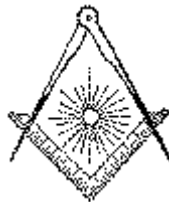


**KATY LODGE**  
**NO. 1439 A.F. & A.M.**



**SENIOR DEACON**



**OFFICER MANUAL**

## Purpose and Intent

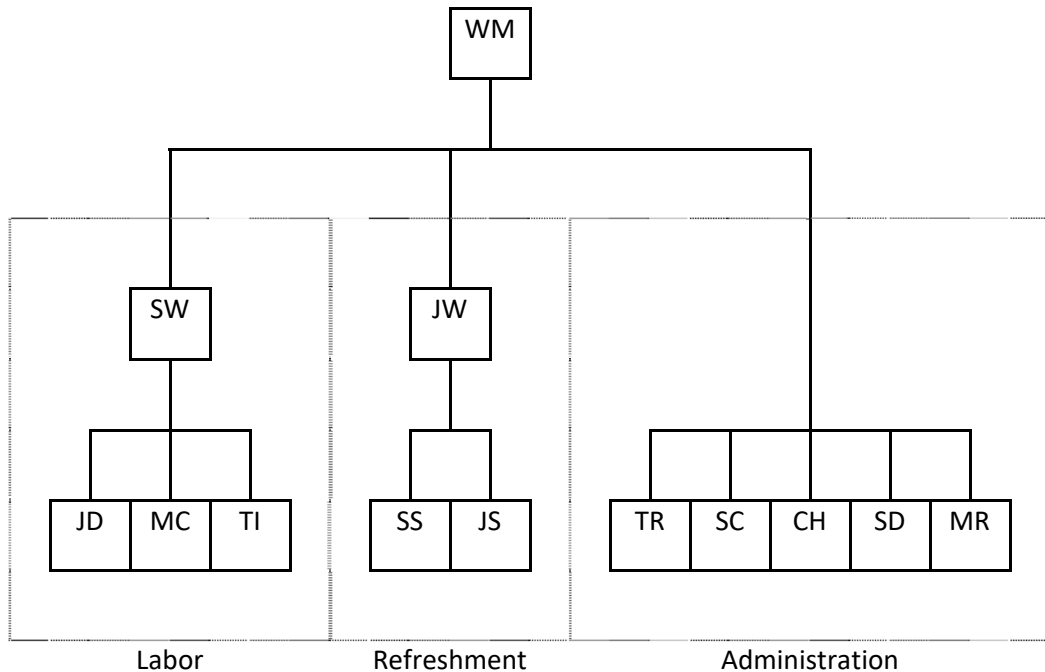
*It is the purpose and intent of this document to provide a description of the Lodge Officers' respective jobs and responsibilities for Katy Lodge No. 1439 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities,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

### Senior Deacon

*Chairman of: Meet and Greet*

*Member of: Yearly Transition*

The Senior Deacon's duties are many and varied and the time spent performing them will reflect upon his future work as an elected officer of the Lodge. The responsibility for examining visiting Brethren devolves upon the Senior Deacon. The manner of examination is covered under Masonic Courtesies in *The Lodge Officer Manual*. Most importantly the Senior Deacon is the assistant to the Worshipful Master and should be his right-hand-man in all activities and functions.

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

1. As chairman of the Meet and Greet Committee, work with the Marshal, Master of Ceremonies, and Tiler to welcome visitors to the Lodge, introducing them to other Officers as needed, and ensure that their needs are met. This includes being a point of contact for prospective members.

2. Examine all visiting Brethren to ensure they are qualified to sit in Lodge.
3. Setting up and tearing down Lodge furnishings before and after meetings.
4. Attend to the Worshipful Master and inform him of visiting Brethren, Past Masters, and distinguished guests prior to the start of any meeting.
5. Work with the Master of Ceremonies and Degree Team Chairman to ensure that the needs of candidates are met before and during ceremonies.

## **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.

### **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.