

2008 Officers List and Responsibilities

OFFICERS FOR 2008

WM – Joseph “Rocky” Moroz
SW – Kurt Ferguson
JW – Mike Good
Treasure – E. Lee Myers
Sec – Ronald N. Spiels
Chaplin –
SD/Proxy – Brian Makos
JD – William Wiegand
SMC – Richard Lorence
JMC – Jim Burlew
SS –
JS –
Marshall – Robert J. Riggins
Organist –
Historian – Belford Riggins
Tyler – Milton Moroz
Director of Work – Ronald N. Spiels
Asst. Director of Work – Bruce Ferguson or
Stu Harris

INSTALLATION TEAM

WM – Norman H. Peek, PDDGM
Marshall – Marv White or George Carty
Chaplin – Don Pike or Royce Robinson

COMMITTEES

Trustees:

George Carty, PM (1 Year)
C. Randall Quay, PDDGM (2 Years)
(3 Years)

Sick Committee:

Chair – Paul E. Lokey
Bruce Ferguson, PDRI
Jim Stites
William Wiegand

Kitchen Committee:

Chair - Norm Frankle
Eldin Polhamus
James Hines
Stewards & Masters of Ceremonies

Blood Bank Committee (account 4582) –

Chair - George Carty, PM
James Stites
Brian Makos

Audit Committee –

Chair - Marvin White, PM
J. Roy Oliver, PM

Charity Committee –

Chair – Michael Good
Joseph Moroz
Brain Makos
William Wiegand

Fund Raising Committee –

Chair - Kurt Ferguson
Richard Panas, PM
Michael Good
Brian Makos

Instruction Committee –

EA Degree:

Rich Panas, PM
Brian Myers, PM

FC Degree:

Robert J. Riggins*
Henry S. Harris, IV, PM

MM Degree:

Ronald N. Spiels, PGC
Bruce Ferguson, PDRI

* Does not want to do Examinations

LEGEND:

Names in BLACK - Confirmed

Names in GREEN – Indicated a desire to hold this position.

Names in RED – Not confirmed/Have not spoken with yet.

MASTER'S FOCUS FOR THE YEAR:

I have two primary focuses for the coming year: 1) MEMBERSHIP. New members are important and necessary; however, I am equally concerned about existing members. We need to bring rusty brothers back to this lodge. And 2) CHARITY. We are Masons. Part of our oath is to help those in need. Therefore, during my year, Shekinah will make every effort to contribute to our community. I fully expect each brother to help in whatever way he is capable, be it time, money, or expertise.

REHEARSALS:

All officers must attend rehearsals and District Lodges of Instruction (DLIs).

Please know your work. Rehearsal should not be the only time you practice. Instead, use rehearsals to polish your work. If your time is limited or you can't make rehearsals, the senior officers will be willing to meet with you to go over your work.

Rehearsals should be fun. I don't mind playing around or cutting up – so long as when degree night rolls around, you are sharp and professional. Our lodge is one of the best and we set the standard. Do your best to exceed those standards, not just meet them.

COMMITTEE RESPONSIBILITIES:

Sick Committee – First point of contact for sick brothers/family members. Relay information to WM, SW, JW, and Secretary. Provide report during lodge meetings.

Kitchen Committee – Provide cooking and service for meals during meetings and special events. Support fund raising events, such as sub sales, breakfast, chicken barbeque, etc. Inform WM, SW, JW, and Secretary of kitchen issues/supplies needed.

Blood Bank Committee – Encourage membership to donate blood. Provide announcements during regular business meetings. Attempt to revive Shekinah blood drive at our lodge. Work with Charity Committee to hold two blood drives during 2008.

Audit Committee – Oversee accounting of fiscal operation of Shekinah Lodge. Provide report.

Charity Committee – Develop and implement strategies for providing relief to our local community. Maintain contact with chosen charities. Encourage membership to donate time/money during events. Organize events such as District Poker Run, Thanksgiving Food Drive, Christmas Toy Drive, Boy Scout activity, and PAL activity. Report and inform brethren during lodge meetings.

Fund Raising Committee – Develop and implement fund raising events to provide funding for: 1) WM's special projects, 2) charity events, 3) the replacement of funds expended throughout the year. Organize monthly breakfasts, two sub sales, and one chicken barbeque during 2008.

Instruction Committee – Meet with and instruct new candidates on degree work. Provide degree exams in open lodge. Inform WM, SW, JW, and Secretary on candidate progress.

OFFICER RESPONSIBILITIES:

WORSHIPFUL MASTER –

Summary: Oversee and direct all activities and events. COMMUNICATE with officers and brethren. Support ALL lodge events, within the length of your cable-tow. Attend G.L. Annual Communications. Provide report for lodge on Grand Master's Address at G.L. Annual Communications. Responsible for S.W., J.W., Treasurer, Secretary, S.D., Chaplin, Marshall, Historian, and Organist

SENIOR WARDEN –

Summary: Organize and oversee Fund Raising Committee events, Feast of St. John, and Table Lodge. Support ALL lodge events, within the length of your cable-tow. Attend G.L. Annual Communications. Provide report for lodge on 2nd Day of G.L. Annual Communications. Responsible for overseeing and assisting J.D., S.M.C., & J.M.C.

Details:

- Please wrap up each announcement you make with a re-cap of the date, time, cost, and location.
- The WM, SW, and JW are the last to leave the lodge after each meeting. If you need to leave early, please let me know ahead of time.
- TABLE LODGE:
 - o Date will be November 22, 2008 (tentative).
 - o Exact date will be made according to Grand Master's schedule
 - o Plug tickets starting at September regular
 - o Distribute and monitor ticket sales; collect money
 - o Solicit non-officer help for serving food
 - o Arrange cooks
 - o Purchase supplies (wine, ham, oysters, etc.)
 - o Give report at following regular communication (# attended, cost to lodge, profit, etc.)
- FEAST OF ST. JOHNS:
 - o Date will be June 28, 2008
 - o Plug ticket sales starting at April regular
 - o Contact widows starting May 1st. (break up list between officers – delegate)
 - o Distribute and monitor ticket sales; collect money
 - o Solicit non-officer help for serving food
 - o Arrange cooks
 - o Purchase supplies (food, etc.)
 - o Give report at September regular communication (# attended, cost to lodge, profit, etc.)
- Learn Letter G and FC Charge
- Watch the WM and learn what needs to be done next year!
- Select and notify Installing Master, Marshal, and Chaplin for your installation (December 5, 2008)
- Line up officers for 2009 (should have list by June 2008)
- Organize & run rehearsals for advanced stations starting in August 2008
- When WM is absent, you are responsible for the lodge. You must run meetings and rehearsals.

JUNIOR WARDEN –

Summary: Organize and oversee the following: Annual Phoenixville trip, PA G.L. Trip, and Casino Trip. Support ALL lodge events, within the length of your cable-tow. Attend G.L. Annual Communications. Provide report for lodge on 1st Day of G.L. Annual Communications. Responsible for S.S. & J.S.

Details:

- Please wrap up each announcement you make with a re-cap of the date, time, cost, and location.
- The WM, SW, and JW are the last to leave the lodge after each meeting. If you need to leave early, please let me know ahead of time.
- PHOENIXVILLE TRIP:
 - o Date will be April 5, 2008
 - o Starting plugging trip at January regular
 - o Arrange vehicles for travel based on number attending (bus, van, cars)
 - o Need firm trip details by March regular
 - o Distribute and monitor ticket sales; collect money
 - o If renting bus:
 - Bring tickets for 50/50. JW & SD will run raffle (50% to winner, 50% to bus driver)
 - Bring booze
 - Bring DVD/VHS movie (2)
 - o If individual vehicles:
 - Bring tickets for 50/50. JW & SD will distribute tickets upon arrival at Phoenixville.
 - Raffle will be held after meeting, prior to departure. (50% to winner, 50% to charity)
 - o Give report at next regular communication (how many attended, cost to lodge, profit, etc.)
- PA GRAND LODGE TRIP:
 - o Date will be May 3, 2008
 - o Plug ticket sales starting at February regular
 - o Arrange transportation (remember, if renting a bus, you need to have a deposit/total cost at least two months prior so members can vote in lodge).
 - o Distribute and monitor ticket sales; collect money
 - o If renting bus:
 - Bring tickets for 50/50. JW & SD will run raffle (50% to winner, 50% to bus driver)
 - Bring booze
 - Bring DVD/VHS movie (4)
 - o If individual vehicles:
 - Bring tickets for 50/50. JW & SD will distribute tickets upon arrival at D.C.
 - Raffle will be held after meeting, prior to departure. (50% to winner, 50% to charity)
 - o Give report at next regular communication (how many attended, cost to lodge, profit, etc.)
- CASINO TRIP:
 - o Date will be Sunday, prior to Grand Lodge
 - o Plug ticket sales starting at February regular
 - o Make arrangements for dinner and meeting locations
 - o Arrange transportation (remember, if renting a bus, you need to have a deposit/total cost at least two months prior so members can vote in lodge).
 - o Distribute and monitor ticket sales; collect money
 - o Give report at May regular communication (how many attended, cost to lodge, profit, etc.)
- Learn EA Lecture
- Prepare for Letter G and FC Charge for next year.

SENIOR DEACON –

Summary: Organize and oversee annual church visitation, monthly breakfasts, sub sales, and barbeques. Support ALL lodge events, within the length of your cable-tow. Attend G.L. Annual Communications.

Details:

- CHURCH VISITATION:
 - o Date will be April 27, 2008
 - o Location will be NJ Veterans Home, Vineland, NJ
 - o Ask Junior Warden to announce at meetings
 - o Make arrangements (contact VA Home, get directions, meeting times, etc.)
 - o Announce at April regular
- SUB SALES:
 - o Dates will be May 17 and September 20, 2008
 - o Arrange meat cutting party & sub making crew
 - Pick up supplies
 - Get volunteers
 - Assign duties
 - o Plug ticket sales starting at April and September regular
 - o Distribute and monitor ticket sales; collect money
 - o Give report at June and October reg communication (# sold, cost to lodge, profit, etc.)
- CHICKEN BARBEQUE:
 - o Date will be in August 2, 2008
 - o Contact Brian Myers about how to contact barbeque folks
 - o Get volunteers
 - Assign cooks
 - Pick up supplies
 - Assign duties
 - o Plug ticket sales starting at May regular
 - o Distribute and monitor ticket sales; collect money
 - o Give report at September regular communication (# sold, cost to lodge, profit, etc.)
- QUARTERLY BREAKFASTS:
 - o Dates will be quarterly February 24, April 27, June 29, October 26, 2008
 - o Arrange kitchen committee and volunteers
 - o Pick up supplies
 - o Plug ticket sales starting at January, March, May, and September regulars
 - o Distribute and monitor ticket sales; collect money
 - o Give report at next regular communication (# attended, cost to lodge, profit, etc.)
- Learn Middle Chamber Lecture
- Start preparing for EA Lecture for next year

JUNIOR DEACON –

Summary: Assist Senior Deacon with monthly breakfasts, sub sales, and barbeques. Support ALL lodge events, within the length of your cable-tow.

Details:

- SUB SALES:
 - o Dates will be May 17 and September 20, 2008
 - o Arrange meat cutting party & sub making crew
 - Pick up supplies
 - Get volunteers
 - Assign duties
 - o Plug ticket sales starting at April and September regular
 - o Distribute and monitor ticket sales; collect money
 - o Give report at June and October reg communication (# sold, cost to lodge, profit, etc.)
- CHICKEN BARBEQUE:
 - o Date will be in August 2, 2008
 - o Contact Brian Myers about how to contact barbeque folks
 - o Get volunteers
 - Assign cooks
 - Pick up supplies
 - Assign duties
 - o Plug ticket sales starting at May regular
 - o Distribute and monitor ticket sales; collect money
 - o Give report at September regular communication (# sold, cost to lodge, profit, etc.)
- QUARTERLY BREAKFASTS:
 - o Dates will be quarterly February 24, April 27, June 29, October 26, 2008
 - o Arrange kitchen committee and volunteers
 - o Pick up supplies
 - o Plug ticket sales starting at January, March, May, and September regulars
 - o Distribute and monitor ticket sales; collect money
 - o Give report at next regular communication (# attended, cost to lodge, profit, etc.)
- Learn Seafaring Man for MM Degree
- Prepare for Middle Chamber Lecture for next year.

SENIOR MASTER OF CEREMONIES –

Summary: Support ALL lodge events, within the length of your cable-tow.

Details:

- Assist kitchen crew
- Prepare meals, if Stewarts are not available
- Learn interrogatories
- Learn FC & MM Charge
- Watch JD and learn for next year

JUNIOR MASTER OF CEREMONIES –

Summary: Support ALL lodge events, within the length of your cable-tow.

Details:

- Assist kitchen crew
- Prepare meals, if Stewarts are not available
- Learn interrogatories
- Learn EA Charge
- Watch SMC and learn for next year

SENIOR STEWART –

Summary: Support ALL lodge events, within the length of your cable-tow.

Details:

- Assist kitchen crew
- Prepare meals
- MEMORIAL DAY PARADE:
 - o Date will be 26 May 2008
 - o Contact VFW in January
 - o Start plugging parade at April regular (announce dress code, times, places, etc.)
 - o Arrange for flag to be in place for parade
 - o Make sure officer's jewels and aprons are available for parade
 - o Need to make sure we have at least 25 – 30 people to carry flag
- Prepare for interrogatories for next year
- Learn FC and MM Working Tools
- Watch JMC and learn for next year

JUNIOR STEWART –

Summary: Support ALL lodge events, within the length of your cable-tow.

Details:

- Assist kitchen crew
- Prepare meals
- MEMORIAL DAY PARADE:
 - o Date will be 26 May 2008
 - o Contact VFW in January
 - o Start plugging parade at April regular (announce dress code, times, places, etc.)
 - o Arrange for flag to be in place for parade
 - o Make sure officer's jewels and aprons are available for parade
 - o Need to make sure we have at least 25 – 30 people to carry flag
- Prepare for interrogatories for next year
- Learn FC and MM Working Tools
- Watch SS & JMC and learn for next year