

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



JUNIOR WARDEN



OFFICER MANUAL

Purpose and Intent

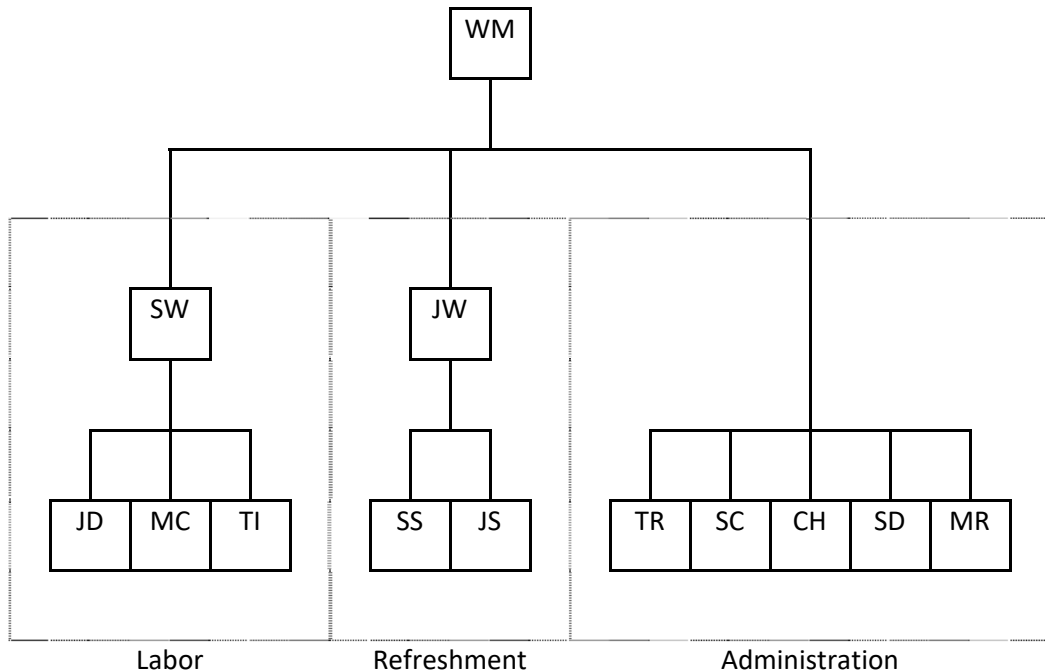
It is the purpose and intent of this document to provide a description of the Lodge Officers' respective jobs and responsibilities for Katy Lodge No. 1439 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities,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

The Duties of Wardens are found in Articles 285 and 286 of The Laws of The Grand Lodge of Texas. In the Installation Ceremony's Charge to the Wardens, we find the following: they should be examples of good order and regularity; they are to assist the Master in the discharge of his trust, diffusing light, and imparting knowledge to all whom he shall place under their care; in the absence of the Master, they will succeed to higher duties, therefore, their acquirements must be such that the Craft may never suffer from the want of proper instruction. Much of the materials previously referenced for the Master are applicable to the Wardens. The Wardens are preparing to be the leaders, the teachers, and the preservers of our Fraternal Codes and Standards.

Junior Warden

Oversight of: Fundraising, Knife and Fork, Masons' Wives Widows and Orphans

Chairman of: Social Activities

Member of: Arbitration, By-Laws Rules and Regulations, Fish Fry and Gun Raffle, Fraternal Assistance, Sickness and Distress, Yearly Transition

The Junior Warden is the first elective position of the three principal line Officers and his responsibility deepens as he begins to prepare for his future leadership of the Lodge. From the Monitor of the Lodge, we find the specific duty of the Junior Warden is the superintendence of the Craft during the hours of refreshment. Oversight of the Senior and Junior Stewards is assigned to the Junior Warden, as well as the coordination of the kitchen activities.

Recent changes to the Grand Lodge Constitution have reassigned those duties related to Masonic trials, which were once under the purview of the Junior Warden, to committee. These changes do not however absolve the Junior Warden of his responsibilities as Lodge Lawyer. The Junior Warden should take it upon himself to study and become intimately familiar with Grand Lodge Law. As outlined in Form 1, Charge of Masonic Disciplinary Violations, the Junior Warden may still be called upon to formerly file charges for Masonic Disciplinary Violations.

The Junior Warden also serves as the Parliamentarian and legal counselor. As such, he must not only be conversant with The Laws of The Grand Lodge of Texas, but also the By-Laws of his Lodge and Masonic Parliamentary Procedure. This will be valuable knowledge as he continues his preparation for his journey to the East.

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

1. In his responsibility to monitor the Craft when they are at refreshment, he shall be responsible for organizing most Lodge social functions and special events, as directed by the Worshipful Master.
2. Oversee the Stewards work to ensure the refreshment of the Lodge is adequate for Degrees, Stated Meetings, and other special events.
3. Coordinate and oversee the Lodge Photographer to ensure that Lodge events and Degree Ceremonies are properly recorded with photography. See that the photos are properly distributed and/or posted to the website.
4. He will also be responsible for oversight of the Lodge's fundraising, social activities, inter-lodge activities and outreach to the Widows and Orphans of our Brethren who have passed. At the direction of the Worshipful Master, he is to develop specific programs that reach out to those in need, such as Christmas baskets for our widows, etc.

Committees:

Social Activities Committee

Chairman: Junior Warden

Required Members: Senior Steward

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

1. Assist in the planning and execution of the annual family and public events of the Lodge, i.e. Installation Ceremony, Thanksgiving, Christmas, Past Masters, and Widows Dinners, etc.

2. Identify social activities of interest to the membership and make recommendations to the Lodge as to which would be the most appropriate and beneficial.
3. Coordinate with other Lodges inter-lodge activities that foster Masonic friendship and fraternal relations; specifically the annual shooting competition with Brookshire Lodge and/or District 108 as a whole.
3. Offer the report of said committee at each Stated Meeting and provide appropriate information to the Secretary for his records.

By-Laws, Rules, and Regulations

Chairman: Senior Warden

Required Members: Junior Warden, Treasurer, Secretary, L.I.F.E. Counselor

It shall be the duty of this committee to periodically review and make recommendations, if necessary, regarding revisions to the By-Laws, Rules, and Regulations. The committee shall meet at minimum every three years. Such revisions shall be brought to the Officers' Meeting and Stated Meeting for discussion and approval.

Fish Fry and Gun Raffle Committee

Chairman: Senior Warden

Required Members: Junior Warden

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

1. Plan and execute all aspects of the Lodge's annual Fish Fry and associated raffles, auctions, etc. as the main fundraising event of the incoming Master's year.
2. Advertise this event in the community and ensure that it promotes positive public relations.
3. Offer the report of said committee at each Stated Meeting and provide appropriate information to the Secretary for his records.

Yearly Transition Committee

Chairman: Senior Warden

Required Members: Worshipful Master, Junior Warden, Treasurer, Secretary, Senior Deacon, L.I.F.E. Counselor

It shall be the duty of this committee to meet each year, on or before May 15, to assist the incoming Worshipful Master in selecting the new line of appointed Officers, committee chairmen, and to help ensure that the long-term goals of the Lodge are met.

Arbitration Committee

Chairman: Worshipful Master

Required Members: Senior Warden, Junior Warden

It shall be the duty of this committee to settle all differences between Brethren, unless the parties prefer to bring the matter before the Lodge.

Fraternal Assistance Committee

Chairman: Worshipful Master

Required Members: Senior Warden, Junior Warden, Treasurer

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

1. Create a budget item each year designated the "Roy N. Smith Benevolent Fund" carrying forward any unused funds from the previous year, and adding as necessary, to see that it is a minimum of \$1000.00.
2. Determine if a Master Mason of this Lodge is entitled to receive the amount requested, and report its findings at the subsequent Stated Meeting. It shall be understood by the recipient that this "gift" does not have to be repaid.
3. If the balance of the Fund should exceed \$1500.00, then disbursements can be made to other Lodges, Master Masons of other Lodges, and other Grand Lodges.
4. All disbursements from the Benevolent Fund shall be made in accordance with Article 486 of The Laws of the Grand Lodge of Texas.
5. Offer the report of said committee at each Stated Meeting and provide appropriate information to the Secretary for his records.

Knife and Fork Committee

Reports to: Junior Warden

Chairman: Senior Steward

Required Members: Junior Steward

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

1. Solicit brethren to donate meals to the Lodge for Stated Meetings and other events.
2. Coordinate with the Eastern Star and Rainbow Chapters to organize the meals that they traditionally provide

3. Keep record of all expenditures, donations, and income related to meals at all events and report the same to the Treasurer.

4. Offer the report of said committee at each Stated Meeting and provide appropriate information to the Secretary for his records.

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.

Sickness and Distress Committee

Chairman: Worshipful Master

Required Members: Senior Warden, Junior Warden, Chaplain

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

1. Be responsible for Masonic outreach to our distressed brothers including but not limited to: transportation, caring for those who are ill, assisting with repairs and handyman work at home, etc.
2. Visit all sick Brethren (unless it would be dangerous or imprudent to do so), and ascertain their condition and necessities; and take such action, as deemed proper and necessary, both in regard to the brother and to his family.
3. Inform the Lodge and make recommendations as to how the Lodge might assist the Brother and his family.
4. Offer the report of said committee at each Stated Meeting and provide appropriate information to the Secretary for his records.