

Chandler Lodge #138 F &AM  
Lodge Education Program

Subject: Duties of the Officers

Date: \_\_\_\_\_

WM: Be a leader, and lead by example. Solicit and respect the opinion of your brethren, officers, and past masters. Appoint committees that will work to the benefit of the lodge and always think of the future of Masonry. Plan your year, and before every meeting set an agenda; review with the secretary if necessary to provide interesting, efficient meetings, while being creative to maintain interest in your programs and events. Remember that ultimately you are responsible for not only the direction of the Lodge, but also accountable for its correct or incorrect actions. You are to delegate responsibility while maintaining adherence to the Grand Lodge Code and ritual through training, meetings and supervision.

SW: Should be able to open and close the lodge in the absence of the Master. He is the Chief Financial Officer of the Lodge and should meet with the Master, secretary and treasurer on budgets and the monetary operations of the lodge. He will serve as the assistant to the WM in preparation for his year in the east. He should be familiar with the Code, and be ready to 'put the craft to work' at the request of the Master to complete special functions. He also should be available for 'proper instruction' of the junior officers to lighten the load of the master. He should monitor the junior officers as he will be in charge within the year, and be selecting his appointees to office from these brethren.

JW: The JW is primarily a liaison officer between the Master and his brethren. He should monitor the ritual work, and work closely with the craft team captain for the performance of the work in accordance with the code and ritual to the satisfaction of the Master or District Deputy. The JW will also assist the SW with carrying out the request of the WM for special events of the lodge. The year of the JW is to prepare for the SW station because the year at that station will be busy preparing to be master.

Treasurer: This office is usually held by a trusted member, and will be held for several years. He is to work with the secretary to ensure all lodge monies are properly received, deposited, invested or paid out in accordance with the Lodge and Grand Lodge Code. His books should be separate from the secretaries so that they may be used for reconciliation, he should work with the finance, and audit committee's and have information available for reports to the Master and Lodge.

Secretary: The secretary is also a trusted member to the lodge, and it is prudent for him to remain in this office for several years. He should be experienced, willing and dedicated to the welfare of all aspects of the lodge. He will assist the WM with the official operations of the Lodge and coordinate information to the officers and committees for the performance of their duties. He should work closely with the WM, and handle correspondence of the Grand Lodge with the Masters knowledge and approval of the lodge.

SD: This office is responsible for greeting of visitors and guest. He will work with the Master and Tyler to ensure guests are identified and will perform their introductions as directed by the Master. He will act as a "social officer" and be on; or select committees to assist with special events. Also responsible for ensuring the lodge room is properly set for the master's agenda of the meeting. (i.e ballot box, altar, candles, etc.) He will be the 'handler' of the candidate, and should be aware of the degree procedures.

JD: Will assist the SD and the Tyler with the security of the lodge, and he will assist the SD with preparation of the lodge room. He shall assist with fundraising and other events of the lodge.

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Tyler: His main duty is to guard the door. Not only is he to identify visitors, and notify the SD and master, he also should monitor the members to ensure that aprons are worn, and the register is properly maintained. He should work with the SD to ensure the lodge room and equipment is prepared. The Tyler will also assist the Stewards with candidate preparations for degree work.

SS: He is responsible for the proper preparation and presentation of the candidates for degree work. This will include checking the health condition of the candidate and notify the master. Will work with the Tyler on preparation including cable ties, aprons etc. before advancing the candidate to the lodge door. Will assist the SD to present and guide the candidate as necessary on the floor. When the lodge is at refreshment he will assist in setting tables, serving, and planning for special events at the request of the master and other committees that may need such assistance.

JS: The JS will mainly assist the SS. He will learn the candidate preparations and assist with the social preparation and refreshments of the lodge.

Chaplain: Should be experienced in the Lodge Operations and Ritual. His station at the master's right makes him available to offer counsel to the master during meetings. He will preside over the ritual prayers as required, and also give special thanks at meals and other events as requested by the master.

LEO: Responsible for seeing that all candidates receive proper and supervised instruction before and after each degree. He will assist the Master in appointing Candidate Counselors. Also the LEO shall be a dedicated mason and instructor to teach his brethren while answering to the Master and district deputy for compliance to the Grand Lodge Code, and education programs.

All officers: Other traits particular to all lodge officer's shall be dedication; not only to his lodge, and master, but also to the brethren of his Lodge. He should extend fellowship and encourage cooperation within his lodge, and also among the district lodges. Attendance at other Lodges' events, and district events will add to the general knowledge and enthusiasm of the lodge officer. All elected and appointed officers shall not only be familiar with their duties and responsibilities but also with those of their next superior office. He will be compliant not only with his official duties, but also with secondary duties as assigned by his lodge, and the Master. The proficient lodge officer will learn his assigned lectures, and charges, and be active with the craft team. They should complete the Training Courses and have knowledge of the Grand Lodge of Ohio Code, Rules, Regulations, & Constitution. They should also have an appreciation for and understanding of the symbolism, ceremonies, and ritual of the craft. The lodge officer should be willing to be taught, but also to instruct others. He should be a humble servant proficient at his position in lodge, but also a devoted leader to the brethren in his lodge.

Source: Grand Lodge of Ohio Officer's Manual, 2006