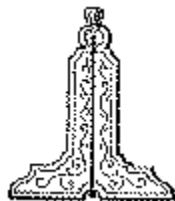


KATY LODGE
NO. 1439 A.F. & A.M.



SENIOR WARDEN



OFFICER MANUAL

Purpose and Intent

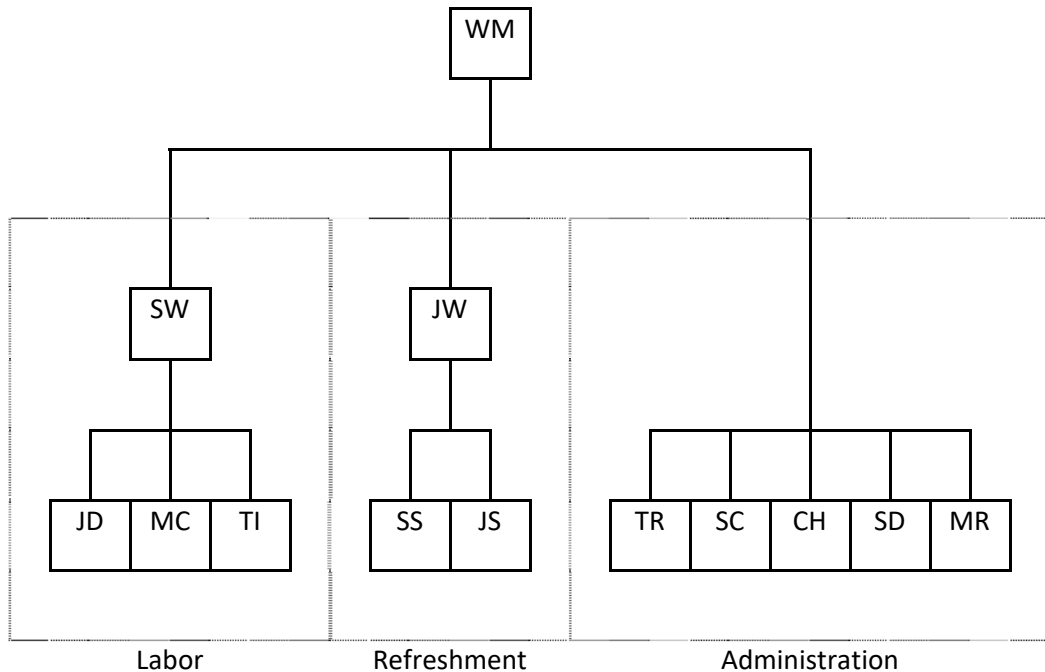
It is the purpose and intent of this document to provide a description of the Lodge Officers' respective jobs and responsibilities for Katy Lodge No. 1439 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities,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

Senior Warden

Oversight of: Building and Grounds, Candidate Instruction and Degree Team, Esoteric Work, L.I.F.E. Counselor

Chairman of: By-Laws Rules and Regulations, Fish Fry and Gun Raffle, Safety and Security, Yearly Transition

Member of: Arbitration, Fraternal Assistance, Sickness and Distress

The second officer in the Lodge is the Senior Warden, and in the absence of the Worshipful Master, he assumes the position and place of the Master. He must, therefore, work closely with the Worshipful Master in all matters relating to the Lodge.

From the Monitor of the Lodge, we find the following specific duties of the Senior Warden: his regular attendance on the Stated Meetings is essential; in the absence of the Master, he is to govern the Lodge; in the presence of the Master, he is to assist him in the government of it.

In his responsibility for monitoring the Craft when they are at labor, he shall see that all stations and places are filled. In the absence of an installed officer, he is delegated the responsibility of finding a qualified member to fill the office. He shall also monitor the activities of the Candidate Instruction Committee and Degree Teams to ensure excellence.

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

1. As Vice-Chair of the Arbitration Committee, he will be responsible for assisting the Worshipful Master in amicably settling any disputes that may arise among the Brethren.
2. As Vice-Chair of the Fraternal Assistance Committee, he will be responsible for assisting the Worshipful Master in evaluating the needs of claimants and making recommendations as to the extent of which the Lodge should assist.
3. He shall prepare a calendar for his Masonic Year as Worshipful Master in cooperation with the elected Officers. The calendar should include all Masonic events and fundraisers, as is the custom of the Lodge.
4. As Chair of the Committee on By-Laws Rules and Regulations, he is to see that they are in compliance with and compliment Grand Lodge Law and that they are reviewed and updated on a regular basis (minimum of every three years).
5. It shall be the responsibility of the Senior Warden to ensure that the Candidate Instruction Chairman and/or Secretary have contacted the candidate to schedule Degree Ceremonies at his convenience.
6. As Chair of the Fish Fry and Gun Raffle Committee, he shall organize all aspects of these events as they are the primary fundraisers of his Masonic Year and Scholarships, respectively.

Committees:

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.

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.

Rainbow Representative

Reports to: Worshipful Master

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

1. Serve as the principle liaison between Katy Lodge and the Rainbow for Girls Chapter.
2. Report to the Lodge any assistance that can be offered to Rainbow to help support their organization and programs.
3. Coordinate joint programs between the two organizations.
4. Offer the report of said committee at each Stated Meeting and provide appropriate information to the Secretary for his records.