



# FRANK REED HORTON MEMORIAL LODGE NO. 379, F. & A. M.

UNDER THE JURISDICTION OF THE MOST WORSHIPFUL GRAND LODGE OF FREE AND ACCEPTED MASONS OF THE PHILIPPINES

## Lecture No. 10 **ON THE APPROACHING ELECTION TO THE MASONIC CHAIRS**

November 3, 2009

*By: VW Antonio C. Zeta  
Quoted from Various Sources*

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### **A Freemason's Reflections on Elections**

*Quoted from the work of Mark Williams*

In the tense anticipation of the upcoming Lodge elections, there could be some interesting points to ponder. Understand at the outset that we are Freemasons and that we consider it one of the finest organizations we are aware of in the world today. While there have been occasional 'troubles' within the fraternity, it still, as its sole purpose, attempts to hold forth the highest human ideals without being a religion. While many of its detractors claim it to be one, it most definitely is not. There is no salvation offered, nor sacraments in which to partake. Every Mason is encouraged to look to his own personal spirituality as he sees fit. The Quran is as welcome on the Masonic altar as the Christian Bible or the Torah. While the rituals are steeped in myth that predates Christ, the allegories and symbolism are intended only to impress on the initiate those virtues that allow men to work together harmoniously, irrespective of their personal spiritual viewpoints. It bridges gaps that no religion seems able to. It makes friends and brothers of those who might never, otherwise, find a reason to meet.

In the 18<sup>th</sup> century, Freemasonry became a quiet force to be reckoned with, the United Grand Lodge of England formally constituting in 1717, the fraternity's roots going back into obscurity. Subsequently, the rolls of the fraternity would come to include such notables as the United States' George Washington, Benjamin Franklin, Paul Revere, our Jose Rizal, Marcelo del Pilar, Emilio Aguinaldo and many other National heroes of the future Republic of the Philippines. An interesting point about these Freemasons who came before us is that the majority of them were Christian landowners and professionals, educated men mostly, who had a deep understanding of the meaning of liberty as defined by their Christian Bible. While they were somewhat elitist themselves, it is believed that, due to their involvement in Freemasonry, these men also came to the understanding that neither their religion nor their social standing were the seat from which government should spring, but that the collective will and ultimate enlightenment of the people needed to be addressed as primary.

Meanwhile, in England and elsewhere in the world, royals (some of them Freemasons, as well) still claimed their high stations as appointments by the will of God, through their respective families, believing that lineage was the only measure of worth and the key to privilege and power. With a sense that this view was in opposition to their own ideals,

these Freemasons, with others of like mind, determined to make a change and break away from the tyranny of the royals. The commonly dispensed histories don't completely reflect the depth of the involvement of Freemasons in planning and waging their revolutionary wars nor in the establishment of the free nations on the planet. Neither are the fictions that attempt to paint a picture of Freemasonry all that accurate in their portrayals. Be that as it may, the end result still emerges – nations where freedom to think, say and do was considered sacred – a right granted by the Creator to all men.

The upcoming elections can evidence that their vision was sound, but threats to their original vision have already taken shape. There is an apparent abuse of freedom at play in our Lodges today. Some of those hard-won liberties are being eroded by the fear mongers who have specific agenda. Careful watch must be placed over how far this erosion is allowed to go. This Lodge can be so sharply divided in its thinking as it is at this time. Fear is being used as a tool to convince people to give up some of those freedoms which those who came before us fought, suffered and died for. While it is agreed that the teachings of Christ are entirely beneficial to mankind, the same cannot be said of some of the interpretations being advocated today, which seem, in part, to support judgmentalism and a fear mentality which, in turn, plays into the hands of those who seek more control. By engaging those two very non-Christian traits, the insidious stripping of liberty is being perpetrated on our membership made more pliable by the introduction of terrorism on the Lodge room. War has come to us once again. The enemy harder to find, the cost to the Lodge and the profit to those who provide the tools much greater.

Patterns have developed in other Lodges and this similar pattern can develop here. We could be dealt with, and sadly could act like so many wool-bearing creatures of dubious intelligence. Jesus alluded to this in his depiction of us as sheep, not only for the innocence of the creature, but its gullibility. He admonished Peter, as one of the first teachers of the Gospel ('good news'), to tend the flock – to help them perceive truth. It's time we collectively picked up our heads from our grazing for a moment and looked around. The real wolves could be feeding on our members for some time. Wouldn't it be a good idea to take a closer look at who the real predators are? Wouldn't it be smarter and more spiritually productive to expand our knowledge of our true nature and make up our own minds about what promotes individual as well as collective growth, rather than swallowing some rumors or other that dictates a small-minded, judgmental morality?

Christ and others have told us that judgment is to be avoided. How can we cling to so much of what He taught and ignore that incredibly important utterance? Judging each other leads to so much negativity that it literally creates walls in the path of our enlightenment. These walls need to be dismantled like Germany's Berlin Wall or China's Bamboo Curtain, not strengthened. We need to find the best in each other and promote that, rather than looking for the weakness and exploiting it. We need to recognize that gains from the latter method are fleeting and of no meaning in the spiritual realm except as karmic chips that must, at some point, be redeemed. Love and

forgiveness are the higher path that we are called to. While it isn't necessarily easier, the results are beyond our ability to measure.

Take an example from one of the same holy works that those Freemason forefathers read and trusted: The apostle Paul wrote in his letter to the Philippians, "...*whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, let your mind dwell on these things.*" While this may seem to play into a necessity to weigh and judge, it is actually more an attempt to focus our thoughts on a loving attitude – on the harmonious rather than the divisive – on what Dr. Norman Vincent Peale would call '*positive thinking*'. This can be the same message from more concerned masters and teachers among us. We need to concentrate on the light in order to manifest it more fully. Though we face many challenges together, we know that we're headed toward the goal of greater light, understanding, and harmony.

Stay the course on the higher path, my Brothers. Whether or not your vote will bring about the outcome you feel is right, the energy of attempting to make the best choice is still generating positive change. Continue to practice random acts of kindness. Treat each encounter as holy. Hold the attitude of 'Namasté' in your heart. Think, meditate and pray knowing that every thought and intention is creative.

Let us share a portion of the ritual that can explain the purpose and intent of our elections better than any other bit of writing available):

*"Brethren, we are now about to depart the sacred retreat of friendship and virtue, to again elect our Lodge officers. Amid its concerns and employments, forget not the duties which you have heard so frequently inculcated, and so forcefully recommended in this Lodge. Be diligent, prudent, temperate, discreet. Remember that, at this altar, you have promised to befriend and relieve every Brother who shall need your assistance. You have been enjoined to remind a Brother in the most friendly manner of his fault, to endeavor to aid his reformation, and to defend his character. These generous principles extend further, for every human being has a claim upon your kind offices. Do good unto all. Finally, my Brethren, be ye all of one mind; live in peace; and may the God of Love and Peace delight to dwell with you and bless you.*

*"And now may the blessing of Heaven rest upon us and all regular Masons. May brotherly love prevail, and every moral and social virtue cement us. Amen!"*

*So mote it be.*

Quoted from the Washington Monitor and Freemasons Guide, published by the Most Worshipful Grand Lodge of Free and Accepted Masons of Washington (Revised 1983)

## The Politics of Freemasonry

Quoted from the work of W.: Tim Bryce, PM, MPS  
"A Foot Soldier for Freemasonry"

*"Evil (ignorance) is like a shadow – it has no real substance of its own, it is simply a lack of light. You cannot cause a shadow to disappear by trying to fight it, stamp on it, by railing against it, or any other form of emotional or physical resistance. In order to cause a shadow to disappear, you must shine light on it."*

- Shakti Gawain

For a society that is supposed to be devoid of politics, Freemasonry seems to have more than its fair share. We see it in Grand Communications, in Masonic elections, and whenever we walk in the door to a Craft Lodge. Man is by nature a social and political animal fraught with frailties and insecurities such as ambition, jealousy, suspicion, and hate. As Masons, we are taught to subdue our passions and do what is right for Freemasonry collectively, but as long as we have egos, we'll always have politics. From this perspective, Masons are no different than the members of any other society.

It is believed there are a couple of reasons for the rise of politics in Freemasonry. First, there is a general lack of trust and loyalty in today's society where one is recognized more for rugged individualism as opposed to team effort. Consequently, there is more of a natural inclination to compete as opposed to cooperate. Although the spirit of Freemasonry is to work collectively, many of us have difficulties subduing the attitudes of the outside world when we enter the Lodge. Second, as our membership declines, many are beginning to panic over our Lodge's future...the fraternity's future. And instead of trying to work collectively to change this situation, we are divvying up sides as to who has the true faith to perpetuate the Lodge and/or the fraternity, the traditionalists or the reformists. Whereas a traditionalist tends to be unbending, the reformist seeks to change the status quo. True, certain traditions need to be observed in Freemasonry, but not at the expense of losing touch with a changing world. But it is this polarization that is fueling the politics of Freemasonry at all levels. The reality, of course, is that we need a careful balance of both traditions and reforms; one simply cannot have one without the other. Politics at this level is about who has the dominant ideologue and seeks control. We see this in government (conservatives versus liberals), religion, and Freemasonry. And it is at this level that politics turns vicious and is at its ugliest. An example is when we scheme, plot and undermine in order to subvert and control the Lodge environment.

Thanks to the Internet, we hear and read many tales of woe over what is going on in both Craft and Grand Lodges. Some of it is very disturbing, but most of it comes down to petty politics. A lot of it is so bizarre, it would probably curl your hair. We can classify most of it under what is called "Rearranging the deck chairs on the Titanic." Instead of what we should be doing as Freemasons, we tend to play games of one-upmanship.

Masonic politics is typically at its ugliest during elections when Brothers "electioneer." This can be rather amusing as it is believed our process for electing officers is far from perfect. Further, there may not have been a Lodge election where there isn't some form

of politics involved. As a small example, there could exist a full-court press by traditionalists to keep a qualified Brother from office. Nevertheless, instead of admitting there is electioneering in Lodges, we pretend it doesn't exist.

What should concern us more is when Masonic politics turns dirty, which can be referred to as the "dark-side" of the fraternity and something we do not like to discuss. For example, qualified Brethren could be "blocked" from succession to the East. A group of Masons from their Lodge, who shared no Brotherly love for these officers, can start a campaign to oust the officers over their alleged inadequacy. They can bend the ears of the other members who, acting upon their hearsay, may not elect the Lodge officers to the next higher position.

Now the big question, "Why can this be done?" Their detractors may have deep-seated resentment over the Lodge officers who reformed the Lodge and, in the process, overturned some of the traditions in their respective Lodges, many of which may have been enacted years ago by the same detractors. But instead of confronting the officers with their concerns, they circumvented protocol by campaigning not to have these Brothers elected to office. Bottom-line: this had nothing to do about a Brother being cheated out of anything, but rather a clever ruse to seek retribution for other issues. The result could be with the Lodge suffering due to the political upheaval (e.g., members can start going to other Lodges), and the officers who may, up until now, have unblemished records, see their Masonic reputations go into the toilet. Even worse, here could be hardworking Masons who can become so disenchanting with the Lodge, they would leave it...all because of politics.

Such stories of Masonic politics makes one wonder why there isn't a separate judicial branch in Freemasonry to prohibit such shenanigans from happening. Instead, jurisprudence and penal affairs fall under the authority of the Grand Master. Inevitably, suspect we will be plagued with politics for quite some time.

We join Freemasonry for a lot of different reasons, one of which is that we might find a forum where we will be honestly and fairly treated "on the level." There is enough contention in the world without having to add another layer. Consequently, politics has an adverse effect on membership and attendance. Want to drive people away from Lodge or inhibit participation? Bring on the politics.

There is an old expression in psychology whereby, "*You cannot treat a patient if he doesn't know he is sick.*" Perhaps the best way to address Masonic politics is to stop kidding ourselves that it doesn't exist. We would all like to believe Freemasonry is above the fray of politics, but we're not. After all, we're only human and, as such, politics is a natural part of human life. Once we admit this, we can then devise suitable rules and regulations today's Masons are more familiar with and promote how to best work and best agree.

## **On The Approaching Election To The Masonic Chairs**

*Quoted from The Freemason's Quarterly Review - 1834*

One of the most important franchises which the Masonic character offers is THE ELECTION OF MASTER FOR THE ENSUING TWELVE MONTHS. - *"The qualifications necessary are, that the candidate should be true and trusty, of good repute, held in high estimation amongst the fraternity, skilled in Masonic knowledge, and moreover a lover of the Craft; he ought to be exemplary in his conduct, courteous in his manner, but, above all, steady and firm in principle."*

Unless the Brother who aspires to the Chair of a Freemason's Lodge can conscientiously feel himself so qualified, he should pause ere he assumes or rather morally usurps it, and by tarrying somewhat, profit by the example of another, by whose conduct he may improve his own unskillfulness, or amend in himself what his observations may have perceived to be defective in his Brother.

The fulfilment of the duties of a Mastership requires much personal inconvenience, and some sacrifice of time. The interests of a lodge, alike with its immediate welfare and ultimate prosperity, depend upon the skill and sagacity of the Master; while the general peace and harmony of its members take their tone from his conciliating courtesy, or suffer from his want of so vital an attribute.

The Master is called upon to attend (with the Past-Masters and Wardens of his Lodge) at the annual communications, and by his careful observation of the current questions to sanction or prevent what may support or injure the sacred and glorious institution he is bound to protect. It is to be remembered, that upon the ACTIVITY or SUPINENESS of the actual Masters that the order itself will be SUPPORTED or DEGRADED.

The Master is to exercise the virtue of benevolence, that the wants of his deserving brethren may be generously and immediately relieved, or the application of the unworthy summarily rejected; there the cry of the widow and the orphan is heard, and there should the Master be to administer the funds which a confiding Lodge has entrusted to his vigilance; let him remember that he has bound himself to observe the ancient charges in which the foregoing obligations form some of the clauses; let him not hope to excuse his own neglect by that of others; rather let him be foremost in the ranks of emulation, and shame such who, while they assume the profession of a Master of a Lodge, withhold the practice it enjoins. Let his actions during the year be such, that when it terminates, the brethren will feel thankful for his services, and reward him by their approbation.

How different is the effect produced upon Freemasonry by those who merely falter through their official duties, who never show themselves where a personal service is demanded, and, in fact, who, if the charges have ever been read to them, disregard their importance by a coldness which is alike insulting to decency as to common sense.

Another important duty of the Lodge is the SELECTION OF THE WARDENS - the members of a Lodge may exercise their franchise in the election of a Master with a view

to serve the interest of the Lodge; and, similarly, the Lodge in its selection of the Wardens ought always to have in view the interests of the Lodge. They should avoid electing to the office of Wardens any brethren who may not be enabled to qualify for the superior dignity of Master, in order that when the period of election for that office shall approach, the Wardens, by attending carefully to their duties in Lodge and at the public meetings of the Craft, may become so experienced, that the brethren will not feel themselves placed in the difficulty of either wounding the feelings of an otherwise respectable individual by passing him over, or by electing him to an office he is incompetent to sustain - either of these possible cases the Lodge may prevent by timely discretion.

Finally, let them as well as the brethren of the Lodge diligently read, mark, learn, and inwardly digest the constitutions of the fraternity, remembering that:

**"ALL PREFERMENT AMONG MASONS IS GROUNDED  
UPON REAL WORTH AND PERSONAL MERIT ONLY"**

# APPENDIX

*Quoted from "Really Simple Syndication"*

## **Masonic Lodge Officer Duties are solely dependent upon leadership:**

Masonic Lodge Officers, as they move through the Masonic Officer Chairs, as in any organization, could not properly function without a leadership team which provides Masonic Officer Training. A successful organization's future depends upon how well this team of lodge officers work together to provide Masonic Officer training. In the business world, an organization is built around Presidents, Vice Presidents, General Managers, Regional Managers, Supervisors and Workers. Each position plays an important part in order for the organization to be profitable and successful. In essence, the Masonic Lodge Officer duties and Masonic Officer Training structure, much like their counterparts in the business world, shoulder the Lodge Officer Responsibilities which makes a lodge successful.

## **Masonic Lodge Progressive Line:**

Lodge Officers are part of a "progressive line", which is also known as "going through the chairs" ...or as the Masonic Officer Chairs. This line of succession moves up one position at a time from one year to the next. If no one asks to "step out of line" for any reason, 7 years from the time of becoming Junior Steward, the Master Mason will arrive at the chair of the Worshipful Master. The progression is as follows: Junior Steward, Senior Steward, Junior Deacon, Senior Deacon, Junior Warden, Senior Warden...and then Worshipful Master. The progressive line is used in the United States and in many other jurisdictions, as well.

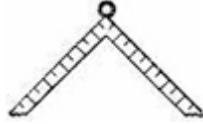
## **Lodge Elections:**

In the Masonic Lodge, the top six Lodge Officers are (in this order) the Worshipful Master, the Senior Warden, Junior Warden, Treasurer, Secretary and Auditor are elected by the Lodge members at their annual elections. Normally each position is filled for one year, however they may be re-elected to the same position depending on the circumstance. Lodge elections are performed via the election processes set forth in our Constitution.

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## Masonic Officer Chairs and Duties

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### **Worshipful Master- Lodge Officer Duties:**

His Jewel is the **Square**, which is a stonemason's tool to ascertain true and correct angles of the cut and smoothed stone...thus his Jewel symbolizes **virtue**.

The Worshipful Master of a Masonic Lodge is the highest ranking of all Lodge Officers which a Lodge may elect. The Worshipful Master sits in the East of the Lodge room (symbolic of the Rising Sun in the East) and directs all of the business of the Lodge. Note: Even if the building faces a different direction, the Master is said to be "in the East". He also presides over ritual and ceremonies.

His position is similar to a President of any other organization. As Master, his word is final over any and all actions pertaining to his Lodge.

It is his duty to

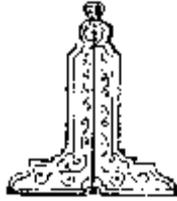
**"Set the Craft to work and give them wholesome instruction for their labor".**

While the Worshipful Master's rank is highest of all members, his Lodge Officer Duties are the easiest to remember. The Worshipful Master is responsible for every single thing within his lodge during his year as Master. He is ultimately responsible for every other lodge officer and their duties, every lodge committee, ritual and degree work, Masonic education, social functions, fundraisers, District and Grand Lodge liaison, Trestle Board communication, etc. All eyes are upon the Master. If lodge functions go smoothly, it is the Master who takes the credit. If lodge functions go awry, it is the Master who bears the blame. Therefore, the Master wears many hats.

It is his duty to preside over business meetings, the conferral of degrees, and delegation of duties to all other Lodge Officers.

While Freemasons call the Master, "Worshipful Master", they do not, as some people may erroneously believe, actually worship him. "Worshipful" is an honorary title which shows respect for his position. In France, the word "Worshipful" is replaced with the word "Venerable". It is no different than respecting the office of our President of the United States. He would be addressed, formally, as "Mr. President" rather than by his first name. Likewise, if you go before a judge, you would address him as "Your Honor", rather than by his first name.

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## Senior Warden- Lodge Officer Duties:

His Jewel is the **Level**...symbolizing that all Masons **meet on the level**, without regard to social, political or religious beliefs or status.

The Senior Warden of a Masonic Lodge is the second in command within the Lodge Officers. In the absence of the Worshipful Master, the Senior Warden assumes the Worshipful Master's duties. The Senior Warden of a Masonic Lodge sits in the West (symbolic of the setting sun) and assists the Worshipful Master in opening and closing the Lodge. The Senior Warden is in charge of the Lodge when it is at labor. His position is similar to a Vice-President of any organization.

His ancient duties were to pay the Craft (the members of the guild) their wages and to handle disputes among the workers. It is his duty to support the Master and to prepare himself for that office during the following year.

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## Junior Warden- Lodge Officer Duties:

His Jewel of Office is the **Plumb**,... which is a stonemason's instrument used for ascertaining the alignment of a vertical surface. It symbolizes **upright behavior** among Masons.

The Junior Warden of a Masonic Lodge is the third in command of the Lodge. The Junior Warden sits in the South (symbolic of the position of the sun at midday) and is responsible for the Brethren while the Lodge is at ease or refreshment. His position is similar to a Second Vice-President. The Junior Warden, too, may open the lodge if the Master is unable to attend the meeting.

It is the Junior Warden's duty to arrange meals for the lodge, and, typically, the 2 Stewards act as his assistants in this responsibility. Symbolically, it is also his duty to make certain that the members do not convert their refreshment into intemperance or excess. This is a holdover from earlier days, which still remains as part of the Junior Warden's job description, even though in most U.S. jurisdictions, alcohol is barred from the lodge.

## Which Officers Can Open the Lodge?

The Master; in his absence, the Senior Warden; or in their absence, the Junior Warden.

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## Senior Deacon- Lodge Officer Duties:

His Jewel is the **Square and Compass with the Sun in the middle**. The sun signifies that his position is on the lower level, to the right of the Worshipful Master in the east. His duty is as **messenger of the Worshipful Master**, hence he does a lot of walking.

The Senior Deacon of a Masonic Lodge is an assistant officer of the Lodge. The Senior Deacon's principle roles are to welcome and escort both visitors and candidates into the lodge and introduce distinguished visitors. It is his duty to assist the Worshipful Master and carry orders between the Worshipful Master and the Senior Warden. During degree rituals, he guides the new candidate and conducts him around the lodge room.

During the opening and closing ceremonies, the Senior Deacon opens the Bible to the correct passage of the degree being worked and closes it after the lodge is adjourned. He also lights and extinguishes the candles at the altar. In some lodges, he carries the ballot box around the lodge when new members are being voted upon. The Senior Deacon's position is similar to a Manager. The Senior Deacon (and the Junior Deacon) both carry long staffs (or rods), because as messengers of the Worshipful Master, the staffs are symbolic of the caduceus (or wand) that the Roman winged god and messenger Mercury carried during their duties. Atop the rods are the jewels of their offices.

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## Junior Deacon- Lodge Officer Duties:

Like his senior counterpart, the Senior Deacon, the Jewel of his office is the Square and Compass, however the Junior Deacon's **Square and Compass has a moon in the center** (rather than a sun), which signifies that he is **in the West**.

The Junior Deacon of a Masonic Lodge is an assistant officer of the Lodge. He sits to the lower right of the Senior Warden. The Junior Deacon's principle roles are to assist the Senior Warden by carrying messages from the Senior Warden in the West to the Junior Warden in the South and to guard the inner door of the Lodge. It is his duty to ascertain at all times whether the Tiler is guarding the door and only allowing visitors to enter after they have been properly vouched for. The Junior Deacon and the Tiler communicate with each other by knocking on the door (the Tiler from the outside...and the Junior Deacon from the inside). Some jurisdictions split this position into 2 positions...that of the Junior Deacon and the Inner Guard.

The Junior Warden's position is similar to a Manager.

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## Senior Steward - Lodge Officer Duties:

His Jewel is the Cornucopia, which is an exact duplicate of the Junior Steward's Cornucopia. The **Cornucopia** signifies the "**Horn of Plenty**". It is a goat horn filled with the fresh fruits and vegetables to denote the "**fruits of your labors**" and represents a **job well done**.

The Senior Steward of a Masonic Lodge is an appointed officer of the Lodge. The Senior Steward is tasked to understudy the Junior Deacon's position and fill in for the Junior Deacon when absent. The Junior Deacon's principle role is to prepare the candidates during ritual and escort them to the lodge room and assist the Senior Deacon. In their entry Officer positions, both the Senior and Junior Stewards typically handle kitchen duties and wait staff for the members.

The Senior Steward's position is similar to that of a Supervisor.

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## Junior Steward - Lodge Officer Duties:

His Jewel is the Cornucopia, which is an exact duplicate to the Senior Steward's Cornucopia. The **Cornucopia** signifies the "**Horn of Plenty**". It is a goat horn filled with the "**fruits of your labors**" and represents a **job well done**.

The Junior Steward of a Masonic Lodge is an appointed officer of the Lodge. The Junior Steward is tasked to understudy the Senior Steward position and fill in for the Senior Steward in his absence. The Junior Steward's principle role is to assist the Senior Steward and the Senior Deacon in the preparation of the Candidates.

The Junior Steward position is similar to that of a Supervisor.

Both the Senior and Junior Stewards carry rods, atop which are the jewels of their offices. The rods represent England's Lord High Steward's rod in the House of Lords.

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## LODGE OFFICER DUTIES FOR THOSE NOT IN THE PROGRESSIVE LINE:

The following officers do not usually move in the progressive line. Many times they have already progressed through all the chairs and choose to serve their lodge in different positions. Treasurers, Secretaries and Auditors often serve their lodge in their respective positions for many years. Continuity in these positions is vital to a well-run and efficient lodge. Training takes time and if these officer positions changed each year, financial and accounting chaos would occur.

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### Treasurer - Lodge Officer Duties:

His Jewel is a **Pair of Crossed Keys**, signifying he is the **Collector and Distributor of all Lodge Monies** as he holds the keys to the cashbox.

The Treasurer of a Masonic Lodge is the Chief Financial Officer of the Lodge. He sits to the right of the Master and behind the Senior Deacon. The Treasurer is responsible for all financial transactions. He receives all money, pays all debts by order of the Worshipful Master with the consent of the lodge and renders a report when requested. The treasurer does not need to be in possession of an accounting degree, however experience with bookkeeping and accounting is an asset. Financial bookkeeping transactions may be performed either by hand or by the use of accounting software.

The Treasurer's duties can be likened to a corporate C.F.O. (Chief Financial Officer).

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### Secretary - Lodge Officer Duties:

His Jewel is the **Crossed Quill Pens**. The Secretary is the Lodge's **Recorder**.

The Secretary's Lodge Officer Duties require a high degree of lodge experience, Masonic knowledge, diplomacy and, above all, detailed paperwork skills. The Lodge Secretary is the backbone of any Masonic Lodge and he holds a position of great responsibility. He sits to the left of the Master. His duties require him to handle all correspondence to the members, minutes of Lodge meetings, petitions of new candidates, continuous lodge member count, and many other administrative duties. He compiles an ongoing list of each new candidate and which degrees that candidate has undertaken. From his member list, he sends out the annual dues notices and receives dues payments. He communicates with other Lodges and the Grand Lodge, types letters, retrieves the mail as well as handles many other details.

The Secretary's Lodge Officer duties are many, not the least of which is that he must be well versed in Grand Lodge By-Laws for his jurisdiction and his Lodge By-Laws. He keeps the list of Lodge members and helps the Master organize his meetings. A very experienced member usually resides in this chair...many times he is a Past Master of the Lodge. While it is not a prerequisite, due to the number of hours that this position requires, most (not all) Lodge Secretaries are retired and therefore able to devote the many hours required which are necessary to this position.

The Secretary's position is similar to a corporate C.O.O., (Chief Operation Officer).

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### **Auditor - Lodge Officer Duties:**

His Jewel is the **Crossed Key and Quill Pen**. The Auditor is the Lodge's **checker if the entries of the Treasurer reconciles with records of the Secretary**.

The Auditor's Lodge Officer Duties also require a high degree of lodge experience, Masonic knowledge, diplomacy and, above all, detailed paperwork skills. The Lodge Auditor holds a position of great responsibility. He sits to the right of the Master near the Treasurer. His duties require him check if the entries of the Treasurer reconciles with the records of the Treasurer. He also sees to it that all disbursements of the Treasurer are properly documented and according to universally-accepted accounting practices. A very experienced member and a Past Master of the Lodge usually resides in this chair.

The Auditor's position is similar that of a Manager.

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### **Chaplain - Lodge Officer Duties:**

His Jewel of office is an **opened book, symbolizing the Volume of Sacred Law** (the Christian Bible, Hebrew Torah or Tanach, the Muslim Qur'an, or other Holy Books).

The Chaplain of a Masonic Blue Lodge is an appointed officer of the Lodge. He sits to the left of the Master. The Chaplain is the spiritual leader of the Lodge. While he may or may not be a real-world Minister, Priest, Rabbi or Imam,... in the lodge, the Chaplain is responsible for non-denominational prayers at both the opening and closing of meetings, during degree ritual ceremonies and before meals. Most Chaplains have no religious training and prayers are non-denominational.

The Chaplain's position is similar to that of a Supervisor.

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## Marshal - Lodge Officer Duties:

His Jewel is the Crossed Batons. The Marshal is the Lodge's Conductor or Master of Ceremonies.

The Marshal of a Masonic Lodge is an appointed officer of the Lodge. The Marshal is in some jurisdictions the "Director of Ceremonies". The Marshal's duties and principle role is the organization of processions and ensuring the correct precedence and etiquette in formal proceedings. It is his duty to formally conduct visitors into the lodge and introduce them to the members when the lodge is in session.

The Marshal's position is similar to that of a Supervisor.

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## Tiler - Lodge Officer Duties:

His Jewel is the **Sword**, by which he symbolically **refuses entrance to anyone who is uninitiated in the Craft**. The sword has no scabbard, as it is his symbolic duty to always have his sword drawn, ready for the defense of his post.

The Tiler (or Tyler) of a Masonic Lodge is an appointed officer of the Lodge and is sometimes known as the "Outer Guard". He sits outside the closed door of the lodge room, armed with a sword. The Tiler's duties and principle role is to ensure that only those who are duly qualified are allowed to enter the Lodge Room. He guards against cowans and eavesdroppers. During the Middle Ages, a cowan was a man who built stone walls of poor quality. He was an uninitiated or non-apprenticed stonemason...a "jackleg", if you will. While the Tiler is sometimes called upon to assist in the preparation of candidates, his chief duty is to (symbolically) keep unskilled workmen from overhearing the conversation within the Lodge Room.

After the lodge members are inside the Lodge Room, the door closes and it is the Tiler's duty to decide whether late arrivals may enter. It is also his duty to make sure that each visitor is "properly clothed", which means they must be wearing their Masonic apron. To be fully and properly dressed before entrance into the Lodge Room, the visitor must be wearing their apron over the top (or on the outside) of their suit coat (never under their coat) and the apron strings must be fully tied before the Tiler will allow the visitor entrance. Some jurisdictions call this position the Outer Guard.

The Tiler's position is similar to that of a Supervisor.

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