

THE MOST WORSHIPFUL GRAND LODGE OF ANCIENT FREE AND ACCEPTED MASONS

OF THE STATE OF CONNECTICUT

POLICY AND PROCEDURES MANUAL

LODGE OFFICERS

Applicability and Responsibility

This document is applicable to all Constituent Lodges of the Grand Lodge A.F. & A.M. of Connecticut, and may be of some use to coordinate and appendant bodies.

Responsibility for maintaining this document rests with the Committee on Masonic Education, and with the approval of the Grand Master.

References

Grand Lodge of Connecticut Constitution, Masonic Law, Practice, Rules and Regulations:

Section 2110	Election & Duties of Trustees
Section 3200	Officers of a Lodge
Section 3201	Certain Officers to be Elected Annually
Section 3204	Appointment of Senior and Junior Deacons
Section 3205	Annual Election, Eligibility of Office
Section 3218	Prerogatives of the Senior Warden
Section 3219	Duties of the Senior Warden
Section 3220	Prerogatives of the Junior Warden
Section 3221	Duties of the Junior Warden
Section 3222	Duties of Other Officers
Section 3224	Master & Wardens to Attend Grand Lodge; Requirements of Proxies
Section 7203	Officers Must be Installed and May Not Resign

Lodge Bylaws

P&P Document Installation of Officers

Discussion

Though the Worshipful Master is the Head of the Lodge, he requires the assistance of other Officers to enable him to carry out his duties, both ritualistic and administrative. The Wardens, Treasurer and Secretary must be elected by the brethren of the Lodge while in most cases, the remaining Officers are appointed, however, the Bylaws of the Lodge may prescribe that other Officers must also be elected. The Lodge bylaws may prescribe specific duties for certain Officers, and the Installation ceremony provides general descriptions of the duties of all Officers.

This document describes duties and responsibilities based upon the above referenced sections of the *“Grand Lodge A.F. & A.M. of Connecticut Constitution, Masonic Law, Practice, Rules and Regulations”* and contains several additional suggestions.

Wardens

Perhaps no ancient usage and custom of the fraternity is more universal than the government of the Lodge by a Master and two Wardens. The Grand Lodge recognizes that the Wardens are essential in the formation, opening, and governing of a Lodge. Not only are the Wardens essential to every Entered Apprentice, Fellowcraft, or Master Mason Lodge, but they also have certain inherent powers, duties, and responsibilities as defined in the above listed references.

The Warden who presides in the absence of the Worshipful Master may call a Past Master to the chair to preside for him, but no Past Master, in the absence of the Master, may legally congregate a Lodge. On the other hand, the Junior Warden does not assume the West by right in the absence of the Senior Warden. He sits there only by appointment. A Warden in the East is still a Warden, only acting as Master.

It is not only the right but the duty of the Senior Warden to "assist the Worshipful Master in opening and governing his Lodge". When he uses it to enforce orders, his setting maul or gavel is to be respected; he has a "proper officer" to carry his messages to the Junior Warden or elsewhere; under the Master, he is responsible for the conduct of the Lodge while at labor.

Most authorities who distinguish between the two Wardens state that the Senior Warden is in charge of the craft during the hours of labor, and the Junior Warden during the hours of refreshment. In general, this is true, but it is not a hard and fast rule. The Master may give orders to either Warden at any time.

The Senior Warden must be aware of how important it is for him to select his appointive officers with great care prior to his installation as Master. He must realize that it is not just a Junior Steward or a Marshal, but a potential Worshipful Master that he is selecting. The appointee should have the qualifications necessary to make the best possible Master.

The jewel of the Senior Warden is the level, an emblem of the equality and harmony which should always prevail among Masons. It demonstrates that we are descended from the same stock, partake of the same nature, and share the same hope and aspirations.

The plumb of the Junior Warden is emblematical of that rectitude of conduct which should distinguish the brethren, both in the Lodge and during the hours of refreshment. It admonishes us to walk uprightly in our stations, to hold the scale of justice in equal poise, to observe the just medium between intemperance and pleasure, and to make our passions and prejudices coincide with the line of our duty.

The Junior Warden's duties are somewhat more specific; he observes the time and calls the Lodge from labor to refreshment and from refreshment to labor at the order of the Master. It is his duty to see that "none of the Craft convert the purposes of refreshment into intemperance and excess", which has its derivation from the days when "refreshment" meant wine. We still have reason for this charge upon the Junior Warden since it is his unpleasant duty, because he supervises the conduct of the craft, to prefer charges against those guilty of Masonic misconduct.

Only a past Warden may succeed to the office of Master unless by dispensation of the Grand Master. Another privilege is that the Wardens represent the Lodge with the Master at all communications of the Grand Lodge. The office of Warden is a highly exalted one, his powers only exceeded by those of the Master. He is a good Warden who acts in the South or West so as to earn for himself the respect of the brethren, rather than demand it because of law and custom.

The station of the Junior Warden is in the South, often upon a dais one step above the level of the Lodge floor, while the station of the Senior Warden is in the West, often two steps above the floor. Each Warden has a column which he is to erect at his station while he has charge of the craft and which he is to lower when he is not in charge (it being understood in both cases that the Warden in charge is acting under the orders of the Master). Many brethren think the purpose of the erect column is to inform the craft whether they are at refreshment or labor and while it does give that information, it is only incidental to the main purpose which is "to inform the Craft which Warden is in charge."

Treasurer

At his installation, the Treasurer is told that he is to receive all moneys from the hands of the Secretary, keep a just and regular account of the same, and pay them out at the Worshipful Master's will and pleasure, with the consent of the Lodge. The duties of the Treasurer may be summarized with a few words; he is the banker of the Lodge. It is his duty to safely keep the moneys given to him by the Secretary and pay them out only upon proper warrants ordered by the Lodge and the Master, thus exemplifying the safe locking, typified by one key, and the proper opening, symbolized by the other key of his jewel of office.

Secretary

The Secretary of a Masonic Lodge is still "a very confidential officer". Many matters which come to his knowledge in his official capacity should be considered by him to be strictly confidential. They are not public property. Also, the word of the Secretary is a sacred trust to which he should be true at all times, giving to the work his best effort.

While the Master, Wardens, and Treasurer "outrank" him as officers, the importance of his work should not be underrated. Even more than the Master, he comes in contact with every member, and he should be a friend-maker, a spreader of harmony, and a source of information.

The Secretary will do well to remember that in his capacity as secretary, he leaves upon his Lodge the imprint of his personality. As he executes all Lodge correspondence, and thus represents the Worshipful Master and the membership, he creates a fixed impression, not only on the home front, but also upon the world outside the Lodge.

The position of Secretary really covers three functions: recording, financial, and corresponding secretary. It can readily be perceived that as a recording and financial accountant, the Secretary finds his office a meticulous one. Ordinary intelligence, combined with attention to details, will make a good Secretary.

After a candidate has been raised to the sublime degree of a Master Mason and while he is still under the inspiration of the ritualistic teachings, he is conducted to the Secretary's desk to sign the bylaws of his Lodge. From that time on he comes in closer contact with the Secretary than with any other officer. The Secretary, therefore, has the opportunity to support the enthusiasm which a newly raised brother has for Masonry. The Secretary's jewel, the crossed pens, has a world of symbolism, both for the Secretary himself and the individual brother. One pen represents the records of the Lodge, the other those of the individual member; and these two kinds of records cross each other in fraternal union. Among his duties are the following:

"To observe the Worshipful Master's will and pleasure." When the Worshipful Master "wills" or "pleases", it is obligatory that the Secretary assist in any way possible.

"To record the proceedings of the Lodge."

"To receive all moneys." We would here emphasize the word all. If the Secretary is to perform this function, he must handle all moneys payable to the Lodge and make proper record thereof. It is a mistake to pay any moneys directly to the Treasurer, the trustees, or any board or committee, even though they are later to be handled by such officer or board. The Secretary should give a receipt of all moneys coming into his hands and make proper record thereof.

"Pay them over to the Treasurer and take his receipt therefore." The Secretary should promptly turn over all money received by him to the Treasurer, and receive a receipt for that amount.

Finally, and equally as important as all the preceding duties, he should see that reports due the Grand Secretary, with emphasis on the monthly and annual reports of his Lodge, are made promptly and legibly.

Deacons

In Masonry, the Deacon is a servant, or proxy, of another officer.

To this we might add that the Senior Deacon has charge of the ballot box, when a ballot is being taken, and that he has charge of the altar and the Great Lights under the direction of the Master.

The Junior Deacon guards the inner door of the Lodge and assists the Master and Senior Warden in guarding the proceedings against the intrusion of those not qualified to enter. Permission to enter or leave the Lodge room, and instructions to the Tiler, are given through the Junior Deacon.

The Senior Deacon is the proxy of the Master, the Junior Deacon that of the Senior Warden. The Master and Wardens occupy stations and are not supposed to move about the Lodge room. Not only their duties, but also the dignity of their position as leaders of the craft, require them to remain in their stations. Therefore they need proxies in the active duties of the Lodge. The Senior Deacon carries the orders of the Master, the Junior Deacon the messages of the Senior Warden. As the Junior Deacon is the proxy of the Senior Warden, it is the prerogative of the Senior Warden to appoint the Junior Deacon.

The ensign of the office of a Deacon is his rod, which he should carry when performing an official duty. This is in imitation of the rod of Mercury, who was the messenger of the gods, as the Deacons are the messengers of the Master and Senior Warden.

The jewel of the Senior Deacon is an image of the sun within the square and compasses to indicate that he is the messenger of the Master, whose station is in the East, the place of the rising sun. The jewel of the Junior Deacon is a half moon within the square and compasses to represent that he is the messenger of the officer whose station is in the West.

The Senior Deacon should always remember that he is ultimately responsible for the proper preparation of the candidate who comes to him from the hands of the Stewards, and he should never take a step with that candidate until he shall have satisfied himself that the candidate is "duly and truly prepared."

Symbolically, the chief significance of the Junior Deacon's office lies in the fact that he is the complement of the Tiler - the inside guardian of that same door of which the Tiler is the outside guard.

Stewards

The dictionary defines a "steward" as "a person entrusted with the management of estates or affairs not his own; in Masonic Lodges, an officer who collects dues, provides refreshments, etc."

The badge or ensign of a Steward is a rod surmounted by a cornucopia, the horn of Amalthea. Amalthea was the goat on whose milk the god Zeus, or Jupiter, was reared. The goat broke off one of her horns, filled it with flowers and fruits, and presented it to Zeus, who placed it among the stars. It was the symbol of inexhaustible riches and plenty, hence its name "cornucopia", or "horn of plenty."

The first account of a Masonic procession which we have (June 24, 1724) states that the Stewards walked "two and two abreast with white rods." Mackey says, "This use of a white rod comes from the political customs of England, where the Steward of the King's household was appointed by the delivery of a white staff."

No worthy Steward will ever attempt to scare or joke with a candidate about his initiation or permit anyone else to do so. On the contrary, each candidate should receive the impression that his initiation is to be a serious thing, conducted with decorum and dignity.

If Stewards realized how important a part their preparation of the candidate really plays in forming that impression of Masonry which permanently remains with the candidate, they would **never** hint at horse-play or fun in connection with the ritual, but strive to impress upon each candidate the real value and importance of the ceremonies in which he is so soon to perform so large a part.

At installation, the Stewards are informed that at the hour of refreshment they are to see that the tables are properly furnished and each brother suitably provided for. To this end they are to consult with the Master, or Junior Warden, as to his wishes and make plans and preparations accordingly, that these duties be properly carried out.

Chaplain

The duties of every Chaplain must begin with the essential characteristic of loving reverence for all. He must hold in reverence all that goes to maintain the great commandment, "Thou shalt love thy neighbor as thyself." The brethren should say of their Chaplain, as he walks among men, that his going in and out among them exemplifies those characteristics that they themselves hold in highest esteem. There is no need for eloquent speech; however the prayers and the Biblical passages required by the ritual should be delivered with meaningful emphasis and correct pronunciation. It is more the manner of the Chaplain's life among his brethren, than his oratory, that counts for his usefulness.

Marshal

The Marshal of a Lodge is stationed in the southeast, opposite the Senior Deacon. His jewel is crossed batons. The duties of the Marshal are to take charge of and conduct the processions of the Lodge and to assist the Deacons and Stewards when necessary.

When forming a procession at the request of the Master, the Marshal carries a baton as an insignia of office. A Marshal who understands the floor work and the conducting of processions will greatly enhance the dignity, orderliness, and beauty of processions in and out of the Lodge room. Much of the order and beauty of Masonic affairs depends upon his knowledge and skill. If conducted poorly, the effectiveness, as a whole, is lessened.

Lodge processions are two by two, junior to senior, formed as follows:

Marshal	
Junior Steward	Senior Steward
Entered Apprentice	Entered Apprentice
Fellowcraft	Fellowcraft
Master Masons	Master Masons
Past Masters	Past Masters
Historian	Organist
Chaplain	Tiler
Secretary	Treasurer

Junior Warden
Junior Deacon

Senior Warden
Senior Deacon

Master

Organist

Regardless of the exact instrument which he plays, the Organist, under the direction of the Worshipful Master, provides music for the Lodge. Whether as a support for the ritual work or as an interlude during a quiet moment in a meeting, the harmonies provided by the Organist remind us that harmony is the strength and support of institutions such as ours.

Tiler

The Tiler of a Lodge must be a Master Mason. His station is outside the Lodge room door; his jewel and the implement of his office is the sword. The duties of the Tiler are to guard the Lodge against intrusion, to permit no one to pass into the Lodge unless he is properly clothed, and visitors properly vouched for. In some Lodges, he prepares the Lodge rooms for meetings, arranging furniture, working tools, and other items in their proper places.

The Tiler is an important officer, for without his presence at his post the Lodge cannot proceed to business. He should, therefore, be a reliable man who will discharge his duties with firmness and courtesy.

The Tiler has the special duty to see that the brothers in the ante-room observe the same decorum as all other precincts of the temple. Moreover, the Tiler, if he rightly understands his art, will see that the ante-room is kept clean and in order, the aprons neatly stored, and litter not left scattered about; a fitting place, in short, through which to make entrance into a Masonic Lodge.

Historian

It is the province of the Historian to record, for future ages, items of significance based upon his research into Lodge documents, interviews with knowledgeable brothers, and reviews of other sources. The work of the Historian is especially appreciated in those years when the Lodge is celebrating a milestone anniversary.

Trustees

Although they are not really Officers of the Lodge, but function more like a committee, most Lodge bylaws provide for the election of a Board of Trustees, usually for a multiple year term. The bylaws also outline the duties and responsibilities of those trustees.

Foremost among these responsibilities may be the investment and management of Lodge funds in excess of those held by the Treasurer for current use. Another duty of trustees may be to maintain items owned by the Lodge - for example, candidate and degree costumes - in good condition and ready for use.

Trustees who manage Lodge funds must be careful in their investment style. Legally, the trustees are said to have fiduciary responsibilities - that is, they owe a special degree of care to those who elected them.

As such, they must choose investments which are not likely to lose value for the Lodge. At the same time, as membership (and thus income) declines, investment income becomes more and more important to Lodge operations.

Trustees must balance the need for conservative investment practices with an ever-greater need for investment income. The brothers who occupy these positions may be wise to seek professional assistance in handling Lodge investments, especially in those cases where funds held in trust are substantial.

Lodge custom and tradition generally dictates who will be elected as a trustee. Often, a retiring trustee will be elected to succeed himself until he expresses his desire not to be re-elected. In some cases, the retiring Worshipful Master is expected to serve. It is generally accepted that the trustees will make a report of their activities annually to the Lodge at a time determined by the bylaws.