

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



MASTER OF CEREMONIES



OFFICER MANUAL

Purpose and Intent

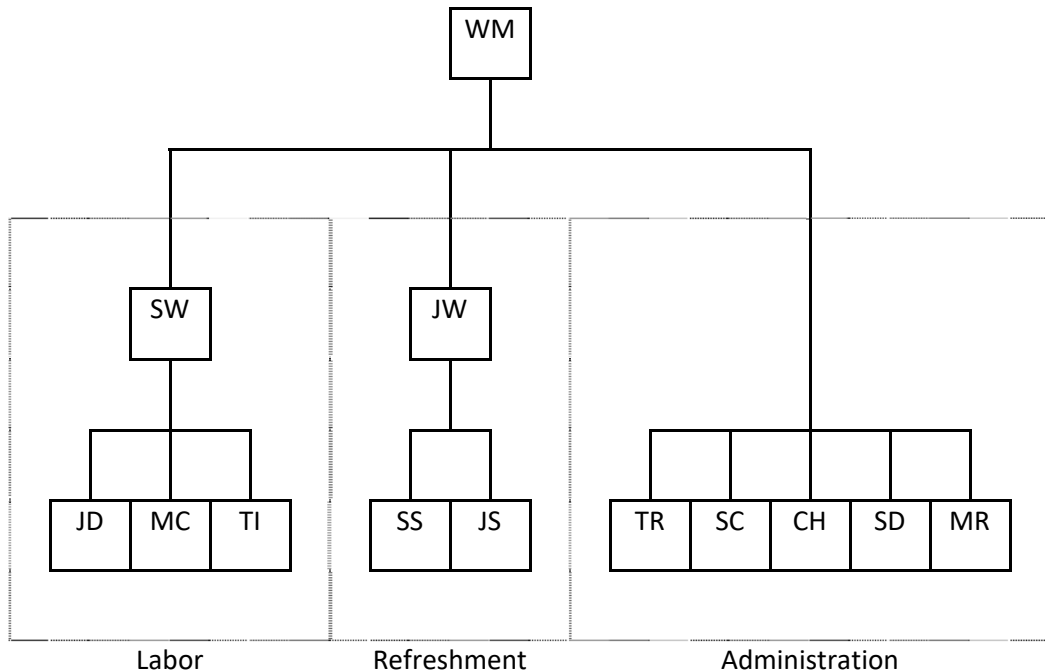
It is the purpose and intent of this document to provide a description of the Lodge Officers' respective jobs and responsibilities for Katy Lodge No. 1439 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities,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



Master of Ceremonies

Member of: Building and Grounds, Meet and Greet

The Master of Ceremonies will assist the other Officers of the Lodge as requested. While lower in the listing of Lodge Officers, the Marshal and Master of Ceremonies are instrumental in the integration of new members in our Lodges.

From the Monitor of the Lodge, we find the following specific duties of the Marshal and Master of Ceremonies: it is their duty to assist the Senior Deacon in preparing Candidates for initiation and to see that the needs of the Candidate are provided. As such they should assist the respective committee heads with teaching the Candidate Information Program, Ritualistic Instruction, Masonic Education, and information concerning the customs and usages of Masonry.

Other specific duties and responsibilities of the Master of Ceremonies include:

1. Assist the Junior Deacon in maintaining the building and grounds.
2. Assist the Junior Deacon in organizing Buildings and Grounds projects and work days.
3. Assist the Deacons in setting up and tearing down Lodge furnishings before and after meetings.
4. With the Senior Deacon and Tiler, meet and greet all Brethren and visitors at Stated and Called Meetings and Special Events.
5. Assist the Tiler with the maintenance of the Jewels and Regalia of the Lodge.
6. Ensure proper operation of PA/Sound System and Lodge Room Lighting.

7. Perform all manner of other duties as directed by the Worshipful Master and Wardens.

Committees:

Meet and Greet Committee

Reports to: Worshipful Master

Chairman: Senior Deacon

Required members: Marshal, Master of Ceremonies, Tiler

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

1. Welcome all visitors to the Lodge, whether a visiting Brother or potential Candidate, and provide them with information and introductions as necessary.
2. Welcome new members, and recommend ways to acknowledge them and encourage participation in Lodge activities.
3. Identify and contact Brethren who have not been active and develop programs to encourage their involvement in Lodge activities.
4. Distribute Masonic literature at Lodge sponsored public events and to be available for questions related to Freemasonry and the Lodge.

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.