

KATY LODGE
NO. 1439 A.F. & A.M.



JUNIOR PAST MASTER



OFFICER MANUAL

Purpose and Intent

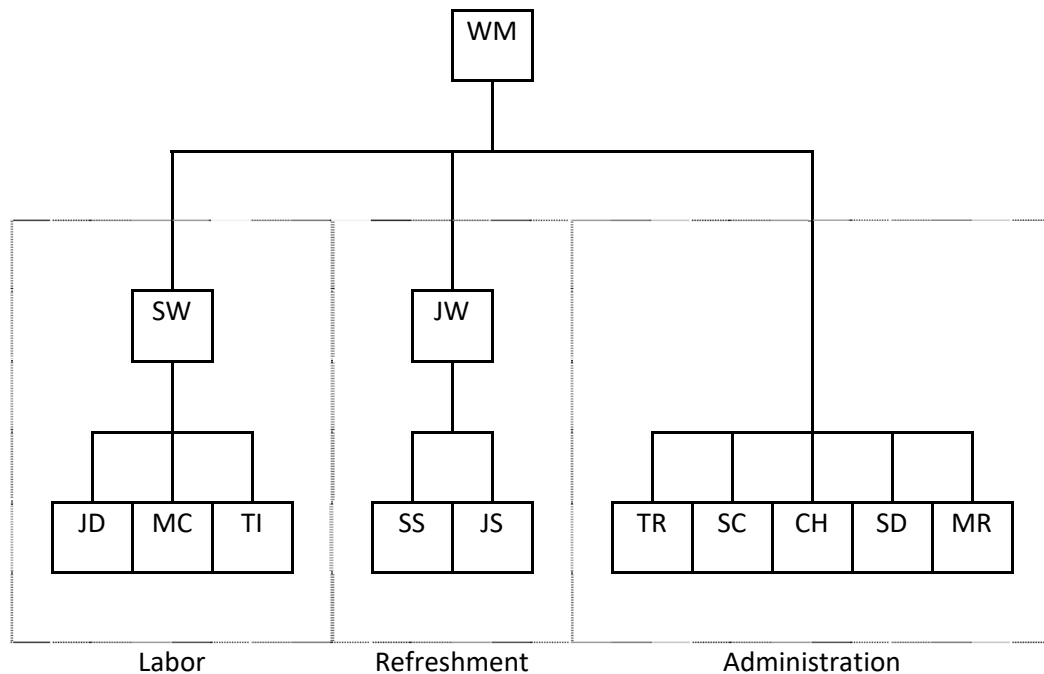
It is the purpose and intent of this document to provide a description of the Lodge Officers' respective jobs and responsibilities for Katy Lodge No. 1439 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities, as may be necessary. These job descriptions are a supplement to the duties and responsibilities already defined by the Constitution of the Grand Lodge of Texas and the By-Laws of this Lodge.

Modifications and Revisions

These job descriptions should be reviewed, as necessary, by the Officers and appropriate committees of the Lodge, and revised as needed to ensure that they comply with the Constitution of the Grand Lodge and the By-Laws of this Lodge.

Organization of Officers

Rank	Line Order	Abbr.	Office	Elected / Appointed
1	7	WM	Worshipful Master	Elected
2	6	SW	Senior Warden	Elected
3	5	JW	Junior Warden	Elected
4		TR	Treasurer	Elected
5		SC	Secretary	Elected
6		CH	Chaplain	Appointed
7	4	SD	Senior Deacon	Appointed
8	3	JD	Junior Deacon	Appointed
9	2	SS	Senior Steward	Appointed
10	1	JS	Junior Steward	Appointed
11		MR	Marshal	Appointed
12		MC	Master of Ceremonies	Appointed
13		TI	Tiler	Appointed
0		JPM	Junior Past Master	N/A



Junior Past Master

Chairman of: Awards

Member of: Funerals

The primary duty of the Junior Past Master is to ensure a smooth transition from the end of his year to the beginning of the new Worshipful Master's year. It is imperative that he be available to support the Worshipful Master in his newly acquired position and be prepared to assist him in planning his year, to see that the long-term goals of the Lodge are met with minimal disruption due to the change in command. The knowledge gained from his experiences and his advice should be made accessible to the new Worshipful Master.

Other specific duties and responsibilities of the Junior Past Master as defined by the Lodge Rules and Regulations include:

1. As Chair of the Awards Committee, he will ensure that worthy Brethren and members of the community are recognized for their efforts by overseeing the presentation of: The Golden Trowel Award, The Community Builder Award, and The Perfect Ashler Award in accordance with the guidelines defined for each award.

2. As Vice-Chair of the Funeral Committee, he will be responsible for assisting the Chaplain to ensure that the needs of deceased Brethren's families are met in their time of need.

Funeral Committee

Reports to: Worshipful Master

Chairman: Chaplain

Required Members: Worshipful Master, Junior Past Master

It shall be the duty of this committee, throughout the ensuing Masonic year, to perform the following:

1. Perform the Masonic Burial Service for deceased Brethren when requested.
2. Identify and provide for the needs of the families of our deceased Brethren, and to try to find ways to help ease their grief during their difficult time.
3. Appropriately honor our deceased Brethren in accordance with the By-Laws, at the Stated Meeting following their passing.
4. Offer the report of said committee at each Stated Meeting and provide appropriate information to the Secretary for his records.