

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



TILER



OFFICER MANUAL

Purpose and Intent

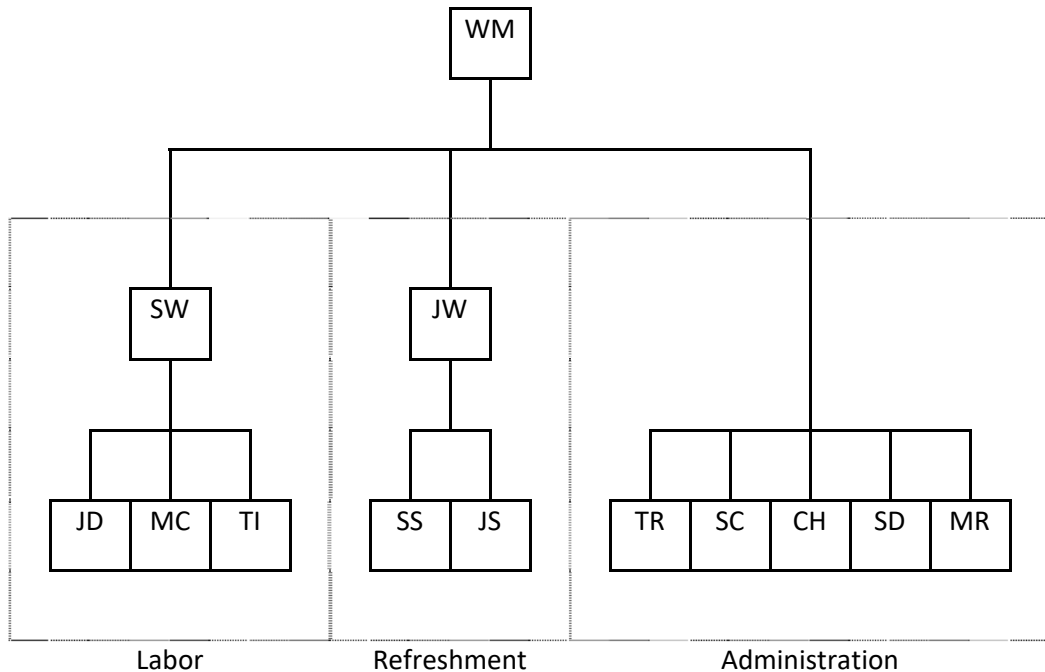
It is the purpose and intent of this document to provide a description of the Lodge Officers' respective jobs and responsibilities for Katy Lodge No. 1439 A. F. & A. M. This is not intended to limit the duties of any officer, or prevent the Worshipful Master from assigning specific duties or responsibilities,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



Tiler

Member of: Meet and Greet, Safety and Security

The Tiler works closely with the Junior and Senior Deacons in the performance of his duties. Together they are responsible for the security of the Lodge Room during all meetings. He usually distributes all Officers' Aprons and Jewels prior to the meetings and collects them after the meetings. In Article 265 of The Laws of The Grand Lodge of Texas we find that all Officers of a Lodge must be members thereof, except the Tiler.

From the Monitor of the Lodge, we find that the Tiler's duty is to guard against the approach of cowans and eavesdroppers and permit none to pass except those who are duly qualified.

In the By-Laws of this Lodge, we find: it shall be the duty of the Tiler to see that the Lodge Room is kept clean and in order, and that the various articles of furniture are in their appropriate places; to strictly guard the door during the sitting of the Lodge; to summon the members of the Lodge to all Called Meetings where a summons is necessary; and to be punctual in this attendance.

Like the Stewards, the Tiler shares the responsibility of making visitors to the Lodge feel welcome. A Tiler who acts as in a friendly manner will make visitors feel at home and want to come back.

Other specific duties and responsibilities of the Tiler include:

1. Clean and maintain in good order the Lodge Room, Ante Room, candidate Preparation Room, and Lodge Furniture storage room.
2. With the Senior Deacon, Marshal and Master of Ceremonies, meet and greet all Brethren and visitors at Stated and Called Meetings and Special Events.
3. Ensure that the outside doors of the Lodge Building are locked during all meetings.
4. Receive all late-comers, make sure they are properly attired, call for an investigation team if needed, inform them what Degree the lodge is operating in, and announce their arrival to the Junior Deacon.

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.

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.