

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



**JUNIOR DEACON**



**OFFICER MANUAL**

## Purpose and Intent

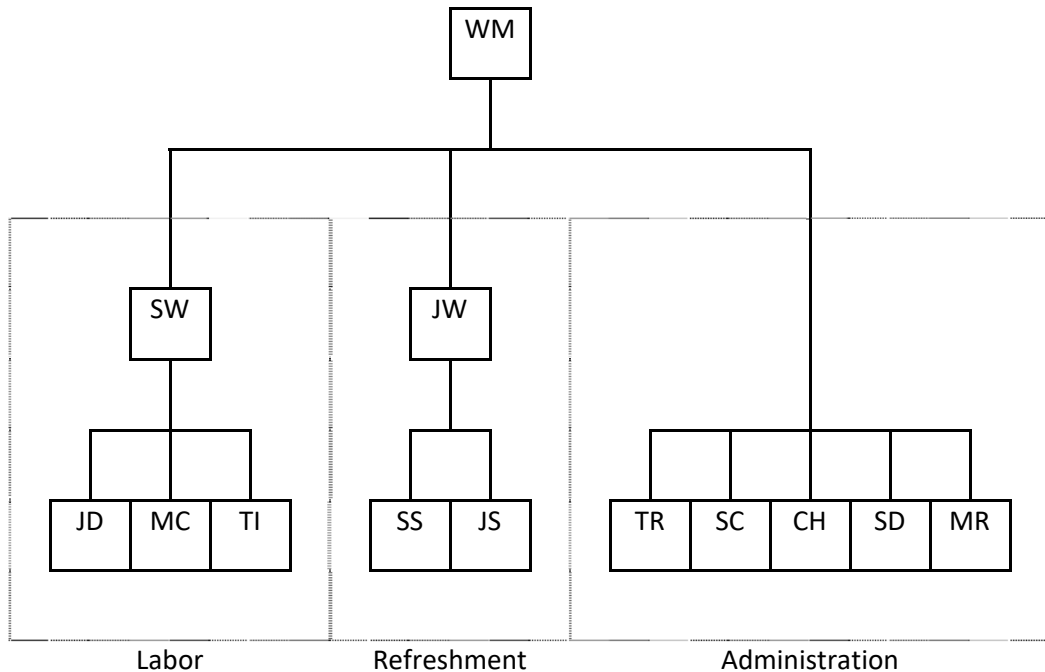
*It is the purpose and intent of this document to provide a description of the Lodge Officers' respective jobs and responsibilities for Katy Lodge No. 1439 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities, 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



## The Deacons

From the Monitor of the Lodge, we find the following specific duties of the Senior and Junior Deacons: It is their province to attend on the Master and Wardens, and to act as their proxies in the active duties of the Lodge, such as the reception of candidates into the different Degrees of Masonry, the introduction and accommodation of visitors, and the immediate practice of our rites.

### Junior Deacon

*Chairman of: Building and Grounds*

*Member of: Safety and Security*

The Junior Deacon is the right hand of the Senior Warden and should assist him in the performance of his duties. He also works in conjunction with the Tiler; together they should see that the aprons, candidate uniforms, Degree, and Lodge paraphernalia are clean and presentable, as to make a good impression for our candidates and for our visitors.

Other duties and responsibilities of the Junior Deacon as defined by the Lodge Rules and Regulations include:

1. As Chair of the Building and Grounds Committee, ensure that the proper maintenance and preventative maintenance are being performed and to see that the general appearance of the Lodge is in keeping with the positive impression we wish to make to the membership and visitors. Prepare maintenance programs at the direction of the Worshipful Master and Senior Warden to ensure the building and grounds are properly maintained. Oversee the landscaping and maintenance of the grounds. Oversee building maintenance including at minimum:

- a. Change lights and bulbs inside and outside.

- b. Change the HVAC filters at least every three (3) months.
  - c. Periodically inspect the kitchen, toilets and lavatories for running water or leaks.
  - d. Oversee the repair or replacement of any broken fixtures, furnishings, and appliances as approved by the membership.
2. Coordinate and renew city permits for Occupancy and Fire Protection to ensure compliance with all city codes and laws.
  3. Maintain in good order all storage areas of the Lodge.
  4. Maintain in good order the United States Flags, Texas, and Masonic Flags both outside and inside the Lodge.
  5. Coordinate and lead Lodge Work Days as directed and scheduled by the Worshipful Master.
  6. Attend to the Senior Warden and assist him in finding out which Brethren may be sick or in need of assistance.

## **Committees:**

### **Building and Grounds Committee**

*Reports to: Senior Warden*

*Chairman: Junior Deacon*

*Required Members: Senior Steward, Marshal, Master of Ceremonies*

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

1. Perform routine maintenance of the Lodge building and the associated grounds.
2. Develop long term plans for identifying major upgrades and projects to ensure the Lodge and grounds are properly maintained and meet the overall needs of the Lodge and make recommendations to the Lodge as to how these plans and upgrades should be executed.
3. Offer the reports of said committee at each Stated Meeting and to make a request of the Lodge as to its knowledge of any areas of the property requiring attention.

## **Safety and Security Committee**

*Chairman: Senior Warden*

*Required Members: Junior Deacon, Tiler*

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

1. Provide for the safety and security of the Brethren from outside threats as directed by the Worshipful Master.
2. Ensure that the fire response plan of the Lodge is adequate including clearing egress routes and establishing rally points.
3. Ensure that the first aid needs of the Lodge are met.
4. Conduct annual safety briefings and drills with each new Officer Corps of Katy Lodge and appendant bodies which use our Lodge Building.