



THE MASTER'S RESPONSIBILITIES AND OBLIGATIONS

Section 89 (BOC) THE DUTIES OF THE WORSHIPFUL MASTER ARE: The following is a list of the duties of the Master of the Lodge as outlined by the Book of Constitutions of Kentucky. Also, outlined below is a list of some of the authorities that the Master has during his year.

Duties

1. To preside and have general supervision over his lodge and decide questions of law and order, but any member of the lodge may appeal from the decision of the Master to the Grand Master, and from his decision to the Grand Lodge.
2. To see that the by-laws and resolutions of his lodge are observed, and that the constitution, rules, and edicts of this Grand Lodge are duly obeyed.
3. To see that monthly reports are promptly made to this Grand Lodge.
4. To attain such proficiency in the work as will enable him to conduct the ceremonies of his lodge in a creditable manner.
5. To call communications of his lodge as provided in Section 107.
6. To attend the communications of the Grand Lodge, or if unable to attend, to see that his lodge is represented there at.

If a lodge fails to be represented at two successive annual communications of the Grand Lodge, the Grand Master shall by proper notice to its officers require it to show cause why its charter should not be arrested and he may in his discretion arrest the charter, he may require the lodge to appear before a committee of the Grand Lodge to show cause why its charter should not be arrested, and upon report, the Grand Lodge will take appropriate action.

7. To attend the District Meeting and Educational Conference held in his District or Region. (1998)



Authority:

The Master shall have the authority to:

1. Congregate his Lodge whenever he deems it necessary;
2. Issue, or cause to be issued, all summonses or notices which may be required;
3. Discharge all the executive functions of his Lodge; and
4. Perform all acts, by ancient usage proper to his office, which are not prohibited by the Constitution or Ordinances of Grand Lodge.
5. To prepare/ delegate the Lodge's Annual Plan;
6. To prepare the Lodge's Annual Budget;
7. To prepare the Master's newsletter articles;
8. To appoint the Investigating Committee as required;
8. To be responsible for all Lodge committees;
9. Superintend the official acts of all officers of his lodge and to see that respective duties are properly discharged.
10. To prepare an agenda for each Stated Meeting.

Degree Work, Protocol, & Proficiency

1. To have knowledge of the work and lectures of the First, Second and Third Degrees.
2. To be thoroughly proficient in those portions of the Constitution and Regulations of the Grand Lodge which relate to the government of a Lodge;
3. To be knowledgeable of Parliamentary Law for conducting Stated Meetings;
4. To be knowledgeable of the protocol for receiving Grand Lodge Officers (Grand Master, District Deputy, etc.);
5. To conduct funerals;
6. To conduct degree practices for officers of the Lodge; and
7. To notify the Officers of the date of initiation for newly elected candidates at least three weeks prior to his initiation.
8. To install his successor. The Master has the right and prerogative of installing his successor and no one except the Grand Master can displace him.
9. Carefully guard against any infraction, by the members of his Lodge, of its own By-laws, of the Constitution or Ordinances of Grand Lodge, or of the General Regulations of Masonry;



OFFICERS DUTIES

By their conduct, their dress, their attendance, their enthusiasm, the proficiency in their work and their attitude, the officers of the lodge set the tone for the entire lodge operation. Each officer can do much to convey to the new candidates and members of the lodge, the seriousness, the beauty and the honor of Masonry as well as the fun and fellowship.

Listed in this section are the duties of each officer. The Book of Constitutions mandates some and others are suggested duties and may vary from Lodge to Lodge.

The Senior and Junior Wardens

(Section 90 Book of Constitutions) Duties of the Wardens. The Wardens shall assist the Master in the discharge of his duties, and perform such other duties as may be devolved upon them by the usages of the Craft, by-laws of the lodge and laws of the Grand Lodge.

(Section 112 Book of Constitutions) Who Presides. During the absence of the Master, the Senior Warden shall perform his duties: When both the Master and Senior Warden are absent the Junior Warden shall act as Master. At a stated or lawfully called communication, if the Master and both the Wardens are absent, the lodge may be opened by the Junior Past Master of the lodge present, and business may be transacted as if the Master were present, but the powers of such Past Master shall not extend beyond that particular communication.

SUGGESTED DUTIES OF THE SENIOR WARDEN

1. To be responsible for the coaching of all Candidates;
2. To select qualified Brothers to coach candidates;
3. To see those Candidates Coaches Handbooks are available for all Candidate Coaches;
4. To see that the candidates are progressing at a reasonable rate;
5. To prepare the Senior Warden's Trestle board articles, when required;
6. To prepare the calendar for your year as Master;
7. To prepare an estimated budget for your year as Master upon the calendar above;
8. To see that the Worshipful Master's Orders are carried out in full.

Degree Work, Protocol & Proficiency

1. To be knowledgeable of the work and lectures of the Third Degree.
2. To be qualified to give the work of the Senior Warden in the three degrees; and
3. To attend all degree practices designated by the Master.



SUGGESTED DUTIES OF THE JUNIOR WARDEN

1. To be responsible to oversee Stewards Duties (Stewards are responsible for all refreshments held at the Lodge;
2. To provide the secretary with receipts for all expenditures in providing refreshments for all Lodge functions;
3. To keep attendance records of all dinner functions;
4. To prepare the Junior Warden's Trestle board articles when required;
5. To begin the planning of the calendar for your year as Master;
6. To begin considering brethren to be appointed as committeemen during your year as Master.

Degree Work, Protocol & Proficiency:

1. To be knowledgeable of the work and lectures of the First Degree;
2. To be knowledgeable of the Master's lecture in the Second Degree to qualify as Senior Warden;
3. To be qualified to give the work of the Junior Warden in all degrees;
4. To attend all degree practices designated by the Master.

DUTIES OF THE TREASURER

(Section 91 Book of Constitutions 1 & 2)

1. To receive all money of the lodge from the secretary, give receipts therefore, and pay the same out by consent of the lodge on warrants of the Master, countersigned by the Secretary.
2. To give bond, with good and sufficient surety, in such form and amount as shall be determined by the lodge.

Perform such other duties, appertaining to the by-laws of each individual subordinate Lodge.

**DUTIES OF THE SECRETARY**

(Section 92 Book of Constitutions 1 - 11)

1. To keep correct minutes of the transactions of his lodge.
2. To collect and receive all money of the lodge, keep true accounts thereof, and promptly pay the same to the Treasurer, taking receipts therefore.
3. To have charge of the seal of the lodge and affix the same to all papers and documents requiring it.
4. To issue notices to attend the stated and called communications of the Lodge, under direction of the Master.
5. To issue summons when directed by the lodge.
6. To promptly make the returns required by Sections 166-169, and remit to the Grand Secretary the amount of dues and other indebtedness owing by his lodge to this Grand Lodge.
7. Immediately following the Annual Election of Officers, he shall report to the Grand Secretary's Office the names of the Officers selected and/or appointed, along with the other information requested. This report shall be due in the Grand Secretary's Office on or before January 10 following the election.
8. To promptly transmit to the Grand Secretary copies of all by-laws and amendments thereof adopted by his lodge.
9. To submit his books and accounts to an examination whenever required to do so by his lodge or the Grand Lodge.
10. To give bond, with good and sufficient surety, in such form and amount as shall be determined by his lodge.
11. To send to all of the members of the Lodge of which he is Secretary annually one month prior to the elections of officers, a notice of dues owing the lodge.

Perform such other duties, appertaining to the by-laws of each individual subordinate Lodge.



SUGGESTED DUTIES OF THE CHAPLAIN

1. To open and close Lodge with prayer.
2. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Chaplain, as may be required by the By-laws or directed by the Master; and
3. To offer devotions at all dinner meetings, when draping the charter for departed brethren and other Lodge functions as requested by the Master.
4. Encouraged to attend the District Meetings

Degree Work, Protocol and Proficiency:

1. To attend all degree practices designated by the Master.

SUGGESTED DUTIES OF THE SENIOR DEACON

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Senior Deacon, as may be required by the By-laws or directed by the Master;
2. To personally greet visitors and properly introduce them in the Lodge room; and
3. To serve as chairman of the Visitor Examination Committee.
4. Encouraged to attend the District Meetings.
5. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To be knowledgeable of to give the work of the Senior Deacon in all degrees and the lecture of the Second Degree;
2. To be knowledgeable in the First Degree to qualify as Junior Warden.
3. To attend all degree practices designated by the Master.

SUGGESTED DUTIES OF THE JUNIOR DEACON

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Junior Deacon, as may be required by the By-laws or directed by the Master; and
2. To assist the Tiler in setting up and tearing down the Lodge room for all Stated and Special Meetings.
3. Encouraged to attend the District Meetings.
4. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.



Degree Work, Protocol and Proficiency:

1. To learn the work of the Junior Deacon in all degrees; and
2. To be knowledgeable of work of the Senior Deacon in the lecture of all Degrees to qualify as Senior Deacon.

SUGGESTED DUTIES OF THE MARSHAL

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Marshal, as may be required by the By-Laws or directed by the Master;
2. Encouraged to attend the Annual District Meeting.
3. Escort and announce all visiting guest and Masonic Dignitaries into the Lodge.
4. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To perform the Marshal's work in all rituals; and
2. To attend all degree practices designated by the Master.

SUGGESTED DUTIES OF THE SENIOR STEWARD

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Senior Steward, as may be required by the By-Laws or directed by the Master;
2. To assist the Junior Warden with all lodge dinners and in providing refreshments at all stated meetings and after all degrees (setting up the tables, acquiring, preparing and serving refreshments as necessary, i.e. making coffee, etc);
3. To set-up and maintain the preparation room before all degrees, seeing that all necessary items are present and well kept for degrees;
4. To assist in collection of dues and fees;
5. Encouraged to attend the Annual District Meeting.
6. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To be qualified to give the work of the Senior Steward in all Degrees;
2. To be knowledgeable of the Charge in the Second Degree;
3. To attend all degree practices designated by the Master.



SUGGESTED DUTIES OF THE JUNIOR STEWARD

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Junior Steward, as may be required by the By-Laws or directed by the Master;
2. To assist the Junior Warden with all lodge dinners and in providing refreshments at all stated meetings and after all degrees (setting up the tables, acquiring, preparing and serving refreshments as necessary, i.e. making coffee, etc); and
3. To assist the Senior Steward in the set-up and maintenance of the preparation room before all degrees, seeing that all necessary items are present and well kept for degrees.
4. Encouraged to attend the Annual District Meeting.
5. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To be qualified to give the work of the Junior Steward in all Degrees (reception of the Flag and Grand Lodge Officers);
2. To attend all degree practices designated by the Master.

SUGGESTED DUTIES OF THE TILER

1. To perform such duties consistent with the usages of the Craft and appertaining to the station of the Tiler, as may be required by the By-Laws or directed by the Master.
2. To be responsible for setting up and tearing down the Lodge room for all Stated and Special Meetings; arrive early to set up the Lodge so the meeting can start on time. Lay out the paraphernalia for each officer's station. After meetings, Put away all paraphernalia (If you are unable to attend meeting, notify Master.
3. To receive all visitors and Brothers and assist them in filling out visitor cards and signing the Tiler's Register;
4. To notify the Senior Deacon of all visitors and provide him with a card containing their names suitable to be used for introductions (include their titles, and the name and location of their Lodge).
5. Encouraged to attend the Annual District Meeting.
6. Encouraged to attend the Masonic Educational Programs covered by the Book of Constitutions.

Degree Work, Protocol and Proficiency:

1. To attend all degree practices designated by the Master.
2. Lay out candidate paraphernalia for degree work.



LODGE COMMITTEES

Lodge committees are important. If they are composed of capable people willing to spend the time to accomplish their assigned tasks, they can be a great help to you in planning and executing an excellent calendar of events. A capable Lodge member may be interested in helping you but may not have the time to do it as an officer. He may, however, be willing to accept a committee assignment.

LODGE COMMITTEES

Your Lodge By-Laws require committees for the Lodge:

The following is a list of suggested Lodge committees and their duties. This is intended only as a potential list of committees that your Lodge could have. Create your selection of committees based on the needs and capabilities of your particular Lodge.

Budget and Finance Committee. To provide projections of the income and expenses of the Lodge for the year, to present an annual budget for Lodge approval and to report quarterly on the status of the budget.

Candidates Coaching Committee. To provide each newly initiated, passed, or raised brother with a proficient instructor. The committee should consist of at least four members, one for each of the degrees and the Head Candidates' Coach who oversees the work of the others.

Entertainment Committee. To obtain interesting and worthwhile Lodge programs.

Funeral Committee. To conduct the Masonic Funeral service. The committee members must be proficient in the Masonic Funeral Service and must be approved by the Master.

Excellence Award Committee. To advise the Master in the qualifications to become a Lodge of Excellence. Three members should be on the committee. The committee can also plan and assist the Master in meeting the qualifications.

Masonic Education Committee. To provide Masonic Education Programs to the Lodge candidates and other members, their family and friends. To promote the Mentor Program.

Masonic Homes Committee. To inform the Lodge members of the Masonic Homes Endowment program, its purpose and the present standing of the Lodge. To disseminate information about the Masonic Homes and encourage participation in the program.



Masonic Widows Committee. To maintain contact with the widows of members of the Lodge and plan an annual widows program.

Masonic Youth Groups Committee. To plan and execute programs in the promotion of our Masonic Youth: the Rainbow for Girls, Job's Daughters, and DeMolay. To acquaint the Lodge members with these orders and to encourage them to attend the youth meetings and to participate in their other activities.

Membership Development Committee. To plan programs where eligible men who are not Masons and their families can learn about the Fraternity. To promote the Friend-to-Friend program and locate Sojourners and encourage them to participate in the activities of the Lodge.

Public Relations and Community Involvement Committee. To encourage Lodge participation in the community and to inform the public of the Lodge activities through newspaper, radio, and television publicity.

Telephone Committee. To telephone the Lodge members who live in the vicinity of your Lodge regarding important upcoming Lodge events. The committee can also be used for funeral notifications.

Charity Committee - The Master and both Wardens shall be a Charity Committee to relieve the distress of a worthy brother or his family.

Audit Committee - The Master shall appoint an Audit Committee to periodically examine and verify the financial accounts, claims, and records of the Lodge; to examine and verify the monthly bills at each Stated Meeting.

Delinquent Dues - A committee on delinquent members shall be appointed by the Master to personally interview each delinquent member, ascertain the cause of his delinquency and to work closely with the Master and officers in a continuing effort to retain all members unable to pay.

Your Lodge By-Laws require all reports of these committees to be in writing.



GRAND LODGE STRUCTURE

GRAND LODGE OF KENTUCKY

The Grand Lodge of Free and Accepted Masons of the State of Kentucky is an incorporated non-profit fraternal organization whose name and title are registered with the Secretary of State of the State of Kentucky. It is one of almost 200 independent Grand Lodges found in various countries throughout the world, and in the United States, in each state.

ELECTED GRAND LODGE OFFICERS

The following are the elected officers of the Grand Lodge:

Grand Master

The Grand Master is the Chief Executive Officer of the Grand Lodge, elected by the delegates to the Annual Communication held each year in October in the City of Louisville. Traditionally he has previously been elected as the Grand Junior Warden, the Grand Senior Warden and the Deputy Grand Master before being elected as Grand Master. He is also recognized with all the powers of Grand Lodge while in _____ in the State of Kentucky, and has the premier rank over any other Masonic office, not only in Grand Lodge, but in any of the organizations associated with Freemasonry in Kentucky as well. The Grand Lodge officers meet monthly.

Deputy Grand Master, Grand Senior Warden and Grand Junior Warden

These officers are elected for one year, and traditionally progress through the offices until each in turn becomes Grand Master.

Grand Treasurer

The Grand Treasurer is elected for one year, but typically can be re-elected each year. He is responsible for the overall finances of Grand Lodge.

Grand Secretary

The Grand Secretary is the Chief Administrative Officer of the Grand Lodge. He is elected for one year, but typically can be re-elected each year. He is a full-time paid employee of Grand Lodge, and is responsible for all the administrative operations of Grand Lodge.



APPOINTED GRAND LODGE OFFICERS

These officers are appointed by the Grand Master for one year, and have no administrative responsibilities. Their duties are ceremonial in nature, although they may serve as goodwill ambassadors for the Grand Master during his term of office.

Masonic Homes of Kentucky

A non-profit foundation organized to operate a home for adults in Kentucky. It is governed by elected Board of Directors and the current elected Grand Lodge officers, and employs full- and part-time employees. The Masonic Home is headed by an administrator employed by the Board.



GRAND LODGE COMMITTEES

The Grand Master appoints committees for one year at a time, although members are frequently reappointed. Some are “coordinating committees”, some give policy and legal advice to the Grand Lodge and Grand Master (Policy and General Purposes, Jurisprudence), some develop programs for lodges (Masonic Education), and some supervise special programs sponsored by Grand Lodge.

1. Credentials
2. **Finance**
3. **Appeals**
4. **By-Laws**
5. **Fraternal Recognition**
6. **Jurisprudence**
7. **Lodges Under Dispensation**
8. **Masonic Education**
9. **Necrology**
10. **Proceedings of Other Grand Lodges**
11. **Visitors**

PAST GRAND MASTERS

The Past Grand Masters have special responsibility for being consulted by the Grand Master from time to time, to advise him.

DISTRICT DEPUTY

There are 30 District Deputies. They are appointed by the Grand Master. They are responsible to the Grand Master for administrative matters.

LODGES

Lodges are the primary unit of local organization subordinate to the Grand Lodge of Kentucky. They are autonomous, but operate under the overall supervision of the Grand Master, and his appointees. A Master, elected annually by its members, heads each lodge. Typically the Master will have first been elected Junior Warden and then as Senior Warden, before being elected as Master. In addition, the lodge Treasurer and Secretary are elected annually, but these typically serve several years in office. The Master is the Chief Executive Officer of the lodge much as the Grand Master is the Chief Executive Officer of Grand Lodge. He is responsible to the Grand Master for the government of his lodge during his term of office, although the Grand Master’s supervision is usually exercised through the District Deputy. His role is thus a dual one, responsible to his lodge as its top elected officer, and to the Grand Master as his superior in Grand Lodge.

NOTE: The above definitions are summary definitions only, and are not meant to be comprehensive. Many of the Grand Master’s duties are ceremonial in nature, and these duties may take up a large share of his time. All elected



GRAND LODGE
Grand Master**Deputy Grand Master****Grand Senior Warden****Grand Junior Warden****Grand
Treasurer****Grand
Secretary****Appointed Grand
Lodge Officers**

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|------------------------------|--------------------------|
| Grand Senior Deacon | Grand Marshal |
| Grand Junior Deacon | Grand Standard Bearer |
| Grand Chaplain | Grand Sword Bearer |
| Assistant Grand Secretary | Grand Tiler |
| Grand Pursuivant | Assistant Grand Tiler |

District Deputy**Past Grand
Masters****Grand Lodge Committees****Grand Lodge
Office**

officers are volunteer positions, except for the Grand Secretary, who is also an employee of Grand Lodge. And the Grand Master has some duties extending beyond the borders of the Grand Lodge of Kentucky.

