

COLUMBIA LODGE NO. 25
A.F. & A.M

LODGE OFFICER DUTIES

Introduction

Some of the duties listed are specific to the traditions of Columbia Lodge No. 25. They are in addition to the duties specified in the Grand Lodge Rules and Regulations of Connecticut. All officers are expected to attend all meetings. If unable to attend a meeting, the officer is responsible for finding a brother to fill his chair for the evening. All officers are expected to attend any Grand Lodge seminars relevant to their office.

Worshipful Master

The Worshipful Master is responsible for everything within his lodge during his term as Master. He is ultimately responsible for every other lodge officer and their duties, every lodge committee, ritual and degree work, Masonic education, social functions, fundraisers, District and Grand Lodge liaison, etc. The Master must be made aware of all scheduled committee meetings. Only a past Warden can become Master, unless dispensation is given by the Grand Master.

Duties include:

1. Preside at the meetings of the Lodge. When absent, the Wardens by rank will preside. If all three officers are absent, the sitting District Deputy could open the lodge.
2. Control all discussions, preserve harmony and maintain good order within the Lodge.
3. Oversee voting/balloting within the Lodge. When balloting, see that each member present casts a ballot or is legally excused from balloting.
4. Prohibit the discussion of political and religious matters in the Lodge.
5. Schedule an Officers Meeting early in the year, and then as necessary, to:
 - a. Review your goals.
 - b. Firm up the calendar of events for the year.
 - c. Discuss programs to enhance your meetings.
6. Prepare your Master's Message for the Trestleboard, along with the calendar of events for the period covered in the Trestleboard.
7. Have a knowledge of Grand Lodge Rules and Regulations, and Lodge by-laws.
8. Be familiar with Masonic protocol to properly receive Grand Lodge officers and other dignitaries.
9. Attend Grand Lodge Annual and Semi-Annual communications.
10. Communicate with the Grand Lodge as needed and maintain contact with the District Deputy on lodge matters.
11. Coordinate with the Secretary on preparing agendas for lodge meetings.
12. See that the degree work is exemplified with dignity consistent with the requirements of the Grand Lodge.
13. Select all his appointive officers and committees of the Lodge.
 - a. Be sure to ask all current committee chairmen if they wish to continue to serve. Do not assume they will continue to do a job they may have filled for many years.

- b. Ask the Trustee whose term is expiring if he wishes to be re-elected. If he does not, seek out a suitable replacement who will stand for election to a 3-year term..
14. Approve all orders or vouchers drawn on the Treasurer with consent of the Lodge.
15. Fill temporarily all vacant stations and places with proficient members.
16. Read and discuss in Lodge the proceedings of the Grand Lodge.
17. Preside at the Masonic Burial or Memorial Service of a deceased member if requested, or cause the same to be done by another brother.
18. Present an Annual Report at the lodge Annual Meeting.

Senior Warden

The Senior Warden is second in command within the lodge officers.

Duties include:

1. Commit to memory all required ritual.
2. Be able to Open and Close the Lodge and serve as Master in his absence.
3. Attend Grand Lodge Annual and Semi-Annual communications.
4. Commit to memory the Worshipful Master part of the MM Degree.
5. Know the business of the Lodge and have a knowledge of all committee work, and candidates in process, and coming events.
6. Have a knowledge of the finances of the Lodge.
7. Have a knowledge of Grand Lodge Rules and Regulations, and Lodge by-laws.
8. Appoint the Junior Deacon at the Annual Meeting.
9. Schedule a meeting during the summer to discuss:
 - a. Filling the officer line for your coming year
 - b. Goals for your year as Master
 - c. Rough outline of calendar of events for the year, including programs to enhance your meetings

Junior Warden

The Junior Warden arranges meals and refreshments for the lodge, with the assistance of the Stewards.

Duties include:

1. Commit to memory all required ritual, including the three questions asked of the Senior Deacon near the end of the Middle Chamber lecture.
2. Be able to Open and Close the Lodge and serve as Master in the absence of the Master and Senior Warden.
3. Calling the lodge from labor to refreshment, and back to labor.
4. Commit to memory the Worshipful Master part of the Fellowcraft Degree.
5. Understudy the Senior Warden that he may relieve him whenever necessary and prepare himself for advancement to the duties of the Senior Warden including the committal and delivery of the Senior Warden's degree work.
6. Attend Grand Lodge Annual and Semi-Annual communications.
7. Keep a ledger of all expenses and income associated with dinners and refreshments, and present this as an Annual Report at the lodge Annual Meeting.

Treasurer

The Treasurer is the Lodge banker and should adhere to good business practice and habits. Receipts, records, monthly reports of expenditures and income, and proper investment of Lodge funds are his responsibility.

Duties include:

1. Receive all moneys from the Secretary and issue a receipt for the same.
2. Deposit money in a financial institution.
3. Pay out money only by order of the Worshipful Master and consent of the Lodge.
4. Keep detailed records of all income and expenditures.
5. Keep records of all investment funds.
6. File all needed state and federal tax forms.
7. Present an Annual Report at the lodge Annual Meeting.
8. File to the office of the CT Secretary of the State the Scholarship Fund Annual Report.

Secretary

The Secretary handles all Lodge correspondence, writes minutes of Lodge meetings, receives petitions of new candidates, and performs many other administrative duties. He also receives all money, and pays it out to the Treasurer.

Duties include:

1. Record all proceedings of the Lodge in the form of written minutes.
2. Receive all moneys paid into the Lodge, prepare a deposit slip, and pass along to the Treasurer for deposit.
3. Receive all bills, prepare vouchers for the Master to sign, and pass along to the Treasurer for payment.
4. Keep detailed records of all income and expenditures.
5. Present a budget for the coming fiscal year at the first lodge meeting in October.
6. Schedule an audit of the Lodge records prior to the Annual Meeting.
7. Receive all petitions for membership and affiliation.
8. File all Documents of the Lodge.
9. Collect all Lodge dues, and follow up on delinquent dues.
10. Make monthly and annual reports to the Grand Lodge.
11. Keep an up-to-date register of all members.
12. Present an Annual Report at the lodge Annual Meeting.
13. Be the prompter during degree work.
14. File to the office of the CT Secretary of the State the Building Corporation Annual Report.

Senior Deacon

The Senior Deacon is the messenger of the Worshipful Master. His most important duty is to welcome visiting Brethren and introduce them to the Lodge members so that they will feel at home. Both ritual and floor work are a part of the required operation of this station.

Duties include:

1. See that the lodge room is properly prepared for the work of the evening.
 - a. The altar should be draped if it is within 30 days of the reading of the last resolutions on the life of a departed brother.
 - b. The staffs should be placed on the proper sides of the deacons' and stewards' chairs – left side for EA and MM openings, and right side for a FC opening.
 - c. Set out candidate ritual clothing on degree nights, and return it to its proper storage place after the meeting.
2. Greet a candidate upon his arrival and introduce him to the Master and other brothers.
3. Ensure that the Stewards have properly prepared a candidate before he enters the lodge room.
4. Commit to memory all required ritual, including duties when opening on EA degree.
5. Prepare Holy Bible, Square, and Compasses for all three degrees, including opening, going to refreshment, and closing.
6. Be proficient in rod and floor work. Carry rod in proper hand (left, right, left, for 1st, 2nd, and 3rd degree).
7. Be familiar with Masonic protocol to properly introduce Grand Lodge officers and other dignitaries.
8. Receive and conduct candidates in all degrees.
9. Handle the ballot box.
10. Understudy the Junior Warden and prepare himself for advancement to the duties of the Junior Warden including the committal and delivery of the Junior Warden's degree work.
11. Commit to memory the Worshipful Master part of the Entered Apprentice Degree.

Junior Deacon

It shall be the duty of the Junior Deacon to be the messenger of the Senior Warden. His duty is the custody of the door opening from the Tyler's room. He permits no one to enter or retire without consent from the Master or Senior Warden.

Duties include:

1. Assist the Senior Deacon in preparation of the Lodge room. Lay out the aprons and jewels at the officer stations.
2. Pick up the lodge room and put everything away after the meeting is closed.
3. Commit to memory all required ritual, including duties when opening on EA degree.
4. Understudy the Senior Deacon that he may relieve him whenever necessary and prepare himself for advancement to the duties of the Senior Deacon including the committal and delivery of the Senior Deacon's degree work.
5. Assist in the preparation of the candidate for the degrees.

6. Be proficient in rod and floor work. Carry rod in proper hand (left, right, left, for 1st, 2nd, and 3rd degree).
7. Proper handling of the door (e.g. when to knock and when not to knock).

Senior Steward

It shall be the duty of the Senior Steward to assist the Deacons and 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.

Duties include:

1. Assist Junior Warden in providing refreshments.
2. Make sure kitchen and hall are clean after every meeting.
3. Proper preparation of candidates.
4. Be proficient in rod and floor work. Carry rod in proper hand (left, right, left, for 1st, 2nd, and 3rd degree).
5. Deliver first section lectures for all three degrees.

Junior Steward

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

Duties include:

1. Assist Junior Warden and Senior Steward in providing refreshments and clean-up.
2. Preparation of candidates.
3. Be proficient in rod and floor work. Carry rod in proper hand (left, right, left, for 1st, 2nd, and 3rd degree).
4. Deliver first section lectures for all three degrees.

Chaplain

The Chaplain is the spiritual leader of the lodge.

Duties include:

1. Open and close all meetings with prayer being careful to keep all supplications universal and common to all religions.
2. Attend all Masonic funeral services and give the prayers of that service.
3. Deliver the scripture readings for the various degrees.

Marshal

The Marshal conducts processions and, at the direction of the Master, conducts brothers about the lodge.

Duties include:

1. Assist the Junior Deacon in preparation of the Lodge room.
2. Assist the Junior Deacon in picking up the Lodge room and putting everything away after the meeting is closed.
3. Conduct Chaplain to and from Altar.
4. Conduct a brother about the lodge, at the direction of the Master, taking care not to pass between the Master and the Altar.
5. Conduct the Grand Procession near the end of the Master Mason degree.

Tyler

The Tyler is the outer guard who sits outside the lodge room.

Duties include:

1. Ensure that all brothers who approach for entrance to the lodge are properly clothed and vouched for.
2. Wait for a proper time in the lodge proceedings to inform the Junior Deacon of a brother seeking entrance.
3. Advise the brother seeking entrance whether the lodge is open on the 1st, 2nd, or 3rd degree.
4. Prepare the candidates for the degree being conferred.

Organist

The Organist enhances the ceremonies and atmosphere of the lodge meeting by the addition of appropriate and timely music.

Duties include:

1. Under the direction of the Master, he conducts the musical exercises of this lodge.

Historian

The Historian records for posterity, all pertinent facts of historical significance to the Lodge and to the brethren. The work of the Historian is especially appreciated in those years when the Lodge is celebrating a milestone anniversary.

Duties include:

1. Make periodic brief presentations to the lodge of items related to Masonic history.
2. Research old minutes from the lodges that have merged to form the current Columbia lodge to prepare occasional presentations relevant to our own history.
3. Prepare an Annual Report for the lodge Annual Meeting.

Almoner

The Almoner attends to the comfort and comforting of the aged and unfortunate among our Brethren and their dependents. The Almoner Fund's income and disbursements are independent

of the Lodge's financial records, and are private. The Almoner makes no financial report to the Lodge.

Duties include:

1. Have the "Almoner Box" available at lodge meetings for donations.
2. Seek out the needy.
3. Offer financial aid to the needy from the Almoner Fund.
4. Consult with the Grand Almoner if our funds are insufficient to meet the need.
5. Advise the Committee on Welfare and Relief when there are needs beyond financial, including visiting the sick.

Trustees

The Trustees are not really officers of the Lodge, but function as a committee. The lodge has three Trustees, elected for staggered 3-year terms. Each year, at the Annual Meeting, there is an election for the Trustee whose term has expired. Often the same brother is willing to serve another 3-year term.

Duties include:

1. Proper management of the Lodge invested funds.
2. Disbursement of invested funds to the Lodge to cover necessary expenses, at the direction of the Worshipful Master, with the approval of the Lodge.
3. Present an Annual Report at the Lodge Annual Meeting.