

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



SENIOR STEWARD



OFFICER MANUAL

Purpose and Intent

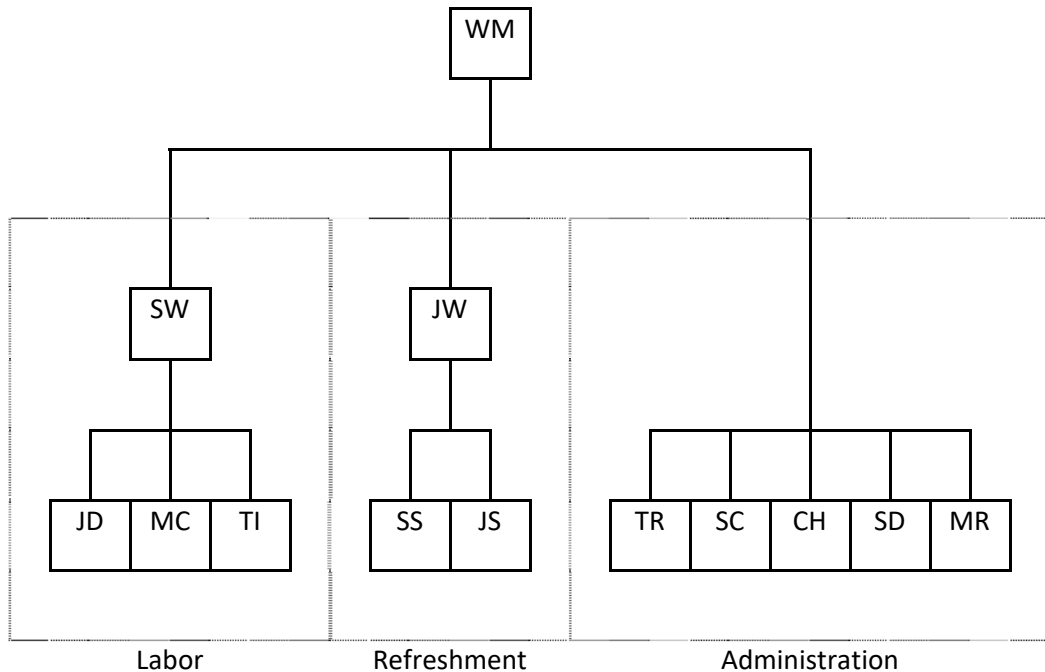
It is the purpose and intent of this document to provide a description of the Lodge Officers' respective jobs and responsibilities for Katy Lodge No. 1439 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities,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

Chairman of: Knife and Fork

Member of: Building and Grounds, Social Activities

The Senior and Junior Stewards arrange for the serving of refreshments at all Stated Meetings, Masters Degrees, and at other times when requested to do so by the Worshipful Master. The Stewards are often in a position to greet members and visitors.

From the Monitor of the Lodge, we find the following specific duties of the Senior and Junior Stewards: it is their duty to assist the Deacons and other Officers in performing their respective duties; to see that the tables are properly furnished at refreshment; and to see the brethren suitably provided for. Their regular and early attendance will afford the best proof of their zeal and attachment to the Lodge.

The Stewards work under the direction of the Junior Warden to provide meals and refreshments for the Lodge's Stated and Called Meetings and other special occasions. They are charged with maintaining the kitchen and dining areas.

Other specific duties and responsibilities of the Stewards include:

1. Clean and organize the kitchen and dining area.
2. Clean and organize the bathrooms; report any maintenance issues to the Junior Deacon.
3. Collect and take out the trash from the kitchen, dining area, and bathrooms after all events.

4. Stock bathroom and cleaning supplies.
5. Stock kitchen supplies
6. Put Entered Apprentices and Fellowcrafts to useful work assisting with the Stewards' duties; report good and poor participation to the instructors.
7. Secure and maintain custody of the Steward's Fund, and provide written reports to the Junior Warden that include data on expenses, income, donations, log of events in which meals were served, and number of attendees per event.
8. The Junior Steward shall keep the drinks fridge stocked, record the drinks out and money in, and report the same to the Senior Steward.
9. The Senior Steward is Chairman of the Knife and Fork Committee and should solicit brethren to donate meals to the Lodge for Stated Meetings and other events. He should also work with the Eastern Star and Rainbow Chapters to organize the meals that they traditionally provide.
10. The Senior Steward is Vice-Chair of the Building and Grounds Committee, and should assist the Junior Deacon in ensuring that proper maintenance is scheduled and performed on a regular basis.
11. The Senior Steward is Vice-Chair of the Social Activities Committee, and should assist the Junior Warden in the planning and execution of social activities for the Lodge.

Committees:

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.

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.

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.