

**MADISON LODGE NO. 93**

**Officer's Manual**

# PREFACE

The information contained herein is an update of a manual originally prepared in 1967. The original preface follows.

Ronald A. Poeter, PM, Worshipful Master 2000-01

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The information contained in this manual has been compiled with the assistance of an advisory committee consisting of the following members.

Rt. Wor. Arthur B. Coe, P.D.D.G.M.

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It has one main purpose, to guide the appointed and elected officers with regard to their responsibilities and duties to Madison Lodge. It contains many of the fine points to be considered by the officers in each station beyond the formal responsibilities with which each officer is charged at the time of his installation. These represent years of polishing and refinement to achieve a smooth running Lodge and many of the Past Masters have contributed to making this Manual as complete as possible. I wish to thank each of these fine Masons.

It is hoped that this Manual will bring as much useful guidance to those for whom it is intended, as its preparation has brought satisfaction to those who contributed to it.

My special thanks go to Worshipful George C. Graf for allowing this to be completed and published during his year.

Philip T. Sproul  
Worshipful Master 1966  
Madison, N.J.  
MADISON LODGE NO. 93

# OFFICERS MANUAL

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# MADISON LODGE NO. 93 - OFFICERS MANUAL

## MADISON LODGE NO. 93 OFFICERS MANUAL

### PURPOSE

To be an officer of Madison Lodge is an honor and privilege that comes to few men. Those who have gone before have created the Lodge in which the new officer is beginning his years of service. Every officer should have but one continuing thought in mind, the well being of the lodge, remembering that he may one day become Worshipful Master. No man feels worthy of that high position, but he who uses the years he spends in going through the chairs in preparation for the responsibility ahead will strengthen himself and his Lodge. The Lodge should, at all times, have first call on his Masonic services. However, good judgment will dictate that the length of his Cabletow will limit his activities.

An officer should be dignified, alert and attentive. He should know his duties and responsibilities to a high level so that he is able to work with precision and without hesitation. The vicissitudes of life, at times, make it impossible for a line officer to proceed through the years, advancing from station to station in the line, and having the time and ability to master all duties and requirements as expected. However, it should be the goal of each officer to be able to advance one station at the first meeting after his installation.

An officer is also a greeter of our visitors. It is his responsibility to introduce himself, introduce them to the Master and other officers and arrange for their needs. Remember that first impressions are lasting.

This Manual is divided into three sections; (1) Appointed Officers, (2) Elected Officers and (3) Appendix. The first section is intended for the use of a junior officer as he starts his long journey upward. He will find the information on each succeeding place of increasing value. This section will serve as his guide through all the appointed positions. The second section is intended for first use by the newly elected Junior Warden and for his study and use through his all too short trip to the East. The Appendix is included to record miscellaneous information of use to the officers in the affairs of the Lodge.

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## **SECTION I - APPOINTED OFFICERS**

### **INTRODUCTION**

Plan to use your early years in the line to learn the lengthy lectures and other more difficult work. Demands on your time increase as you proceed upward through the chairs such that learning the longer work becomes more difficult. A schedule for your guidance is contained in the section below. Procrastination in following this schedule will add to your burden later. Also use this time to expand your knowledge of Freemasonry and Madison Lodge through conversations with your brethren, reading and the numerous web sites that exist and the New Jersey Mason.

Your years as an officer of the Lodge are to be enjoyed!! Newly appointed officers will enjoy the close association with other members that will develop over time. The things to be expected as an officer are simple. You should be friendly, cooperative, helpful and sincere in your work. The opportunity to build your personal Masonic Temple is greatly enhanced by your appointment. This includes the opportunity to help shape the future of our Fraternity. Masonry will return many-fold the effort you put into it. As an officer you should visit other lodges with your brothers and get acquainted in our District (the Eleventh). Extending your area of friendship over the State will be very worthwhile. If you are fortunate to become Master, your years in the line will form much of the foundation for your accomplishments as Master.

### **SCHEDULE OF MEMORY WORK**

Regular rehearsal is the key to impressive degree work. In Madison Lodge, great emphasis is placed on adequate rehearsal where each officer is expected to polish the work of his station or place. You should also use this opportunity to observe the work of the place ahead. Attendance at the District Lodge of Instruction each month is expected of each officer. Here you will get an opportunity to learn the esoteric ritual from the District Deputy Grand Master and the District Ritual Instructor.

You must do your homework and make your own time to learn the ritual. You will learn the floor work in rehearsal but must be prepared with your ritual. Rehearsal is the time to refine ritual, not learn it.

The list below covers all work that will be learned through the years as an officer. The station in which each part is expected to learn is indicated. As mentioned previously, this list provides for learning the longer parts early, when more time is available.

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## Work - Given By To Be Learned By

### Entered Apprentice Degree

<u>Work</u>	<u>To be given by</u>	<u>To be Learned by</u>
Preparation of Candidate	Senior M of C	Senior Steward
First Section	All Officers	Two Stations Ahead
Apron Presentation	Master	Junior Warden
Working Tools	Any Officer	Junior Steward
Mode and Manner Lecture	Any Officer	Junior M of C
Third Section	Any Officer	Junior Steward
Charge	Any Officer	Junior M of C
Reception Address	Master	Junior Warden

### Fellowcraft Degree

<u>Work</u>	<u>To be given by</u>	<u>To be Learned by</u>
First Section	All Officers	Two Stations Ahead
Working Tools	Any Officer	Junior Steward
Middle Chamber Lecture	Senior Deacon	Senior M of C
Charge	Any Officer	Junior M of C

### Master Mason Degree

<u>Work</u>	<u>To be given by</u>	<u>To be Learned by</u>
First Section	All Officers	Two Stations Ahead
Working Tools	Any Officer	Junior Steward
Second Section	All Officers	Two Stations Ahead
Seafaring Man	Junior Deacon	Junior Steward
Craftsman#10	Junior Warden*	Junior Steward
Craftsman#11	Senior Warden*	Junior Steward
Craftsman#12	Master*	Junior Steward
Ruffian #1	Junior Warden*	Junior M of C
Ruffian #2	Senior Warden*	Junior M of C
Ruffian #3	Master*	Junior M of C
Lecture	Any Officer	Senior Deacon
Charge	Any Officer	Senior M of C
Reception Address	Master	Junior Warden

The Master and Wardens may do either part or designate someone to present the remaining part.

## Appointed Officers

### CHAPLAIN

"It is the duty of the Chaplain to aid us in those solemn services which we should constantly render to our infinite Creator; and which may, by refining our souls, strengthening our virtues and purifying our minds, prepare us for admission into the society of those above, to share with them that happiness which is unspeakable and everlasting."

These are the words charging the Chaplain with his duties at his installation. As noted above, you should be prepared at the installation with the closing prayer, which you will be called upon to give when the new Worshipful Master closes the Lodge.

The Chaplain will be called upon at other times for special prayers. The chaplains of Madison Lodge have shown good judgment and dedication

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in the past by being able to deliver a personal prayer at the closing of the Lodge after a funeral service for a deceased brother.

It is the mark of proficiency and dedication for the Chaplain to be prepared and privileged to give an invocation at a special event of the Lodge when called upon.

The Chaplain is responsible for arranging the altar prior to the obligation and for seeing that the Secretary has prepared the instructional books (Claudy or others) and the examination booklets for presentation for all degrees. You should see that the working tools are in place and that the names of the candidates have been placed on the Deacon's and Masters of Ceremonies' rods. These names should also be placed in the south, west and east and at the Tyler's desk. For the Entered Apprentice degree he should place the proper number of aprons on the perfect ashlar.

Above all, you should be alert to all activities of the Lodge. You should practice timing your presentation of the psalms with the circumambulation, particularly in the Master Mason degree. All your work should be performed with meaning and solemnity.

### **MARSHAL**

"It is the duty of the Marshal to make all necessary proclamations, to arrange all processions of the lodge and to preserve order according to the forms prescribed. Skill and precision are essentially necessary to the faithful discharge of these duties."

Conducting candidates is the major function of the Marshal. You should learn from the Senior Warden the proper placement of candidates at the altar. Although you never perform this function, it is your responsibility to select and train the sub-marshals for this important floor work. You should advise them when to prompt the candidate and when not to.

The Marshal is responsible for having the proper working tools available and proper instruments in the South and West for the Master Mason degree. You should know the correct method to give Grand Honors. Prior to each opening you should see that the "Exit" sign is illuminated and the Warrant of the Lodge is properly displayed and returned to the vault after closing. When needed, you should help the Chaplain in arranging the altar for the obligations, particularly for the Master Mason degree.

Attend to the letter G at the conclusion of the opening and after closing.

You should consider learning the various charges and lectures and freely volunteer to give them when the opportunity arises.

### **ORGANIST**

The Organist renders appropriate musical selections at such times as prescribed by Lodge custom. Appropriate music greatly enhances the ritual work. The Organist should be available for the entire communication. The opening and closing ceremonies serve to set the atmosphere of the Lodge apart from our normal world and music is important to achieving this purpose.

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### **HISTORIAN**

The Historian collects and preserves everything of importance pertaining to the history of the Lodge and observes and records all worthy events. He keeps his records up-to-date and these are periodically published for the benefit of the members. These efforts are assisted by the Madison Lodge Library, for which the Historian is responsible, and which contains extensive records of Madison Lodge as well as Masonic references. The Historian should file all programs and other items of interest needed to record the lodge activities in the library. The Worshipful Master may appoint a Librarian to assist the Historian in this work and to be responsible for the operations of the library.

### **TYLER**

"As the sword is placed in the hands of the Tyler to enable him effectually to guard against the approach of cowans and eavesdroppers, and suffer none to pass or repass except such as are duly qualified and by permission of the Worshipful Master, so it should morally serve as a constant admonition to us to set a guard over our thoughts, a watch at our lips and a sentinel over our actions; thereby preventing the approach of every unworthy thought or deed, and preserving consciences void of offense towards God and towards man."

As the guard of the outer door, the Tyler is responsible for the security of the Lodge. You should familiarize yourself with the visitor card system and insure that it is kept in good order. You are responsible for all visitors being vouched for and properly clothed. You should request an examining committee from the Worshipful Master when required. You are responsible for seeing that visitors enter in order of rank. As the first person a visitor sees when ascending the stairs, it is your responsibility to greet them in a friendly manner so that they will feel welcome and that Madison Lodge is a worthwhile place to visit.

It is important that the Worshipful Master be advised of the name, rank and lodge of each visiting brother prior to his admission. This is best accomplished by passing the visitor card to the Junior Deacon when he answers the alarm.

On evenings when a large number of visitors are expected, the Tyler should prepare himself with a system to identify each visitor, have the guest book signed, etc. You should request assistance for the evening from the Master prior to opening, if necessary.

On travels of the Lodge, to funerals or other functions where aprons or other regalia are required, it is the responsibility of the Tyler to see that it is available. You should also keep the outer room neat and orderly and the aprons and white gloves clean and in order. After Lodge is closed, aprons, gloves, jewels, etc. are to be left in the assigned places. You should be sure the sword is returned to the East after each communication.

You should obtain a Trestleboard for each candidate on degree nights. The Tyler may be asked to wait with a candidate when the Masters of Ceremonies are inside the Lodge with a preceding candidate.



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Your year as Tyler is a golden opportunity to learn to know the brethren by name and to gain an appreciation of the activities that take place outside the door. This experience will aid greatly when you take your place in the East.

### **STEWARDS**

"It is the Stewards duty to assist the Deacons and other officers in performing their respective duties, and to make all necessary arrangements for the convenience of the brethren when assembled."

The Stewards are responsible for serving refreshments to the Lodge after each regular communication and at any other time requested by the Worshipful Master. You will work with the Worshipful Master or Junior Warden as required in selecting suitable refreshments. You should set up the tables and clean up the dining room and kitchen, stacking dishes for the custodian to wash.

The Senior Steward is responsible for these duties, with the Junior Steward assisting. The senior will train the junior in the operation of the kitchen equipment and other functions of the position. The Senior Steward must estimate the attendance prior to each meeting and purchase supplies accordingly. Care should be taken to insure plenty rather than scarcity is available. The senior officer will handle the monies of the Lodge entrusted to him for refreshments and will present an accounting of these funds to the Auditing committee at the end of his term. The senior will advise the Junior Warden of his needs for funds, so that the appropriate resolution can be introduced to the Lodge. The Junior Steward will assist in all these duties, acting for the Senior Steward in his absence.

In addition, more progress in learning the ritual is expected, with an increasing participation in giving this work in Lodge. In the ritual work, the Junior Steward should give special attention to his rod work. This is the first of six positions requiring rod dexterity and it should be thoroughly learned here.

In Madison Lodge, the Junior Steward is responsible for moving the candle on the south side of the altar whenever there are more than two candidates, for placing chairs for the candidate and examiner, when required and for passing out song sheets on the south side of the Lodge for the second section of the Master Mason degree.

### **MASTERS OF CEREMONIES**

"It is the Masters of Ceremonies duty to require all candidates to give full and free assent to the prescribed interrogatories before they are admitted to the Lodge.

Their conduct should be courteous and dignified, without levity or aught else that may tend to divert the minds of the candidates from the solemnity of the important ceremonies in which they are to take part."

The Masters of Ceremonies have one of the most important places in the Lodge for the new candidate has his first contact with Masonry through them. Therefore, they must conduct themselves with dignity in the preparation room. The senior officer is responsible for these duties with the assistance of the junior officer. The senior must give from memory the charge pertaining to the Preparation of the Candidate and

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perform the Interrogatories. Prior to the initiation of a new candidate, the senior shall obtain from the Secretary a statement of the initiation fee due and shall collect that amount as his first responsibility.

These officers are charged with properly preparing the candidate for each degree. The proper preparation is learned in the esoteric work and should be checked off before giving the alarm at the inner door. When a candidate is waiting at the inner door, both doors should be closed at all times. The Tyler may be asked to wait with a candidate when the Masters of Ceremonies are inside the Lodge with a preceding candidate.

### **Senior Master of Ceremonies**

The Senior Master of Ceremonies should look after the initiatory equipment and clothing in the preparation room. He should keep this room orderly and see that the uniforms are kept laundered and in repair. His needs for supplies should be directed to the Secretary. For the Master Mason degree, he shall assure that the sprig of acacia is in its proper place and that hoodwinks are on the Treasurer's desk for the second section.

### **Junior Master of Ceremonies**

In the Lodge, the Junior Master of Ceremonies has three special duties. He should move and replace the candles on the north side of the altar when there are more than two candidates.

When balloting, the small table should be placed immediately west of the altar for the ballot box. For the second section of the Master Mason degree, he should distribute hymn cards on the north side of the Lodge.

### **JUNIOR DEACON**

"It is the Junior Deacons duty to attend to all alarms at the outer door, carry messages from the Senior Warden in the West to the Junior Warden in the South and elsewhere about the Lodge as directed, also to see that the Lodge is duly tyled."

This is the first place that is directly concerned with the conduct of the business of the Lodge. The principal responsibility of the Junior Deacon is the control of the outer door and the admission of members, visitors and candidates, all properly clothed. You should understand from the Worshipful Master the procedure he wishes followed in admitting brethren. You must be alert during the entire Lodge meeting to the Master's desires and familiarize yourself with his order of business. In this duty you must work closely with the Tyler.

To work smoothly in this critical chair, the Junior Deacon must bring alarms at the outer door to the attention of the Master at appropriate times, as indicated by the Master, so the business can be orderly. You should establish (with the agreement of the Master) periods in the early part of the evening at which the Tyler will announce members and visitors. You should assure that all members outside the door are admitted before degree work begins and, again with the Master's approval, that latecomers are admitted unobtrusively after the degree work has begun.

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An important duty is that of informing the Master of the identity of visitors before their admission to the Lodge. Any brother in lodge has the right to object to sitting with a visiting brother, in which case the Master will not admit him. The Tyler will hand you the visitor cards when the alarm is answered, you will announce the visitors (name, rank and lodge) and carry the cards to the East before admitting the visitors.

You will announce Grand Lodge (Gold Collar) dignitaries in the prescribed manner. This information shall be obtained from the Worshipful Master, Ritual Advisor or the District Deputy Grand Master. The latter is the final authority.

When the lodge is on refreshment, you must stay in or near your place and are responsible for securing the door when the Master returns the Lodge to labor. You should be prepared to assist the Senior Deacon in draping the altar when requested to do so by the Worshipful Master. You are also responsible for illuminating the "Exit" signs and unlocking the fire escape door before the meeting starts and extinguishing the signs and locking the door at the conclusion of the meeting.

While it is the custom in Madison Lodge to close only the inside door when the Lodge is at labor, be alert to the need for closing both doors. This is essential when noise from outside would disturb the lodge and the solemnity of its work.

### **SENIOR DEACON**

"It is the duty of the Senior Deacon to attend to all alarms at the inner door, receive and conduct all candidates for initiation or advancement, introduce and accommodate visiting brethren, carry orders from the Worshipful Master in the East to the Senior Warden in the West and elsewhere about the Lodge as he may direct."

Many, who have occupied it, consider the Senior Deacon's chair to be the most important and most enjoyable place in the Lodge. It is you who are, in reality, in charge of the floor work during the degrees. You lead the processions, receive the candidate, and generally pace the floor work. The precision and finesse with which you discharge these responsibilities will act as a guide for the junior officers in supporting you. As you have learned your ritual before your appointment as Senior Deacon (including the Middle Chamber lecture), you should concentrate on your floor work; using it to set an example for the rest of the officers.

When you attend the altar at opening and closing, you should move with dignity and assurance. You should practice lighting the candles so you can do it gracefully, using only one match. You must, of course, be ready to drape the altar when requested by the Master, being assisted by the Junior Deacon. The Deacons must move smoothly and confidently when working together. The senior leads in all floor work and the junior follows him.

As the occasion may frequently arise, you will school yourself in the proper introduction of visiting dignitaries. You will handle the ballot box during voting and should learn every step of this procedure, which should be carried out as precisely as any other floor work.

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At the installation, the Senior Deacon in Madison Lodge is normally elected as Proxy to the Grand Lodge. As such you have no vote unless the Master and both Wardens are absent from the Grand Lodge meeting. However, this is the time to study the responsibilities of an elected officer and become thoroughly familiar with the Constitution and By-Laws of the Grand Lodge. Your presence at Grand Lodge is essential.

You will be invited to attend your first meeting of the Eleventh District Masters', Wardens' and Past Masters' Association in August of your year as a "guest". This is an important invitation. You should attend and begin to become acquainted with the other Senior Deacons in the District, with whom you will need to work closely during your years as an elected officer.

For many years it has been the custom in Madison Lodge to hold a Thanksgiving Vesper Service in the Lodge room the Sunday preceding Thanksgiving. If the Master decides to continue this custom, he will ask the Senior Deacon to take charge of the event. You should be ready to respond to this request, inquiring as to the Master's wishes concerning selection of a speaker and any other special items he may wish on the program.

Most of your duties are set by ritual. However, you should set up the stairway for the second section of the Fellowcraft degree and be sure to have the proper instruments to receive each candidate in the first section of each degree.

### **SECTION II - ELECTED OFFICERS**

#### **INTRODUCTION**

Elective office brings increased responsibility. Now for the first time, you are not approached in the fall by the incoming Master to discuss an appointment. Your election to the South is the decision of the Lodge, not of the Master. The realization of this change will help in your preparation for your year as Worshipful Master, which comes all too quickly.

As Junior Warden, and increasingly so as a Senior Warden, you should continually assist the Master in his duties in any way you can. This trio, along with the Treasurer and Secretary, must function in harmony for the Lodge to prosper. In Madison Lodge, the junior begins to learn the workings of the business of the Lodge, particularly in providing Masonic leadership for the brethren. The senior is a member of the Finance Committee and must prepare for the business of the year ahead, when he is Worshipful Master.

As to the ultimate elective office, that of Worshipful Master, words cannot express the fulfillment that comes with the labor of this office, well done. Here, the glory and beauty of Masonry has its zenith, and no man has ever occupied the East without the experience leaving an indelible impression on his life.

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### **TRUSTEES**

The Trustees of Madison Lodge consist of five members having staggered terms. Each member serves for five years and one member is elected each year. Elected lodge officers are not eligible for election to a full term as Trustee.

As covered by the by-laws, it is the duty of the Trustees to receive, hold and care for all real property of the Lodge. They also invest funds of the Lodge as authorized by the Lodge. A report of their stewardship is made at the Annual Communication each year.

Madison Lodge owns its own temple without a separate legal organization and the Trustees, as covered by the by-laws, administer this property. A Committee on Building and Grounds, appointed each year by the Worshipful Master, assists them.

### **SECRETARY**

The duty of the Secretary is to keep accurate minutes of the transactions of the Lodge, write all things proper to be written, receive all monies due to the Lodge and pay them out to the Treasurer, keep his books and papers open for inspection by the proper authorities and transmit a copy to the Grand Lodge when required.

The responsibility for the business of the Lodge rests entirely with the Secretary. The Worshipful Master, of course, is the supreme authority in the Lodge, but the Secretary runs the business. He keeps all Lodge records, particularly those concerning the individual members. He is in charge of corresponding with the Grand Lodge on the many routine matters. He must check the eligibility of brethren applying for membership. He takes care of applications of new members, notification to investigating committees appointed by the Master and for applications to the Masonic Home. In January, the Secretary will determine the brethren eligible for various tokens.

Notices of requests for funeral services, distressed brethren, etc. often first come to the Secretary. He will work out with the Master, each year, how these are to be handled between them.

### **TREASURER**

The Treasurer receives all monies of the Lodge from the Secretary and is responsible for depositing these in the proper Lodge accounts. He issues checks on the Lodge checking account when so authorized by voucher signed by the Secretary and the Worshipful Master. He also transfers funds between the various accounts as determined by the Worshipful Master and the recommendations furnished by the Finance Committee.

The Treasurer is also charged with making periodic reports to the Worshipful Master as to the financial health of the Lodge when requested. He furnishes all his records to the Auditing Committee at the end of the year for their use in preparing the annual fiduciary report. This report is read at the Annual Communication as required by the by-laws of the Lodge and copies are afterward distributed to each member. In accordance with the by-laws, the Treasurer is a member of the Finance Committee.

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### **JUNIOR WARDEN**

"The plumb is the emblem of the Junior Warden and admonishes him to walk uprightly, to hold the scale of justice in equal poise, to observe the just median between intemperance and pleasure, and to make his passions and prejudices coincide with the line of duty. To him is committed the superintendence of the Craft during the hours of refreshment and he must carefully observe that none of the Craft be suffered to convert the purposes of refreshment into those of intemperance and excess. His regular and punctual attendance is required."

Immediately following your election, you are eligible to occupy the Senior Warden's station or the Worshipful Master's station, if required. You should, therefore, prepare yourself for those assignments. The Senior Warden has precedence in occupying the East in the absence of the Master. Therefore, the Junior Warden should be prepared at once to occupy the West and, by mid-year, to occupy the East.

In Madison Lodge, it is the custom for the Junior Warden to occupy the East for the Entered Apprentice degree. You should prepare for this as Senior Deacon. You must be satisfied that all officers are proficient in the degree. It is your responsibility to schedule rehearsals for this degree, with the concurrence of the Master.

A Sideliner's Night is often held in Madison Lodge in late spring under the direction of the Junior Warden. This is usually an Entered Apprentice degree and the Junior Warden plans all details. You should arrange with the Master, when he is planning the year's schedule, for a suitable date and begin contacting the brethren in January to fill the stations. Rehearsals should start in February and should be scheduled so that the Ritual Advisor and a sufficient number of line officers can be present to coach. Each brother participating should do his memory work at home, using the rehearsals to learn the floor work and become comfortable working in the lodge room.

If the Master calls an unscheduled emergent communication, the Junior Warden will be required to ensure that all junior officers are notified of the meeting as promptly as possible. It is your responsibility to advise the Master as soon as possible, which chairs will be vacant so that the Master can arrange for them to be occupied.

The Eleventh Masonic District has been responsible, in the past, (with the Twelfth) for taking wheel chair patients to church at Lyons Hospital. This is part of the Masonic Service Association's work at this veteran's hospital. Approximately twice a year the members of Madison Lodge were requested to perform this service. If reinstated, it will be the duty of the Junior Warden to announce this event at a Lodge meeting at least two weeks in advance and see that the required numbers of brethren are present to assist. You will arrange transportation, if needed, and help the Masonic Service representative on Sunday morning in assigning the brethren where they are needed.

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The Masters', Wardens' and Past Masters' Association of the Eleventh Masonic District is an important organization in the life of the elected officers. This group meets once a month for dinner and to conduct the business of the District. An important item is the schedule of events for the coming month, which must be added to the Trestleboard by the Master. Also, the District Deputy Grand Master brings news of the state and from the Grand Master. It is the duty of the Junior Warden to attend each meeting, including the dinner. Here you will have an excellent opportunity to develop friendships throughout the District, which will enhance your year as Master.

It is the Junior Wardens duty to oversee the activities of the Stewards, making sure that their jobs are carried out and that they receive sufficient help. The Junior Warden will present a motion to the Lodge, when required, to replenish the Stewards' funds. A Junior Wardens' Night is generally held in the Eleventh District each year. The Junior Warden is obligated to participate in this event. If you wish to hold this in Madison Lodge, you should coordinate a date with the Master and the District Deputy. You should then contact the Junior Wardens of the District and make all arrangements, including assigning participants their duties. As there are not enough Junior Wardens in the District to fill all the chairs, it is your responsibility to know the capability of other officers in the District and assign work accordingly. Traditionally, as host you should not schedule yourself to occupy a station but should be ready to fill in where needed. This event should be planned early, preferably late in your year as Senior Deacon.

In the event of a closed installation, you should contact the wife of the Senior Warden by the first of November to ascertain if she would like something of intrinsic worth or value presented to her husband at the installation. It will be your duty and privilege to make the presentation on that evening after the Installation has been completed.

As a voting member of the Lodge, your attendance at communications of Grand Lodge is required. The Lodge will defray your expenses for attending the annual Communication in April.

The Past Masters of Madison Lodge hold a dinner meeting, usually the second Wednesday in November, to review the past years accomplishments and the plans for the forthcoming year. If invited, you should make every effort to be present in order to help prepare yourself for your increasing responsibilities.

### **SENIOR WARDEN**

"The level is the emblem of the Senior Warden. It demonstrates that we are descended from the same stock, partake of the same nature and share the same hope. Though distinction among men are necessary to preserve subordination, yet no eminence of station should make us forget that we are brethren as a time will come, and the wisest knows not how soon, when all distinctions but that of goodness shall cease. His regular and punctual attendance at all Lodge functions is required."

Immediately following your election, you are eligible to occupy the Worshipful Master's station if required. Because of the uncertainties of life, you must be prepared to occupy the East at the time you are

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installed as Senior Warden. You will continue the work of the Lodge if the Worshipful Master is unable to. This includes the ritual work, the ability and willingness to make decisions and render advice to his brethren as well as to accept advice from his advisors.

In Madison Lodge, it is the custom for the Senior Warden to occupy the East for the Fellow Craft degree. You should prepare for this as Junior Warden. You must satisfy yourself that all officers are proficient in the degree. It is your responsibility to schedule rehearsals for this degree, with the concurrence of the Master.

In the second section of the Master Mason degree, return the jewel to the South after each candidate.

A Senior Wardens' Night is generally held in the Eleventh District each year. The Senior Warden is obligated to participate in this event. If you wish to hold this in Madison Lodge, you should set a suitable date with the Master and the District Deputy. You should then contact the Senior Wardens of the District and make all arrangements, including assigning the participants their duties. As there are not enough Senior Wardens in the District to fill all the chairs, it is your responsibility to know the capability of other officers in the District and assign work accordingly. Traditionally, as host you should not schedule yourself to occupy a station, but should be ready to fill in where needed. Arrangements for this event should be made as early in the year as possible, preferably late in your year as Junior Warden.

If the Master calls an unscheduled emergent communication, the Senior Warden will be required to notify all senior officers of the meeting. . It is your responsibility to advise the Master as soon as possible, which chairs will be vacant so that the Master can arrange for them to be occupied.

The Senior Warden is generally assigned the responsibility for having music at each degree. You should coordinate with the Organist, determine which nights he will not be present and arrange for a substitute.

As a voting member of the Lodge, your attendance at communications of Grand Lodge is required. The Lodge will defray your expenses for attending the annual Communication in April. It is the custom, in Madison Lodge, for the Senior Warden to assist the Worshipful Master in taking care of the details of the Grand Lodge trip. The Lodge makes an appropriation each year, by resolution, to pay the expenses of the elected officers in attending Grand Lodge. The Master may make the room reservations and then turn the Lodge details over to the Senior Warden. You should ascertain from the Master, in advance, how the expenses of the members present are to be handled. The expenses of the Worshipful Master, Senior and Junior Wardens, Treasurer, Secretary and Proxy are always paid in full. Other expenses may be paid at the discretion of the Master. All funds should be accounted for by the Senior Warden, in writing, by presenting a statement of the receipts and expenses to the Master.

Early in your year, you must "make preparations for your great work", your year as Worshipful Master. First, you should begin to review your appointments taking counsel from the Master and Past Masters and others



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in whom you have confidence. You should give careful thought to new appointments, selecting a brother who will bring maximum enthusiasm, Masonic strength and leadership to the line of officers. You are, of course, appointing a potential future Worshipful Master and should consider your choice carefully. In most cases the line officers are appointed to the next higher office. However, you should be aware of the capabilities and problems of each individual and must decide for yourself whether these will interfere with the discharge of his duties. When in doubt, you should meet the brother privately and openly discuss any problem about which either of you may be concerned. The men you will appoint are those on whom he must count to serve and you should be satisfied with the situation. However, as we are taught, we must judge with charity. Each officer grows as he progresses through the chairs and each should be allowed the opportunity to do this, if possible.

Committee appointments are equally important. Certain committees must be appointed in accordance with by-law requirements; others are customary to assist the Master in his work. Beyond these, the Master may appoint committees as desired. Only those that are to function throughout the year need be considered before your installation. Most of these are listed on the Trestleboard. Special committees are generally appointed in a more informal manner. In all committee appointments, you should consider and understand the function of each committee and make use of the wide talents in the Lodge as effectively as possible. You should not hesitate to seek counsel on these matters.

All arrangements should be complete before your installation, and, preferably, as early as possible. You should personally confirm each appointment with each brother. You should select the brothers you wish to have act as Installing Master, Installing Marshall and Installing Chaplain, obtain their consent to serve and inform the Worshipful Master of your choices. The outgoing Master makes all other arrangements for the Installation. You will be invited to attend the annual dinner meeting of the Past Masters in November. At this meeting you will be asked to discuss your plans for the forthcoming year. You should announce your officer appointments and discuss briefly the merits of the brethren to be appointed to the line for the first time. It is also worthwhile to discuss your plans and objectives as Worshipful Master.

### **WORSHIPFUL MASTER**

The square is the symbol of the Worshipful Master. To you is entrusted the full care of the Lodge and under your leadership the Lodge will grow and prosper or stagnate. You are an autocrat, but must never use your authority in an arbitrary way. You must dispense Masonic Light and knowledge to the brethren, preserve the Landmarks, traditions and symbolism of Freemasonry and loyally serve the Most Worshipful Grand Master. At your installation you are charged with your many responsibilities and duties. These charges have many facets and the following discussion will aid you in discharging your duties. However, each Master must be himself and let his Masonic beliefs and talents add to the stature of the Lodge; as the Masonic leadership of those who preceded you in the East has developed the strength of the brotherhood you will rule over for such a short time.

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The Worshipful Master of a Masonic Lodge is responsible for all of its various functions. If the Master fails to act, nothing is done. So each Master wisely considers his entire year before his installation, planning the special events, reviewing plans for committees, etc. You should give particular attention to your responsibilities as the leader of the Craft. You should ask what might be done to increase interest of the brethren in Lodge affairs, follow up on newly raised brothers and related matters.

In Madison Lodge, you must approve all meetings in the Temple. You should work closely with the Trustees who are charged by the by-laws with responsibility for Lodge property. You should attend all functions in the Temple or, if your Cabletow is short, ask one of the Wardens to represent you.

You are solely responsible for each Lodge communication and it is your duty to open and close the Lodge and conduct Lodge business. You may occasionally delegate the opening or closings to the Wardens so that they may gain experience. Conduct all business, voting, etc. in an orderly and efficient manner, planning each meeting carefully in advance. Review the new business with the Secretary before the meeting to assist your planning. Be ready to delay, for study, action on any business brought up at a communication, which you have not had adequate time to consider, or to request counsel. It is better to delay action than to act in haste and later to regret. However, each brother must be listened and responded to from the East with equal attention. Such is the nature of our brotherhood.

Particular attention should be paid to sick and distressed brethren. Visit as many as possible and see that all receive visits from your representatives. These visits should bring the love and affection of the Lodge and the representative should be alert to areas of distress that need to be brought to the Master's attention.

Some Masters have made it a practice to recognize visiting brothers, not previously greeted as Past Masters, during the communication. This is recommended and can be easily accomplished by having each visitor's card taken to the East by the Junior Deacon. In any event, the Junior Deacon should see that the cards of visiting brethren arrive at the East before the visitor is admitted. This allows the Master to greet them by name and lodge.

The performance of good ritual is one of the primary responsibilities of the Master. You must support the Ritual Advisor by having adequate rehearsals and assisting him as needed during the rehearsals. You should insure that all officers attend. You are also responsible for your, and your officers', attendance at District Lodge of Instruction each month. Madison Lodge's reputation for good ritual work is no accident and can be maintained only by hard work and continual effort. It is the Master's duty and privilege to conduct the Master Mason degree in Madison Lodge. You arrange to fill the stations in the second section for each candidate. You may ask the Senior Warden to assist in making these arrangements. It is good practice to have an officer or Past Master scheduled for each part and have them step aside if a brother wishes to do some of the work on a friend. In this case, you are charged with the task of being sure the brother can and will

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perform the work satisfactorily. The ruffians must conduct themselves according to Grand Lodge rules and you must see that they do.

A Worshipful Masters' Night is usually held in the Eleventh District each year and you are expected to participate. If you wish to hold this in Madison Lodge, you should set a suitable date with the District Deputy. You should then contact the Masters of the District and make all arrangements, including assigning participants their duties. As there are not enough Masters in the District to fill all the chairs, it is your responsibility to know the capability of other officers in the District and assign work accordingly. Traditionally, as host you should not schedule yourself to occupy a station but should be ready to fill in where needed. This event should be planned early, preferably late in your year as Senior Warden.

As a voting member of the Lodge, your attendance at communications of Grand Lodge is required. The Lodge will defray your expenses for attending the annual Communication in April. It is the custom, in Madison Lodge, for the Senior Warden to assist you in taking care of the details of the Grand Lodge trip. The Lodge makes an appropriation each year, by resolution, to pay the expenses of the elected officers in attending Grand Lodge. You may make the room reservations and then turn the Lodge details over to the Senior Warden. The expenses of the Worshipful Master, Senior and Junior Wardens, Treasurer, Secretary and Proxy are always paid in full. Other expenses may be paid at your discretion. All funds should be accounted for by the Senior Warden, in writing, by presenting a statement of the receipts and expenses to you and thence to the lodge. In addition, traditionally the Master invited all members present at Grand Lodge to have lunch with him as a guest of the Lodge on Thursday following the closing of Grand Lodge. In recent years the Master invites members to dinner on the first night, usually Tuesday, of Grand Lodge.

In planning your year, certain "special occasions" must be considered. These are:

- Official Visit
- Gold Token Night
- Gold Collar Night (if applicable)
- Past Masters' Night
- 25 Year Token Night

The Official Visit and Gold Token - Nights are Grand Lodge functions, conducted by the District Deputy Grand Master. Schedule these events with the DDGM as far in advance as possible. On his

Official Visit, the DDGM will request that the esoteric work of the three symbolic degrees be performed by the line officers. As he may not advise in advance what work will be requested, you should have the line in good form by rehearsing the more difficult work as may be required.

Presentation of Gold, and higher, Tokens and Gold Past Masters Tokens is a very special event. You should set a date for the presentation with the DDGM when the year's calendar is being prepared.

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Each brother should be invited to attend, in writing as soon as eligibility is established. It is the custom, in Madison Lodge, for the honored brethren to be guests at dinner preceding the communication. Other brethren having a special relationship with the each brother should also be invited to be present, as guests of the Lodge. If an open presentation is planned, family members and friends should also be invited. The brethren should be given an opportunity to speak of their Masonic experiences. Business should be minimized and no ritual work should be performed. This should be a social evening where the honored brethren can reminisce and renew old acquaintances.

Presentation of 25-year tokens is another special event. The Master should invite each brother, in writing, to attend. If the Past Master who raised the honored brethren is available, it is a nice gesture to ask him to present the tokens. The brethren should be given an opportunity to speak of their Masonic experiences. A speaker on a Masonic subject would be appropriate or a degree could be presented but above all, this should be a social evening where the honored brethren can reminisce and renew old acquaintances.

A third special event is Past Masters' Night. Once a year, the Past Masters of Madison Lodge are given an opportunity to demonstrate their ritual proficiency in October or November but other dates are possible. Traditionally it has been a Master Mason degree. You should see that suitable candidates are available. The President of the Madison Lodge Past Masters' Association will make all arrangements and assignments for the degree work. The one exception is the Craftsman. These positions are traditionally filled by the line officers, with the Master, Senior Warden and Junior Warden taking number twelve, eleven and ten respectively. Special refreshments can add to the festivity of this night.

If you are fortunate to have a Madison brother on the Grand Staff, or any other occasion for a Gold Collar Night (visit of the Grand Master and his staff), you should schedule this as early as possible with the Grand Master. This is necessary because the demands made on the Grand Master each year require early scheduling of his time. The program for the evening must be sent to the Grand Master for his approval before it is printed.

You should note that on all official visits, the DDGM or the GM will specify a time that they will be admitted to the Lodge. This schedule must be met! If lodge business is not finished, it may be concluded by permission of the DDGM or GM after the Grand Lodge visitors are received.

For many years the Grand Lodge of Instruction for the Eleventh Masonic District was held in Madison Lodge in May. A steak dinner put on by the Madison Square Club always preceded GLI. The Master should offer our lodge to the DDGM each year for this event. If the DDGM wishes re-institute this arrangement, the Master will ask him to advise the date and will then arrange for the dinner with the Stewards. Tickets will be handled by the DDGM based on a per-person price set by the Lodge remembering that Grand Lodge officers are guests. While a GLI is a Grand Lodge function, the Master should assure himself, as the plans progress, that all arrangements are in order for serving the dinner and that the Lodge is ready for this occasion. As the dinner

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must be served on schedule, you should be satisfied that enough of the brethren are available to help with the dinner. Also volunteer the Madison Lodge Tyler to tyle the Grand Lodge of Instruction if the DDGM wishes.

Preparation of the monthly Trestleboard is one of your most important responsibilities. The Master's Message is your opportunity to write monthly to each brother as an individual. This is NOT the place for reminders of Lodge activities but the importance of selected activities can be emphasized. This IS the place for you to express your heartfelt thoughts about Masonry and what it means to you. Realize that only one brother is reading each Trestleboard and, therefore, the message should be written to him. Each is an individual and will receive the message as directed to him personally.

What to write? It really doesn't matter as long as your spirit of Masonry shines through. A favorite poem, a Masonic experience, a thought from a Masonic source or a personal view of Masonry will all bring light to the brother. Profoundness is not needed, but sincerity, love and a sense of brotherhood are.

The Master's Message should always stand-alone; on a page by itself, whether it is short or long. This separates it from the more routine business of the Lodge, which must occupy the other pages.

On the other pages, accuracy is essential. The Trestleboard is best prepared early in the month and should go to press immediately after the Masters', Wardens' and Past Masters' Association meeting. At this meeting the Master will receive information on Eleventh District events for the following month. All ritual work in other lodges should be listed in the Trestleboard. Routine meetings should not. Special occasions, such as an Official Visit, Gold Collar Night, Fifty (and up) and Twenty Five Year Token presentations should also be listed.

It is wise to check with the Secretary before going to press to be sure of the spelling of candidates' names, dates for obituaries, etc. You should schedule the printing each month so that the Secretary can get them in the mail in time for arrival before the first of the month. Trestleboards are customarily mailed First Class to insure prompt delivery.

Instruction of candidates is another important function. The committee should work closely with you. Be alert to problems with new brethren. The committee should mentor the brother and encourage him to form a habit of attending lodge by bringing him to lodge several times after he is raised. He should also be escorted to other lodges to witness degree work with the consent of that lodge's Master.

Every Master will meet problems, which will require the Wisdom of Solomon. Your exalted position brings the responsibility of being asked by an individual brother to counsel him on personal or Masonic matters. You should keep inviolate the confidential nature of this situation but should seek guidance when required. A fund is available to you for your needs in these matters and additional funds needed to assist a brother in distress can always be found. In such cases, advisors can be of invaluable assistance.

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The foregoing is intended only to help you in the discharge of your duties as Leader of the Craft. Make what use of it you can, but, more importantly; let your own personality shine through your year in the East.

The Worshipful Master's last duty is to arrange for the installation of his successor and you should serve as Qualifying Master, if possible. The Master makes all arrangements but may defer to the incoming Master. You may ask the incoming Master his choices for Qualifying Master, Qualifying Marshal, Installing Master, Installing Marshal and Installing Chaplain. Brethren to serve in all other positions are selected by the Master. These include the Master of Elections, Judge of Elections and Tellers.

You should insure that the Secretary has procured the incoming Master's Past Master's apron and arrange for its presentation. After the installation ceremonies are completed, the outgoing Master should present his Master's pin, papers, etc. to the new Master for his use. He then steps down and supports his successor from the sidelines with his full strength and enthusiasm.

You should attend, or be represented at, every installation in the Eleventh District. You should assign three officers to attend each and should attend as many as possible yourself. If you are not in attendance, a senior officer should be responsible for each visit and to present the best wishes of the Master and the Lodge at the appropriate time. The Senior Warden may be requested to prepare this schedule.

Each newly installed Master will find it advantageous to review with the Secretary the duties he performs so that he may understand the business aspects of the Lodge. He will always find the Secretary a fountain of information and a tower of strength in running the affairs of the Lodge.

### **SECTION III - APPENDIX**

#### **REGULAR COMMUNICATION BUSINESS OUTLINE**

- Opening
- Pledge to flag - Greet Past Masters (Others are optional)
- Minutes, communications, bills and other regular business of the Lodge
- Petitions
- Announcements
- Sickness or distress
- Finish business, if any
- Close

#### Note:

Members should be admitted formally until degree work starts and then informally. The Tyler should vote on petitions. Members should be admitted in groups to minimize interruptions. Brethren should be excused informally during the degrees if they wish to leave.

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## PROTOCOL

The proper salutations to be used are as follows:

- Right Worshipful John Henry Smith
- Right Worshipful Brother Smith
- Worshipful John Henry Smith
- Brother John Henry Smith, Brother Smith or Brother John
- The Master wears his hat at all times. He does not step down from the East to greet Past Masters or other dignitaries.
- The Master always removes his hat when addressing the Grand Master, Deputy Grand Master or the DDGM.

The Master always offers the gavel of the Lodge to the Grand Master or his representative immediately after introducing him to the brethren.

An official visit of the DDGM has special protocol with should be reviewed in advance with the Ritual Advisor or the DDGM. A visit of the Grand Master also has special protocol, which should also be determined in advance. The Master always seats the Grand Master, elected Grand officers or DDGM before he seats himself. He then seats the lodge.

The Master should be familiar with the voting requirements as recorded in the Grand Lodge Constitution and By-Laws.

During lodge discussion, each brother must be heard, but the Master may rap to preserve the dignity of the lodge. Each brother is entitled to speak only twice but the Master should use his judgment in enforcing this.

## OBITUARY NOTICES

Obituary notices in the Trestleboard should follow the proper form. These are as follows:

If a brother:

- Brother John Henry Smith
- Initiated (date)
- Passed (date)
- Raised (date)
- Raised by our Supreme Grand Master (date)

If a Past Master:

- Brother John Henry Smith
- Initiated (date)
- Passed (date)
- Raised (date)
- Worshipful Master (date)
- Raised by our Supreme Grand Master (date)

• If an affiliated brother:

- Brother John Henry Smith
- Initiated (date)
- Passed (date)

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- Raised (date)
- In \_\_\_\_\_ Lodge No. \_\_\_\_
- Affiliated with Madison Lodge No. 93 (date)
- Raised by our Supreme Grand Master (date)

### PREPARATION OF CANDIDATES

The Senior Master of Ceremonies should collect initiation fees due the lodge immediately after introducing himself and the Junior Master of Ceremonies. The Interrogatories shall be given by the Senior Master of Ceremonies after the candidates are prepared for the Entered Apprentice degree and before the blindfolds are placed.

### MADISON LODGE OFFICER'S MEETINGS

The following sheet is generally prepared by the Master each year and given to his line of officer's at the first Officer's Meeting:

#### Officer's Meeting

An officer's meeting is held monthly in Madison Lodge, usually on the second Wednesday, for the purpose of reviewing the business of the Lodge in preparation for the forthcoming month's meetings and fellowship. The business meeting will begin promptly at 7:30 PM and conclude as early as possible. Rehearsal will follow if time permits. Those who wish to leave early are urged to stay for refreshments if at all possible.

Meetings will be rotated through all the line officers in turn.

All officers are expected to attend each meeting. Officers, the Chairman of the instruction committee and all active Past masters (particularly those on committees) should be invited to each meeting. Other Past Masters may be invited, as the host may desire. In general, Masons not members of Madison Lodge should not be invited, as their presence may preclude the discussion of important business of interest to Madison Lodge only.

Each month the host should send postcards to all as a reminder.

A suggested list for (year) is as follows:  
Name, Street Address, City

All whom the Master wishes to be sure to be invited to each meeting should be listed for the use of each host.

### OUTLINE FOR THE ANNUAL COMMUNICATION

December XX - Annual Communication

- Opening - Pledge of Allegiance
- Greet Past Masters
- Secretary - Usual business of the lodge - Minutes, communications, bills, petitions, etc.
- Worshipful Master's Farewell Address
- Nominations



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- "Brethren, it will now be necessary to place in nomination the names for WM, SW, JW, Treas. Sec. one Trustee for 5 years and the Proxy to Grand Lodge. A ballot box has been placed on the Secretary's desk for that purpose."

A tyled refreshment should be called for the purpose of allowing the brethren to make nominations.

Prior to calling the refreshment, an announcement should be made as to who will preside over the election and who will serve as judge of elections and as tellers.

The Master of Elections terminates the refreshment, seats the judge and tellers and proceeds with the election. A motion will be made to the effect that if a single person is nominated for a particular office, the nominee has the privilege of designating someone to cast the unanimous ballot of the lodge.

The qualification of the new Master, if necessary, will now take place in the presence of Past Masters only.

If the Installation is to be the same evening, it will now take place under the direction of the Installing Master. If will be at a different time, the current Master will continue the meeting and close.

### **OUTLINE FOR THE ANNUAL BUSINESS MEETING**

January XX - Annual Business Meeting

- Opening - Pledge of Allegiance
- Greet Past Masters
- Secretary - Usual business of the lodge - Minutes, communications, bills, petitions, etc.
- Annual Business
- Secretary's Report
- Treasurer's Report
- Trustees Report
- Any other reports
- Auditing Committee Report (May be presented at a later date)
- The Master should order this to be spread on the minutes and a copy mailed to each member.

### **OUTLINE FOR A VISIT OF THE GRAND MASTER**

- The procedure for receiving all dignitaries is given in the Protocol Manual, which is the governing document. A brief guide is given below.
- Open and conduct business until 8 P. M.
- Receive Grand Master and his staff.
- Greet Grand Master and invite him to the East.
- Present Grand Master to the brethren and accord him Grand Honors.
- Present gavel of Madison Lodge. (Remove hat first)
- Seat Grand Master and then invite the Grand Marshal to escort the elective Grand Lodge officers to the East.
- Introduce each one, DGM, SGW, JGW, and ask for a round of applause. Then seat them.

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- Invite the Grand Marshal to escort to the East the PGMs, the DDGM of the Eleventh District and the honored guest (if there is one).
- Introduce these and request a round of applause, then seat them.
- Greet the remaining RW and W brethren and the brethren and seat everyone.
- Proceed with the program of the evening.

### **SPONSOR'S GUIDE**

A relative or a friend has asked you for information about membership in the Fraternity or he has indicated an interest. There are certain things you should remember.

Every applicant for Masonry must come of his own free will and accord. It is improper to ask him. However, prospective applicants are not always aware of this and may await an invitation. It is permissible to inform someone that he must make the first step.

"If in the circle of your acquaintance, you find a person who is desirous of being initiated into Masonry, be particularly careful not to recommend him unless you are convinced that he will conform to our rules; that the honor, glory and reputation of the Institution may be firmly established and the world at large convinced of its good effects."

How well do you know your friend? Have you visited his home? Have you known him long enough to convince yourself that the requirements outlined above will be met?

You are about to hand him the petition, which you have obtained from the Secretary. Do you know who his other sponsor will be? Remember that the other sponsor must also be a member of your lodge. The applicant may wish to see your lodge roster of membership in order to know whom to ask for sponsorship.

You should review with the "Principles and Purposes of Freemasonry" printed on page one of the petition and make sure he understands them and that he understands as much as possible, the nature of the Organization of which he desires to become a member. You should also hand him a copy of the candidate information sheet. Your friend should fill out the petition in his own handwriting and in your presence. He should sign his name in full (no initials).

You and his other sponsor should also sign the petition at the bottom of page two and fill in and sign the certificate on page three.

You should obtain from him the required fee to accompany the petition and forward it with the petition to the Secretary of your lodge at the earliest possible date.

### **INVESTIGATING COMMITTEE INSTRUCTIONS**

The following suggestions are offered for the guidance of an investigating committee. They apply to petitions for affiliation and waivers as well as for initiation.

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Your work on this committee is of the greatest importance. The result of the ballot on the candidate will largely depend on your report. The quality of our membership depends on you and you should make a thorough investigation of the petitioner. Take what time is necessary. You must visit him personally; at his home, if possible. Every member of the committee should conduct himself in the manner befitting the Fraternity. Impress upon the petitioner the importance of membership. Tell him something about the principles of Masonry.

Consider his qualifications. Consider his references and also their standing. You are not limited to consulting three references; you may obtain more if you feel it advisable. Consider his standing in the community. Why does he want to join? Do not hesitate to delve deeply into his present and past history.

References should be Masons, if possible. They should be interviewed in person, if possible; if not, then by letter. Close relatives are not good references. If he has lived in another town in recent years a reference residing there should be obtained, if possible.

If he lives in another district, why does he apply to your lodge and not to a local lodge? If he resides in another city, or has done so recently, particular care should be made to investigate him there.

Do not rest until every possible bit of information has been obtained by consulting his employer, (with the consent of the petitioner), his fellow employees, neighbors, business associates and any others who may be able to throw light upon him. As a member of the committee you are selecting the seed that will or will not bring forth a rich harvest.

Satisfy yourself fully before making your report. The final recommendation rests with each member of the committee.

Do not hesitate to make an unfavorable report when necessary. You are responsible to the lodge for the man you investigate. Give full details in the report, to assist the members in casting their ballot.

### **EXAMINATION OF VISITING MASONS**

An Examining Committee is appointed by the Worshipful Master to represent him, as he is responsible for the admission of brethren visiting the Lodge.

The function of the Committee is to ascertain and report to the Worshipful Master that the visitor is a Master Mason in good standing in a regular and duly constituted lodge. Examinations should only be as extensive as necessary to establish that fact, having in mind slight jurisdictional differences in verbiage. Allowances may be made for infrequent visits to his home lodge. The examination should be conducted in a completely tyled anteroom. The Committee should be supplied with a small Holy Bible, a Square and Compasses, a piece of blank paper and a pencil or pen.

Under no circumstances is a visiting brother to be examined if he has no, or unsatisfactory, credentials.

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Remember, the Committee is appointed for but one object - to ascertain if the visiting brother is a Master Mason in good standing in a lodge recognized by the Grand Lodge of New Jersey - and NOT how much a brother knows about Freemasonry.

The Committee should not return to the Lodge with the visiting brother. This brother is not entitled to visit (enter) the Lodge until the Worshipful Master so directs. The practice of having the visiting brother enter with the Examining Committee at the time it reports to the Worshipful Master is a common error and should not be countenanced.

A recommended procedure is as follows:

The Chairman of the Committee should introduce himself to the visiting brother and then present the other members of the Committee.

Check the lodge in which the visiting brother holds his membership for regularity in the "Book of Lodges", which contains a list of regular lodges throughout the world, which are constituent, lodges of Grand Lodges, which New Jersey recognizes.

The visiting brother is requested to present his credentials (dues card if a member of a lodge in the USA; certificate and receipt for dues if from a jurisdiction from outside the U S).

Request the signature of the visiting brother on the piece of blank paper and compare it to the signature on his credentials.

The visiting brother then takes the Tyler's Oath with all members of the Committee participating.

The Committee should then determine that the visiting brother has an accurate knowledge of the due guards, signs, grips and words. Proficiency in these items should be sufficient assurance that the brother is a Master Mason. If, however, there is any doubt in the minds of the Committee they should proceed to satisfy themselves fully by such further questions, as they may deem necessary.

If the visiting brother is qualified, report the same to the Tyler and advise him that the Committee is prepared to return to the lodge room. Upon entrance the full Committee will proceed to the West of the altar and salute the Worshipful Master. The Chairman of the Committee will then report, and the Committee will be seated.

It is desirable for the Worshipful Master to request the Senior Deacon to meet the Visiting Brother at the inside of the outer door and to escort him West of the altar.

At the altar the Senior Deacon presents the visiting brother, giving full name and symbolic titles, if any, (such as Worshp., R. W., or M. W.) and the name and number of his lodge.

The Worshipful Master greets the visiting brother and invites him to be seated with the brethren, unless by reason of his rank, the Worshipful Master desires to have him seated in the East, in which case he requests the Senior Deacon to escort him to the East. Upon the completion of his duties the Senior Deacon returns to his place.