General Regulations, and Ritual (CMC §805.120.I).
- Attend to the best of your ability, and encourage officer attendance, at programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, Prospect Managers Association Meetings, Secretary's Association Meetings, etc.)

#### Ritual & Degree Work

- Confer, or cause to be conferred, all degrees in strict accordance with the Ritual (CMC §805.120.B).
- Give, or cause to be given, all lectures appertaining to each degree at the time it is conferred (CMC §805.120.C).

#### Administration & Oversight

- Appoint all officers whose positions are not elected (CMC §805.120.D).
- Issue or cause to be issued all necessary summonses and notices (CMC §805.110.B).
- Attest approved minutes at every stated meeting (CMC §805.120.G).
- Coordinate lodge operations through the Executive Committee.
- Remove any officer who fails to qualify or neglects their duties (CMC §805.110).

#### Committees & Lodge Programs



- Chair the Executive Committee (Master, SW, JW, Treasurer, Secretary).
- Chair the Charity Committee with the Wardens, carefully reviewing requests for relief.
- Appoint an Auditing Committee and Member Retention Committee at the first stated meeting after installation (CMC §805.120.E).
- Appoint a chairman for coordination with Grand Lodge education programs (CMC §805.120.F).

#### **Transition & Continuity**

- Provide for the installation of his successor (CMC §805.120.J).

### **KEY COLLABORATORS**

**Senior Warden:** education, candidate progression, governance

**Junior Warden:** membership engagement, prospects, hospitality

**Secretary:** minutes, documents, communications, filings

**Treasurer & Assistant Treasurer:** budgets, financial oversight

**Officers' Coach:** ritual excellence and officer preparation

**Hall Association** (via Senior Warden): facility coordination

**Executive Committee:** lodge strategy and planning

**Inspector:** Grand Lodge liaison, problem solving

### **COMMITTEES CHAIRED OR SERVED ON**

**Executive Committee** (Chair)

**Charity Committee** (Chair)

**Auditing Committee** (Appoints)

**Member Retention Committee** (Appoints)

**Education Committee** (Appoints)

**Hall Association** (via Senior Warden as liaison)

### **MEASURES OF SUCCESS**

- Lodge meetings are well-run, well-attended, and meaningful.
- Ritual and degree work are conducted with excellence, accuracy, and reverence.
- Members report feeling supported, connected, and inspired by lodge leadership.
- Officers perform their duties effectively, with clear guidance and accountability.
- Lodge finances, records, filings, and communications are timely, accurate, and orderly.
- Charity requests are handled with compassion, confidentiality, and good judgment.
- Lodge culture reflects harmony, purpose, and adherence to Masonic values.

- The lodge experiences steady or improving membership engagement and stability.
- A smooth and well-prepared transition is provided to the incoming Master.

## AUTHORITY & SUCCESSION

- Holds full executive authority of the lodge and may remove any officer who fails to perform their duties (CMC §805.110).
- Presides over and governs all lodge meetings and functions.
- Ensures proper installation and continuity of leadership for his successor (CMC §805.120.J).

## TERM & TIME COMMITMENT

**Term:** 1 year, elected.

**Estimated Time Commitment:** 12–20 hours per month depending on degree work, planning, committees, school of instruction attendance, and officer management.

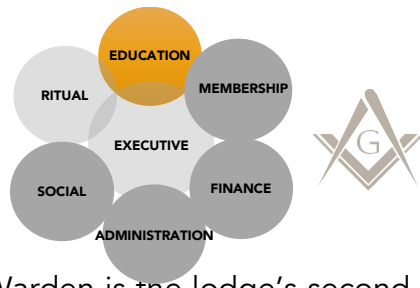
**Recommended Proficiencies:** strong ritual competence, leadership and delegation, administrative discipline, emotional intelligence, time management, and clear communication.

## REQUIREMENTS FOR ELECTION AND INSTALLATION

**Required Certification:** A Certificate of Qualification issued by the Grand Lecturer, Assistant Grand Lecturer, or District Inspector confirming the Master-elect is fully qualified to confer the Master's work and to deliver the lectures of all three degrees. *Must be completed prior to installation into office.*

**Proficiency Requirement:** Completion of the Master Mason Candidate's Lecture proficiency. *Must be completed prior to election to office.*

**Lodge Management Certification:** Successful completion of all four Lodge Management Certification Program courses (Hall Association Management, Lodge Finance, Lodge Administration, and Member Experience) with a minimum score of 70% on each. *Must be completed prior to installation into office.*



## SENIOR WARDEN

### PURPOSE

The Senior Warden is the lodge's second elected officer and the principal supporter of the Worshipful Master. He leads the lodge's education efforts, oversees candidate formation, and ensures that members advance through their Masonic journey with meaning and integrity. As second in command, he must be fully prepared to assume the powers and duties of the Master in their absence, per the California Masonic Code (§805.210).

### CORE RESPONSIBILITIES

- Lead the lodge's education and candidate formation program, ensuring candidates receive a meaningful and well-supported experience.
- Serve as chairman of the Education Committee, coordinating learning, ritual understanding, and candidate coaching.
- Supervise the Candidate Coaches, ensuring instruction aligns with lodge standards and Masonic values.
- Partner with the Junior Deacon to design and deliver member education and lodge-wide programming.
- Support the Master in long-range planning, governance, and leadership of the lodge.
- Contribute actively to the Executive Committee, offering judgment and insights that strengthen lodge operations.
- Serve on the Charity Committee with the Master and Junior Warden, reviewing requests for relief.
- In the Master's absence, assume full leadership responsibilities of the lodge.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

### KEY COLLABORATORS

**Worshipful Master:** lodge leadership, agenda planning, operational oversight

**Junior Warden:** executive functions, charity, and lodge governance

**Junior Deacon:** educational programming and communication

**Candidate Coaches:** candidate instruction and mentorship

**Secretary:** candidate records, degree progression, and communication coordination

**Officers' Coach:** ritual preparation for candidates and officers

## COMMITTEES SERVED ON

**Education Committee** (Chair)

**Executive Committee** (Master, Senior Warden, Junior Warden, Treasurer, Secretary)

**Charity Committee** (Master, Senior Warden, Junior Warden)

**Hall Association liaison** (As assigned by lodge tradition)

## MEASURES OF SUCCESS

- Candidates consistently receive timely coaching, meaningful mentorship, and well-coordinated degree progression.
- Member education programming is relevant, engaging, and well-attended.
- Education Committee produces high-quality content and support for both candidates and members.
- Demonstrates readiness to preside when needed, with strong ritual proficiency and leadership presence.
- Provides thoughtful, reliable input in Executive and Charity Committees.
- Ensures communication between officers, candidates, and coaches is clear and consistent.

## AUTHORITY & SUCCESSION

- Assists the Master in all duties.
- Succeeds to the Master's authority and responsibilities in his absence (CMC §805.210).
- Oversees candidate formation and education on behalf of the lodge.

## TERM & TIME COMMITMENT

**Term:** 1 year, elected by the lodge.

**Estimated Time Commitment:** 10–12 hours per month (education planning, candidate coaching oversight, degree preparation, district school of instruction attendance, and committees).

**Recommended Proficiencies:** strong ritual proficiency, communication, coordination, mentorship, and readiness to preside.

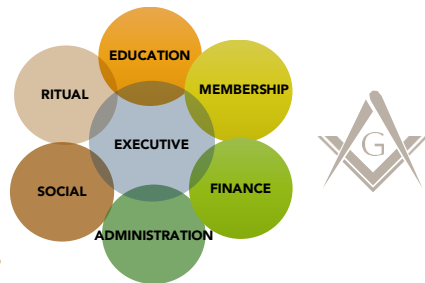
## REQUIREMENTS FOR ELECTION AND INSTALLATION

**Required Certification:** A Certificate of Qualification issued by the Grand Lecturer, Assistant Grand Lecturer, or District Inspector confirming the Senior Warden-elect is qualified to give the Senior Warden's work in all three degrees

and the Master's work and lecture of the Fellow Craft Degree. *Must be completed prior to installation into office.*

**Proficiency Requirements:** Completion of the Master Mason Candidate's Lecture proficiency. *Must be completed prior to election to office.*

**Lodge Management Certification:** Completion of at least two LMCP courses, one of which must be Hall Association Management, with a minimum score of 70% on each. *Must be completed prior to installation into office.*



## JUNIOR WARDEN

### PURPOSE

The Junior Warden is the lodge's third elected officer and a key steward of membership vitality. He supports the Master and Senior Warden, fosters harmony among the brethren, and ensures that members, guests, and prospects experience a warm, connected, and meaningful lodge environment. In the Master's and Senior Warden's absence, he assumes the Master's duties per the California Masonic Code (§805.210).

### CORE RESPONSIBILITIES

- Lead the lodge's membership engagement efforts, promoting strong participation and connection.
- Guide the prospect experience in partnership with the Senior Deacon, ensuring thoughtful communication and meaningful orientation.
- Oversee the Welcome Committee through the Marshal, creating a warm and hospitable lodge environment.
- Support the Chaplain in outreach to absent members, reinforcing retention and inclusion.
- Maintain order and propriety during times of refreshment.
- Serve on the Charity Committee with the Master and Senior Warden, reviewing requests for relief.
- Serve on the Executive Committee, contributing to lodge planning, governance, and strategic decisions.
- Assist the Master as needed in all facets of lodge leadership and operations.
- Attend programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, Prospect Managers Association Meetings, etc.)
- Serve as the lodge's Prospect Manager, coordinating all outreach, follow-up, and engagement efforts for prospective members.

### KEY COLLABORATORS

**Worshipful Master & Senior Warden:** governance, charity, leadership alignment

**Senior Deacon:** prospect engagement and introductions

**Marshal:** Welcome Committee leadership and event hospitality

**Chaplain:** member engagement and outreach

**Stewards:** meal service and refreshment decorum

**Secretary:** member records and communication support

## COMMITTEES SERVED ON

**Executive Committee** (Master, Senior Warden, Junior Warden, Treasurer, Secretary)

**Charity Committee** (Master, Senior Warden, Junior Warden)

## MEASURES OF SUCCESS

- Members report feeling welcomed, informed, and connected to lodge life.
- Prospect pipeline is active, engaged, and well-managed, with timely follow-up and thoughtful onboarding.
- Welcome Committee consistently provides warm, orderly, and polished hospitality.
- Strong or improving attendance at stated meetings and lodge events.
- Charity deliberations handled with compassion, diligence, and confidentiality.
- Demonstrates readiness to support or substitute for the Master or Senior Warden when needed

## AUTHORITY & SUCCESSION

- Assists the Master in all duties; succeeds to the Master's powers and responsibilities in the absence of both the Master and Senior Warden (CMC §805.210).
- Participates in lodge governance through the Executive Committee.

## TERM & TIME COMMITMENT

**Term:** 1 year, elected by the lodge.

**Estimated Time Commitment:** 6–10 hours per month (stated meetings, prospect outreach, hospitality coordination, district school of instruction, and committee meetings).

**Recommended Proficiencies:** strong communication, follow-through, hospitality mindset, and reliable availability.

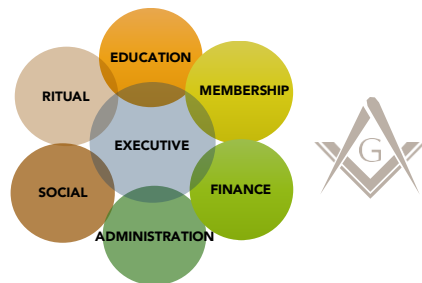
## REQUIREMENTS FOR ELECTION AND INSTALLATION

**Required Certification:** A Certificate of Qualification issued by the Grand Lecturer, Assistant Grand Lecturer, or District Inspector confirming the Junior Warden-elect is qualified to give the Junior Warden's work in all three degrees and the Master's work and lecture of the Entered Apprentice Degree. *Must be completed prior to installation into office.*

**Proficiency Requirements:** Completion of the Master Mason Candidate's Lecture proficiency. *Must be completed prior to election to office.*

**Lodge Management Certification:** Completion of at least one LMCP course, with a minimum score of 70% on each. *Must be completed prior to installation into office.*





## TREASURER

### PURPOSE

The Treasurer is the elected financial steward of the lodge, entrusted with safeguarding all funds and assets, maintaining accurate financial records, and ensuring responsible fiscal management. Working closely with the Master, Secretary, and finance-related committees, he supports the lodge's financial stability, transparency, and long-term sustainability.

### CORE RESPONSIBILITIES

#### Financial Stewardship

- Receive all monies from the Secretary, issuing receipts for all funds received (CMC §805.220.A).
- Safely keep all lodge monies, property, and other assets, except those specifically entrusted to trustees (CMC §805.220.B).
- Disburse or transfer funds only upon an order signed by the Master, attested by the Secretary, and approved by the lodge (CMC §805.220.A–B).

#### Recordkeeping & Reporting

- Maintain detailed and accurate books showing receipts, disbursements, assets, liabilities, and all financial activity (CMC §805.220.C).
- Present a comprehensive financial statement at the August stated meeting (covering Jan 1–Jun 30), using the Grand Master's required form (CMC §805.220.D).
- Present a similar annual financial statement each February for the prior calendar year (CMC §805.220.D).
- Provide additional financial reports at any time if requested by the lodge (CMC §805.220).

#### Executive Functions

- Serve on the Executive Committee alongside the Master, Senior Warden, Junior Warden, and Secretary, contributing to planning and lodge governance.
- Support budget development, forecasting, and long-term fiscal planning.
- Collaborate with the Assistant Treasurer (if applicable) to ensure efficient financial operations.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

#### Other Required Duties

- Perform all additional responsibilities outlined in the lodge's bylaws or directed by the lodge (CMC §805.220.E).
- Receive any compensation for services as voted by the lodge (CMC §805.220).

## KEY COLLABORATORS

**Worshipful Master:** disbursements, budget priorities, lodge operations

**Secretary:** receipts, dues processing, member accounts, financial correspondence

**Assistant Treasurer:** budget prep, tracking expenditures, financial record assistance

**Executive Committee:** strategic planning, financial health, governance decisions

**Hall Association (if applicable):** rent, insurance, and facility-related financial matters

## COMMITTEES SERVED ON

**Executive Committee** (Master, SW, JW, Treasurer, Secretary)

**Auditing Committee** (receives report; not a member but provides necessary records)

**Finance or Budget Committees** (if established by lodge tradition)

## MEASURES OF SUCCESS

- Financial records are accurate, timely, and transparent.
- Disbursements follow strict compliance with lodge approval requirements.
- Required August and February financial statements are delivered on time.
- Lodge leaders consistently understand the lodge's financial position and can make informed decisions.
- Funds and assets remain secure and properly accounted for.
- The lodge's annual budget and forecasts reflect realistic planning and responsible stewardship.
- Financial operations support a stable, sustainable future for the lodge.

## AUTHORITY & SUCCESSION

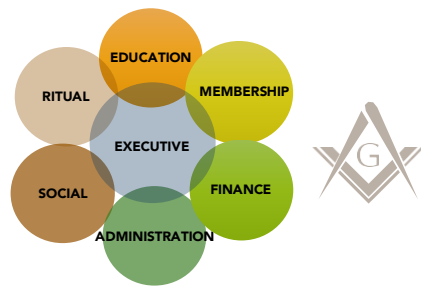
- Holds fiduciary responsibility for the secure stewardship of lodge funds and assets under the authority of the lodge and Master.
- All disbursements require proper signatures and prior lodge approval (CMC §805.220).
- Must provide financial records whenever requested by the lodge.

## TERM & TIME COMMITMENT

**Term:** 1 year, elected.

**Estimated Time Commitment:** 5–10 hours per month (varies by meeting cycle, dues season, district school of instruction, and committee work).

**Recommended Proficiencies:** financial literacy, accuracy, accountability, familiarity with bookkeeping software or systems, attention to detail, confidentiality, and reliability.



## SECRETARY

### PURPOSE

The Secretary is the lodge's chief administrative officer and the steward of its records, communications, and reporting. He ensures the lodge's compliance with the California Masonic Code and Grand Lodge procedures, maintains accurate member and meeting records, oversees all required filings, supports officers and committees, and provides the administrative foundation that keeps the lodge running smoothly and effectively.

### CORE RESPONSIBILITIES

#### Recordkeeping & Documentation

- Prepare accurate minutes for all Stated and Special Meetings and maintain them as part of the official record.
- Present minutes for lodge approval and the Master's signature; distribute electronically when authorized.
- Maintain bylaws, dispensations, the lodge seal, and other official documents.
- Preserve all required books, including the Bylaws Signature Book and the Tiler's Register.
- Ensure historical records are properly stored or digitized according to Grand Lodge guidelines.

#### Membership Management

- Maintain complete membership records, including personal data, degree dates, status changes, and affiliations.
- Record and report all membership actions—initiations, affiliations, rejections, demits, suspensions, expulsions, restorations, and deaths—using Grand Lodge systems.
- Provide semiannual (August) and annual (February) membership statements in required formats.
- Notify rejected applicants and issue required refunds.
- Send dues delinquency notices and annual reminders about good standing.

#### Communication & Notifications

- Issue notices, summonses, and official correspondence as directed by the Master or required by Code.
- Serve as the lodge's principal administrative liaison with the Grand Secretary.
- Communicate election results, candidate notifications, and required summaries to Grand Lodge.

#### Financial Responsibilities

- Receive all monies due the lodge and deliver or deposit them for the Treasurer at least monthly.
- Maintain accurate receipt records for all funds received.
- Coordinate closely with the Treasurer to ensure financial reporting accuracy.

### **Reporting & Compliance**

- Transmit annual reports, certificates of election, required returns, and life membership fund data to the Grand Secretary.
- Submit membership and financial statements to the Inspector and Grand Lodge by required deadlines.
- Ensure timely compliance with all reporting cycles and formats.

### **Systems & Technology**

- Use all platforms designated by Grand Lodge for membership, financial entries, reporting, document storage, and communications.
- Maintain information security and ensure records are accessible to authorized lodge officers.
- Digitize eligible records more than five years old into permanent electronic storage.

### **Support to Officers & Committees**

- Provide administrative support to the Master and officers, ensuring ready access to records and data.
- Assist committee chairs with documentation and reporting needs.
- Support installations, funerals, public ceremonies, and other lodge functions.

### **Other Duties**

- Perform additional tasks required by lodge bylaws, the Master, or the California Masonic Code.
- Ensure a complete and orderly transfer of all records to the incoming Secretary at the end of the term.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, Secretary's Association Meetings, etc.)

## **KEY COLLABORATORS**

**Worshipful Master:** administrative coordination, meeting preparation, communications

**Treasurer & Assistant Treasurer:** dues, receipts, reporting, audits

**Senior & Junior Wardens:** membership coordination, governance support

**District Inspector / Grand Secretary:** compliance, filings, annual returns

**Tiler:** visitor register and attendance records

**Committee Chairs:** documentation and administrative assistance

## COMMITTEES SERVED ON

**Executive Committee** (Master, Senior Warden, Junior Warden, Treasurer, Secretary)

**Audit Committee** (supports with records; not a voting member)

**Member Retention Committee** (administrative support as needed)

## MEASURES OF SUCCESS

- Minutes are timely, accurate, and properly approved.
- All Grand Lodge filings and required reports are submitted by deadline.
- Membership records and lodge books are organized, complete, and compliant.
- Financial receipts and record transfers are handled promptly and accurately.
- Communications with members and Grand Lodge are clear and reliable.
- Delinquent dues notifications are handled consistently and properly.
- Lodge administration is smooth, predictable, and error-free.
- Transition to the next Secretary is seamless.

## AUTHORITY & SUCCESSION

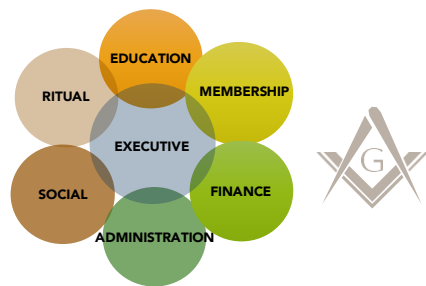
- Holds custodial authority over lodge records, seal, minutes, and administrative systems.
- Acts under the direction of the Master and in accordance with lodge bylaws and the California Masonic Code.
- Ensures continuity through orderly maintenance and transfer of all lodge records.

## TERM & TIME COMMITMENT

**Term:** 1 year, elected (unless lodge bylaws specify otherwise).

**Estimated Time Commitment:** 10–15 hours per month, varying by reporting cycles, district school of instruction, and meeting schedules.

**Recommended Proficiencies:** strong administrative skill, accuracy, communication, confidentiality, digital fluency, and time management.



## CHAPLAIN

### PURPOSE

The Chaplain nurtures the lodge's spiritual well-being and extends the lodge's obligation of care to members, widows, and families. He offers invocations, moments of reflection, and pastoral support while playing a key role in Lodge Outreach—helping ensure that members in need feel seen, heard, and supported. Through compassionate presence, confidentiality, and collaboration with other Lodge Outreach Training Coordinators and Masonic Outreach Services (MOS), he strengthens the lodge's culture of relief, empathy, and brotherly love.

### CORE RESPONSIBILITIES

- Offer invocations, benedictions, and reflective messages at meetings, degrees, and memorial observances.
- Provide pastoral support to members, widows, and families during illness, grief, or personal hardship.
- Support Lodge Outreach by helping identify members in need and assisting with wellness checks or compassionate visits.
- Encourage use of Masonic Assistance resources and help members feel comfortable accessing support.
- Collaborate with other Lodge Outreach Training Coordinators, Inspector, and Master to align outreach efforts and share updates.
- Maintain meaningful contact with widows, elder members, and those who may feel disconnected.
- Uphold strict confidentiality when handling sensitive conversations or personal information.
- Assist the Master as needed in all spiritual, pastoral, and care-related functions of the lodge.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

### KEY COLLABORATORS

**Worshipful Master:** spiritual tone of meetings, pastoral care priorities

**Inspector & Assistant Grand Lecturer:** district-level outreach leadership

**Junior Warden & Marshal:** widows' engagement, hospitality, community-building

**Secretary:** awareness of member needs (illness, bereavement, hardship)

**Masonic Outreach Services (MOS):** training, resources, assistance process

## COMMITTEES SERVED ON

**Lodge Outreach / Sunshine / Widows Committees**

May support or advise:

**Member Retention Committee** (care & inclusion)

**Education Committee** (reflections, pastoral programs)

**Fellowship Committee** (connections with widows & elder members)

## MEASURES OF SUCCESS

- Members, widows, and families feel supported, heard, and cared for.
- Outreach efforts are compassionate, timely, and well-coordinated.
- Lodge leadership understands and utilizes Masonic Assistance Programs.
- Wellness checks are performed consistently and with empathy.
- Meetings benefit from thoughtful spiritual framing and reflection.
- Confidentiality is rigorously maintained.
- The lodge strengthens its culture of relief, compassion, and connection.

## AUTHORITY & SUCCESSION

- Acts under the direction of the Worshipful Master.
- May advise on pastoral, spiritual, or care-related matters but does not hold ritual authority over ceremonies.
- Provides continuity in member care by ensuring awareness and referral to MOS resources.

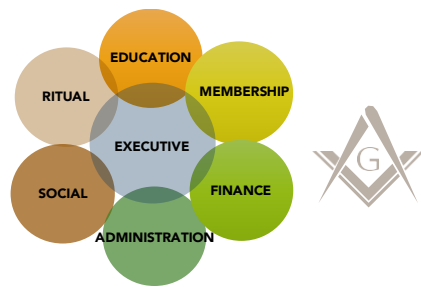
## TERM & TIME COMMITMENT

**Term:** 1 year, appointed by the Master.

**Estimated Time Commitment:** 4–10 hours per month (varies by member needs, events, district school of instruction, and outreach cycles).

**Recommended Proficiencies:** empathy, active listening, emotional intelligence, discretion, comfort with prayer or reflection, ability to collaborate across committees, and familiarity with Masonic Assistance resources.





## ASSISTANT TREASURER

### PURPOSE

The Assistant Treasurer supports the Treasurer in maintaining the lodge's financial stability and operational efficiency. He assists with financial recordkeeping, budget preparation, and routine transactions, ensuring continuity in the lodge's financial work. By providing consistent support, he helps safeguard the lodge's resources and contributes to sound fiscal stewardship.

### CORE RESPONSIBILITIES

- Support the Treasurer in preparing budgets, monitoring expenditures, and maintaining accurate financial records.
- Assist with organizing financial books, documentation, and reports needed for meetings, committees, and audits.
- Help process receipts, disbursements, and deposits, ensuring funds and financial assets are handled securely and responsibly.
- Collaborate with the Treasurer to meet Grand Lodge reporting deadlines and maintain compliance with required procedures.
- Coordinate with the Secretary and Master to ensure disbursements follow proper approval and documentation standards.
- Provide continuity in financial operations when the Treasurer is unavailable.
- Uphold confidentiality and safeguard sensitive financial information, performing additional duties as assigned by the Treasurer or Master.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

### KEY COLLABORATORS

**Treasurer:** primary supervisor; works hand-in-hand on daily financial duties

**Secretary:** coordination on receipts, dues, member accounts, and financial correspondence

**Worshipful Master:** support for budget priorities, financial reporting, and compliance

**Executive Committee:** provides records or summaries when needed for planning

**Auditing Committee:** supplies documentation and support during annual reviews

### COMMITTEES SERVED ON

Not typically a formal committee member, but:

Supports Treasurer on Executive Committee tasks (not a voting member)  
Assists in Auditing Committee preparations  
May support Finance or Budget Committees if the lodge maintains them

## MEASURES OF SUCCESS

- Financial records remain accurate, organized, and up to date.
- The Treasurer is consistently supported in meeting deadlines and reporting requirements.
- Lodge funds and assets are handled with care, accuracy, and proper documentation.
- Budget preparation and tracking are efficient and clear.
- Members and officers receive timely financial information when needed.
- Financial operations remain stable even during brief Treasurer absences.

## AUTHORITY & SUCCESSION

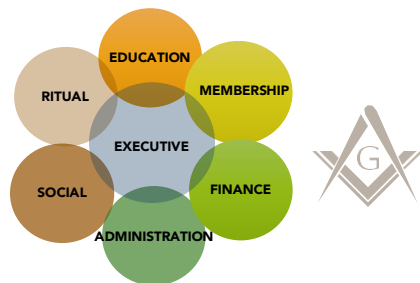
- Acts under the authority and supervision of the Treasurer.
- May temporarily carry out day-to-day financial duties when delegated, but does not hold independent signing or disbursement authority unless specifically authorized by the lodge.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed or elected based on lodge bylaws.

**Estimated Time Commitment:** 3–6 hours per month (varies by budget cycle, dues season, district school of instruction, and meeting schedule).

**Recommended Proficiencies:** basic financial literacy, attention to detail, reliability, confidentiality, and a collaborative working style.



## ASSISTANT SECRETARY

### PURPOSE

The Assistant Secretary supports the Secretary in managing the lodge's administrative, recordkeeping, and reporting obligations. He helps ensure continuity of operations, assists with member communication and documentation, and provides reliable administrative support across lodge functions. By maintaining accuracy and consistency in records and communications, he strengthens the lodge's organizational efficiency and ensures a smooth administrative workflow.

### CORE RESPONSIBILITIES

- Support the Secretary in preparing minutes, organizing lodge records, and maintaining required books and digital files.
- Assist with updating membership records, generating reports, and preparing member notifications or correspondence.
- Help draft and distribute lodge communications, ensuring accurate contact information and consistent outreach.
- Support financial coordination by preparing receipts, logs, and deposit documentation for funds received by the Secretary.
- Assist in organizing and preparing semiannual and annual reports for Grand Lodge and the Inspector.
- Maintain orderly electronic and physical filing systems and support the lodge's use of required administrative platforms.
- Provide administrative assistance during installations, funerals, and public ceremonies, and help ensure continuity when the Secretary is absent.
- Perform additional duties as assigned by the Secretary or Master, modeling reliability, organization, and discretion.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, Secretary's Association Meetings, etc.)

### KEY COLLABORATORS

**Secretary:** primary supervisor and partner in administrative duties

**Worshipful Master:** communications, notices, meeting preparation

**Treasurer & Assistant Treasurer:** dues, receipts, deposits, documentation

**Senior & Junior Wardens:** membership information and reporting

**District Inspector / Grand Secretary:** support for required filings

**Committee Chairs:** documentation and communication support

## COMMITTEES SERVED ON

Not typically a formal committee member, but:

Assists with Executive Committee documentation as needed

Supports Auditing Committee preparations

Provides administrative assistance for Membership, Retention, or Education committees when requested

## MEASURES OF SUCCESS

- Administrative records and communications remain accurate, timely, and well-organized.
- The Secretary is consistently supported in meeting all Grand Lodge filing deadlines.
- Member records and documents remain properly maintained and up to date.
- Communications to members are clear, timely, and error-free.
- Financial documentation is accurate, complete, and promptly delivered to the Treasurer.
- Lodge officers and committees experience smooth, dependable administrative support.
- The lodge maintains continuity of operations during Secretary absences.

## AUTHORITY & SUCCESSION

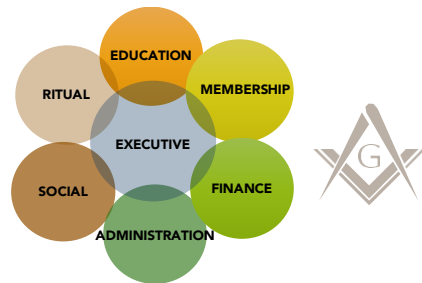
- Acts under the authority and supervision of the Secretary.
- May handle routine administrative duties when delegated, but does not hold custodial authority over lodge records or the lodge seal unless formally authorized.
- Plays a key role in the transition of administrative materials to incoming officers.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed (unless lodge bylaws specify otherwise).

**Estimated Time Commitment:** 5–10 hours per month depending on meeting cycles, district school of instruction, and reporting periods.

**Recommended Proficiencies:** organization, attention to detail, basic digital skills, strong communication, reliability, confidentiality, and a supportive working style.



## SENIOR DEACON

### PURPOSE

The Senior Deacon serves as a key figure in both ritual excellence and membership growth. He guides and escorts candidates during degrees, ensuring they experience the ritual with confidence and understanding. He also supports prospect engagement by serving as a primary point of contact for potential members, helping them feel welcomed and informed throughout their early interactions with the lodge. Through his ritual leadership and welcoming presence, he strengthens both the lodge's ceremonies and its future membership.

### CORE RESPONSIBILITIES

- Serve as the lodge's principal escort for candidates, guiding them through degrees with clarity, confidence, and dignity.
- Work with the Officers' Coach to ensure ritual involving the Senior Deacon is accurate, polished, and well-timed.
- Prepare the lodge room for degrees and meetings, ensuring implements, regalia, and lighting are correctly arranged.
- Support smooth candidate movement and ritual transitions, maintaining decorum throughout ceremonies.
- Introduce and accommodate visiting brethren during meetings, ensuring they feel welcomed, properly seated, and supported throughout their visit.
- Welcome prospects at receptions and events, helping them feel oriented, informed, and connected to lodge members.
- Coordinate with the Junior Warden and Marshal to support the prospect-to-applicant journey and ensure a hospitable experience.
- Maintain regular communication with the Junior Warden about prospect engagement, events, and membership needs.
- Assist the Master, Wardens, and Junior Deacon in meeting operations, communication, and maintaining order.
- Model composure, friendliness, and ritual excellence, and perform additional duties as assigned by the Master or Wardens.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, Prospect Managers Association Meetings, etc.)

### KEY COLLABORATORS

**Worshipful Master:** ritual coordination, degree preparation

**Senior Warden:** candidate formation and education  
**Junior Warden:** prospect engagement and welcome experience  
**Marshal:** Welcome Committee leadership, guest hosting  
**Junior Deacon:** communication and candidate flow  
**Officers' Coach:** ritual instruction and proficiency  
**Candidate Coaches:** degree progression and candidate support

## COMMITTEES SERVED ON

Not typically a formal committee member, but closely supports:  
Prospect Engagement Team (Junior Warden, Marshal)  
Education Committee (candidate coordination with Senior Warden)  
Ritual Team (Officers' Coach, Master, Wardens)

## MEASURES OF SUCCESS

- Candidates feel supported, calm, and informed throughout their degree experience.
- Ritual involving the Senior Deacon is executed with precision and confidence.
- Prospects receive warm, timely engagement and continue through the prospecting process.
- Coordination with the Junior Warden and Marshal is seamless and consistent.
- Lodge events and receptions reflect professionalism, hospitality, and clarity.
- The lodge experiences a positive reputation for excellent candidate and prospect care.

## AUTHORITY & SUCCESSION

- Acts under the direction of the Worshipful Master and Senior Warden.
- Holds ritual authority for candidate escorting and degree navigation but does not hold ceremonial leadership of the lodge.
- Supports the Junior Warden in membership and prospect efforts but does not independently manage the process.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed by the Master.

**Estimated Time Commitment:** 6–10 hours per month (varying with degree frequency, district school of instruction, and receptions).

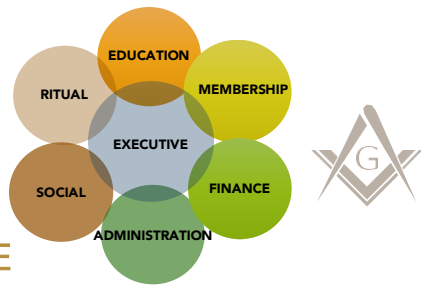
**Recommended Proficiencies:** strong ritual memory, warmth and hospitality, clear communication, calm demeanor, and reliability.

## QUALIFICATIONS FOR INSTALLATION

**Required Certification:** A Certificate of Qualification issued by the Grand Lecturer, Assistant Grand Lecturer, or District Inspector confirming the Senior Deacon-designate is qualified to give the Senior Deacon's work in all three degrees and the Senior Deacon's lecture of the Fellow Craft Degree.

**Proficiency Requirements:** Not required for this position.

**Lodge Management Certification:** Not required for this position.



## JUNIOR DEACON

### PURPOSE

The Junior Deacon supports the Senior Warden by assisting in the flow of communication within the lodge and ensuring the security and proper operation of meetings. He also plays a key role in member education by helping develop and deliver meaningful programming that strengthens the lodge's culture of learning, reflection, and connection.

### CORE RESPONSIBILITIES

- Support the Senior Warden by facilitating smooth communication between the stations and ensuring orderly movement during meetings and degrees.
- Assist in maintaining decorum, flow, and timing during ceremonies, helping members, officers, and candidates navigate the lodge appropriately.
- Collaborate with the Senior Warden to support member education, contributing to programs, presentations, and new-member formation.
- Assist in preparing the lodge room and ritual materials, working with the Senior Deacon and Officers' Coach to uphold ritual quality.
- Welcome members and visitors, directing them to appropriate officers and supporting hospitality efforts at receptions and educational events.
- Coordinate with the Tiler to manage the entry of qualified visitors when called upon.
- Model respectful conduct and attention to detail, while performing additional duties at the direction of the Master or Wardens.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

### KEY COLLABORATORS

**Senior Warden:** primary supervisor; education and meeting coordination

**Senior Deacon:** ritual flow, candidate movement, meeting support

**Junior Warden:** hospitality and member engagement

**Marshal:** visitor hosting and reception coordination

**Tiler:** visitor access and lodge security

**Officers' Coach:** ritual instruction

**Candidate Coaches:** educational support for new members

### COMMITTEES SERVED ON



Not typically a formal committee member, but supports:  
Education Committee (programming with Senior Warden)  
Reception & Membership Engagement efforts  
Ritual Team (setup, movement, coordination)

## MEASURES OF SUCCESS

- Communication during meetings is smooth, efficient, and reliable.
- Educational programming is well-supported, engaging, and aligned with lodge values.
- Lodge room and ritual elements are consistently prepared with accuracy and care.
- Members and visitors experience a welcoming, orderly environment.
- Movements during ritual and meetings are precise and dignified.
- Senior Warden and Senior Deacon receive dependable, proactive support.

## AUTHORITY & SUCCESSION

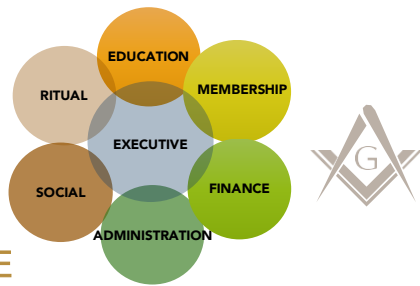
- Acts under the direction of the Senior Warden and Master.
- Supports ritual and administrative functions but does not hold independent authority.
- May temporarily act for the Senior Deacon when directed.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed by the Master.

**Estimated Time Commitment:** 4–8 hours per month, depending on degrees, district school of instruction, and programs.

**Recommended Proficiencies:** strong communication skills, reliability, comfort with ritual, calm presence, organizational ability, and a welcoming demeanor.



## MARSHAL

### PURPOSE

The Marshal serves as the lodge's lead ambassador for hospitality, welcome, and member experience. He ensures that guests, prospects, visiting brethren, and candidates are warmly received, oriented, and supported from the moment they arrive. In ritual, he contributes to the order and dignity of the lodge's ceremonies. Through his oversight of the Welcome Committee and coordination with lodge officers, he helps create a lodge culture that is organized, friendly, and focused on belonging.

### CORE RESPONSIBILITIES

- Lead the Welcome Committee and provide a warm, organized experience for members, visitors, and prospects from arrival through fellowship.
- Greet guests, offer basic orientation, and introduce them to officers and members as appropriate.
- Coordinate with the Junior Warden and Senior Deacon to ensure smooth flow during receptions, dinners, and prospect nights.
- Serve as an additional Prospect Manager for the lodge, coordinating outreach, follow-up, and engagement efforts for prospective members with the Junior Warden.
- Support the Master in processions and ceremonial movements, maintaining order and dignity during ritual.
- Assist the Deacons in managing candidate and visitor movement during degrees and formal moments.
- Prepare and help arrange lodge, dining, and reception spaces to ensure a polished and hospitable environment.
- Ensure accurate completion of the Tiler's Register and maintain awareness of expected visitors and prospects.
- Model courtesy, professionalism, and discretion, and perform additional services as assigned by the Master or Wardens.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, Prospect Managers Association Meetings, etc.)

### KEY COLLABORATORS

**Worshipful Master:** ceremonial movements, processions, visitor introductions

**Senior & Junior Wardens:** meeting coordination, prospect management

**Senior & Junior Deacons:** ritual movement and candidate support

**Junior Warden:** hospitality, refreshments, reception planning

**Tiler:** visitor register and meeting access

**Welcome Committee:** guest hosting and first impressions

## COMMITTEES SERVED ON

Welcome Committee (chair/lead)

Supports or collaborates with:

Prospect Engagement Team (with JW & SD)

Fellowship/Hospitality Team

Ritual Team (when processions or ceremonial coordination is needed)

## MEASURES OF SUCCESS

- Guests, prospects, and visiting brethren feel warmly welcomed and well informed.
- Receptions, dinners, and social gatherings flow smoothly and appear well coordinated.
- Ritual processions and ceremonial elements are orderly and dignified.
- Communication between Marshal, Wardens, and Deacons is seamless and proactive.
- The Welcome Committee is organized, reliable, and consistent in execution.
- Prospects move comfortably from introduction to deeper engagement with the lodge.

## AUTHORITY & SUCCESSION

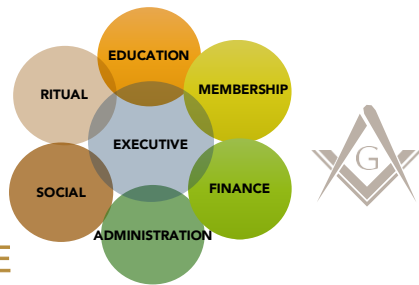
- Acts under the direction of the Worshipful Master, with delegated authority for hospitality and ceremonial organization.
- Supports ritual but does not hold ritual authority.
- May temporarily act for the Senior Deacon or Junior Warden in matters of hospitality when directed.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed by the Master.

**Estimated Time Commitment:** 6–10 hours per month (varies with receptions, degrees, district school of instruction, and events).

**Recommended Proficiencies:** excellent interpersonal skills, hospitality instincts, composure, basic ritual knowledge, reliability, and a welcoming demeanor.



## SENIOR STEWARD

### PURPOSE

The Senior Steward supports the Junior Warden in fostering fellowship, hospitality, and care for the lodge's members and guests. He helps prepare, coordinate, and manage refreshments and social functions surrounding stated meetings, degrees, and special events. By creating a warm, welcoming environment before and after meetings, he strengthens the lodge's culture of friendship and shared experience.

### CORE RESPONSIBILITIES

- Support the Junior Warden in planning, preparing, and serving refreshments for meetings, degrees, and special events.
- Ensure hospitality spaces are clean, organized, and ready, overseeing setup and cleanup with the Junior Steward.
- Create a warm, welcoming environment for members, visitors, and prospects during fellowship periods.
- Coordinate event logistics—menus, supplies, volunteer support, and smooth transitions between dinner, reception, and meetings.
- Assist the Junior Warden on degree nights to ensure candidates and sideliners are properly accommodated.
- Prepare and restore dining, kitchen, and refreshment areas before and after lodge functions.
- Provide additional support to the Marshal and Deacons during high-attendance events.
- Uphold the lodge's standards of hospitality, order, and care, and perform duties as assigned by the Junior Warden or Master.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

### KEY COLLABORATORS

**Junior Warden:** primary supervisor; hospitality and refreshment coordination

**Junior Steward:** shared duties, joint setup and cleanup responsibilities

**Marshal:** welcome experience and event flow

**Senior & Junior Deacons:** coordination during degree nights

**Welcome Committee:** visitor and prospect support

**Tiler:** timing and entry coordination for visitors

## COMMITTEES SERVED ON

Hospitality/Fellowship Committee (if maintained by the lodge)

Supports or collaborates with:

    Welcome Committee

    Prospect Engagement / Reception Nights

    Event Planning Teams for special functions

## MEASURES OF SUCCESS

- Refreshments and meals are consistently well-organized, timely, and appealing.
- Dining and social spaces are clean, orderly, and welcoming.
- Members and guests feel cared for and included.
- The Junior Warden receives reliable, proactive support before, during, and after events.
- Lodge events run smoothly, with clear coordination between Stewards, Marshal, and Wardens.
- The lodge's culture of fellowship and hospitality grows stronger over time.

## AUTHORITY & SUCCESSION

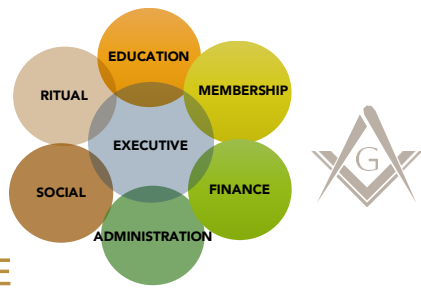
- Acts under the direction of the Junior Warden.
- Shares leadership of Steward responsibilities with the Junior Steward.
- May serve as acting Junior Warden for refreshment-related tasks when delegated.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed by the Master.

**Estimated Time Commitment:** 4–8 hours per month (varies by event schedule, and district school of instruction).

**Recommended Proficiencies:** reliability, teamwork, hospitality, organization, and a service-oriented mindset.



## JUNIOR STEWARD

### PURPOSE

The Junior Steward supports the Senior Steward and Junior Warden in creating a welcoming, well-organized environment for members, candidates, and guests. He assists with preparation, service, and cleanup of refreshments, helps maintain the lodge's hospitality spaces, and contributes to the fellowship that surrounds every meeting and degree. Through reliable support and a friendly presence, he strengthens the lodge's culture of care and community.

### CORE RESPONSIBILITIES

- Support the Junior Warden and Senior Steward in preparing, serving, and organizing refreshments for meetings, degrees, and special events.
- Maintain clean, orderly hospitality spaces and assist with setup and cleanup before and after gatherings.
- Welcome members and guests with warmth, helping direct visitors to seating, refreshments, or appropriate officers.
- Assist with event logistics, including table setup, flow management, and transitions between reception, meeting, and fellowship.
- Collaborate with the Stewards, Deacons, and Marshal to ensure smooth operations during high-attendance evenings and ceremonies.
- Uphold the lodge's standards of hospitality, service, and care through a calm, reliable, and cheerful presence.
- Perform additional duties as assigned by the Junior Warden or Senior Steward.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

### KEY COLLABORATORS

**Junior Warden:** primary supervisor; hospitality oversight

**Senior Steward:** direct collaborator; joint setup and cleanup responsibilities

**Marshal:** coordination for visitors and prospects

**Senior & Junior Deacons:** support during degrees and movement of members

**Welcome Committee:** guest engagement

**Tiler:** coordination for timing and visitor entry

### COMMITTEES SERVED ON

Not typically a formal committee member, but supports:

Hospitality / Fellowship Committee (if maintained)  
Welcome Committee  
Prospect Engagement & Reception Nights  
Event Planning Teams for special lodge functions

## MEASURES OF SUCCESS

Refreshment areas are consistently clean, well-organized, and prepared on time.  
Members, candidates, and guests feel welcomed and comfortable.  
Setup and cleanup tasks are completed efficiently with strong teamwork.  
The Junior Warden and Senior Steward receive dependable, proactive support.  
Fellowship is strengthened through a warm, friendly environment.  
Events run smoothly due to thoughtful logistics and attention to detail.

## AUTHORITY & SUCCESSION

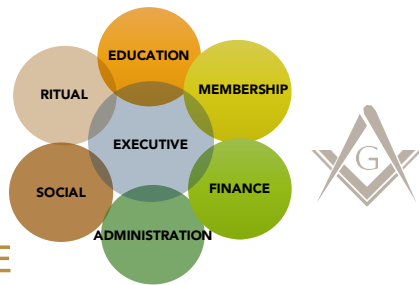
Acts under the direction of the Junior Warden and Senior Steward.  
Shares Steward responsibilities but does not independently plan menus or events.  
May act in the role of Senior Steward when delegated.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed by the Master.

**Estimated Time Commitment:** 3–6 hours per month (varies by meetings, district school of instruction, and event schedule).

**Recommended Proficiencies:** reliability, teamwork, hospitality, energy, a service-oriented mindset, and willingness to help wherever needed.



## MUSICIAN

### PURPOSE

The Musician enriches the lodge's ritual and fellowship by providing music that elevates the emotional, symbolic, and ceremonial tone of meetings and special events. He enhances the lodge experience through thoughtful musical selections that support reflection, reinforce ritual meaning, and strengthen the shared sense of fraternity. Whether performed live or coordinated through recorded music, the Musician's contributions deepen the lodge's culture of dignity, harmony, and inspiration.

### CORE RESPONSIBILITIES

- Enhance the lodge's ritual experience through music that supports the dignity, symbolism, and emotional tone of ceremonies.
- Provide musical accompaniment for degree work, openings, closings, memorial observances, and other formal moments as directed by the Master.
- Shape the lodge's atmosphere by selecting music that fosters welcome, reflection, or celebration before and after meetings.
- Support the flow of events—receptions, dinners, and special programs—through coordinated musical transitions.
- Prepare, tune, and manage instruments, audio systems, and playlists to ensure seamless performance.
- Collaborate with the Master, Deacons, Marshal, and Welcome Committee to align timing and musical needs with ritual and event logistics.
- Maintain a repertoire appropriate to Masonic settings, reflecting decorum, harmony, and inclusivity.
- Assist the Master as needed in all ceremonial, memorial, and public-facing musical functions.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

### KEY COLLABORATORS

**Worshipful Master:** primary collaborator; determines ceremony and ritual needs

**Senior & Junior Wardens:** special program planning

**Senior & Junior Deacons:** timing and ritual coordination

**Marshal:** processions, introductions, ceremonial flow

**Junior Warden & Stewards:** equipment setup and event logistics

**Welcome Committee:** pre- and post-meeting atmosphere



## COMMITTEES SERVED ON

Not typically a committee member, but:

- Supports Ritual Team for ceremonial planning
- Assists Event/Hospitality Committees as needed
- May contribute to Education Nights or special programs requiring musical elements

## MEASURES OF SUCCESS

- Music enhances the dignity, meaning, and emotional resonance of ritual.
- Meetings feel polished, coordinated, and thoughtfully prepared.
- Musical transitions are smooth and unobtrusive.
- Instruments or audio systems are always ready and functional.
- Members and guests experience a warm, inspiring environment.
- The Master and Deacons receive consistent, dependable support.

## AUTHORITY & SUCCESSION

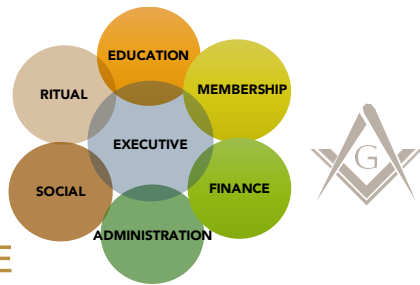
- Acts under the direction of the Worshipful Master.
- Holds artistic discretion within the bounds of Masonic decorum and lodge expectations.
- May designate a substitute musician when unable to attend, subject to Master's approval.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed by the Master.

**Estimated Time Commitment:** 2–6 hours per month depending on degree work, district school of instruction, and events.

**Recommended Proficiencies:** musical skill (performance or audio coordination), reliability, timing, emotional sensitivity, and ability to contribute gracefully to ritual and ceremonial work.



## TILER

### PURPOSE

The Tiler safeguards the lodge's security and ensures that all meetings are properly protected from intrusion. He prepares the lodge room, maintains regalia and paraphernalia, and serves notices and summonses as required by the Master or the lodge. By ensuring the room is orderly, secure, and ready for ritual, he contributes directly to the dignity, safety, and integrity of the lodge's ceremonies.

### CORE RESPONSIBILITIES

- Guard the lodge entrance during meetings, ensuring only qualified Masons are admitted and maintaining a vigilant, discreet presence.
- Oversee the Tiler's Register and ensure all visiting brethren sign in properly.
- Prepare the lodge room by arranging regalia, paraphernalia, and furnishings, and help return the room to order after meetings.
- Maintain the condition of lodge implements and equipment, supporting officers with setup and teardown as needed.
- Serve all notices and summonses issued by order of the Worshipful Master or the lodge.
- Direct candidates and visitors appropriately before entry and ensure the lodge is secure during degrees and ceremonies.
- Provide logistical support for ritual preparations and room configuration.
- Uphold the confidentiality and security of all lodge proceedings, and perform additional duties as assigned by the Master or Wardens.
- Attend to the best of your ability programs that support leadership development (Lodge leadership retreats, Annual Communication, District School of Instruction, etc.)

### KEY COLLABORATORS

**Worshipful Master:** security, summonses, meeting preparation

**Senior & Junior Wardens:** ritual readiness and coordination

**Secretary:** visitor register and summons/notice coordination

**Officers' Coach:** room setup for ritual work

**Senior Deacon & Marshal:** candidate and visitor management

### COMMITTEES SERVED ON

Not typically a formal committee member, but provides direct support to:

Ritual Team (room setup, regalia, candidate flow)

Executive Committee (when assisting with room and building access)  
Membership & Reception efforts as needed for visitor flow

## MEASURES OF SUCCESS

- Lodge room is consistently prepared, orderly, and fully equipped before meetings.
- Security is maintained and only qualified members are admitted.
- Notices and summonses are served promptly and correctly.
- Regalia and paraphernalia remain organized and in good condition.
- Visitors and candidates experience clear, professional guidance.
- Ritual work proceeds smoothly with no logistical disruptions.

## AUTHORITY & SUCCESSION

- Holds custodial authority over the physical security of the lodge door during meetings.
- Acts under the direction of the Worshipful Master.
- Does not hold ritual authority but supports the officers responsible for degree work.

## TERM & TIME COMMITMENT

**Term:** 1 year, appointed by the Master.

**Estimated Time Commitment:** 3–6 hours per month (depending on meeting frequency, district school of instruction, and setup requirements).

**Recommended Proficiencies:** reliability, attention to detail, discretion, basic ritual familiarity, and organizational skill.