|  |  |  |  |
| --- | --- | --- | --- |
| **Lodge Duties – Katy No. 1439 A. F. & A. M.** |  |  |  |
|  |  |  |  |
| **Duties** | **Responsible Officers** | **Committee if Applicable** | **Comments** |
| Accommodation of Visitors | SD & JD | Membership |  |
| Arbitration/Disputes | WM , SW & JW | Arbitration |  |
| Awards – Golden Trowel, Cornerstone, Community Builder, Vanguard | WM, S, JPM, SPM | Awards | 3 of the last 5 Past Masters comprise this committee (Golden Trowel) |
| By-Laws, Rules & Regulations | SW & JW | By-Laws R & R | Review at least every three years |
| Building Maintenance | JD | Building & Maintenance | With the assistance of subordinate officers and members |
| Building Safety – Fire Extinguishers, etc. | JD | Building & Maintenance |  |
| Change Air Filters | JD | Building & Maintenance |  |
| Change Light Bulbs | JD | Building & Maintenance |  |
| Clean & Organize Kitchen & Eating Area | SS & JS | Building & Maintenance |  |
| Clean and Organize Storage Areas | SS | Building & Maintenance |  |
| Clean Bathrooms | SS & JS | Building & Maintenance | Once a month minimum |
| Clean Foyer, Tiler’s Room & Ante Room | SS & JS | Building & Maintenance | Once a month |
| Clean Lodge Room | MR & MC | Building & Maintenance | Once a month |
| Collection of Dues & Treasurer | SC & TR | Finance & Investment |  |
| Committee Assignments | WM |  |  |
| Communication | SC | Communication |  |
| Degree Conferral & Trestleboard | WM, SW, JW |  |  |
| Directory of Members | SC & SW | Membership | Reviewed quarterly at Officer's meeting |
| Education - Candidate Information Program (TLSCI) | JW, SD, MC, MR | Masonic Education | Four Blue Books |
| Education - Masonic Light | JW | Masonic Education | All Brothers encouraged to participate |
| Education – Candidate Study | JW | Masonic Education | Instructors under the direction of the JW |
| Education – Degree/Ritual Work | JW | Masonic Education | Schedule practices |
| Education - A.L.L. & L.I.F.E. | LA | Masonic Education | Newly raised MMs & incoming Officers |
| Education – Officer Training | LEO | Masonic Education | Leadership/Organizational Training |
| Education - L.A.M.P. | WM & LEO | Masonic Education | Grand Lodge Program designed to aid Lodges in need of assistance |
| Examination of Visitors | SD |  |  |
| Expenses | WM & TR | Finance & Investment |  |
| Finance | TR | Finance & Investment |  |
| Flags | JD | Building & Maintenance | Local VFW can assist with proper disposal |
| Fraternal Assistance | WM , SW & JW | Fraternal Assistance |  |
| Fundraising | SW & TR | Fundraising |  |
| Funerals | CH | Funeral |  |
| Grand Lodge Communications | SC | Communication |  |
| Greeters | SD, JD, MC, MR & TL |  |  |
| Grounds Maintenance | JD | Building & Maintenance |  |
| Insurance | SC & TR |  |  |
| Inter-District Relations | WM | Communication |  |
| Investigations | WM |  |  |
| Jewels & Regalia | JD & TL | Masonic Education | Ensure that Lodge is ready for Degrees as well as care of |
| Laundry | SS & JS | Building & Maintenance | Kitchen towels, dishcloths, tablecloths, aprons, degree clothing, curtains, and other linens |
| Library | JW & SC | Masonic Education |  |
| Lodge History | SC & JW | Masonic Education |  |
| Mail | SC | Communication |  |
| Maintain Tax Exempt Status 501 (c) 10 | TR | Finance & Investment |  |
| Meals | SS & JS |  | Under direction of JW |
| Membership | SW | Membership/Mentorship |  |
| Monthly Program | WM | Communication |  |
| Phone | SC | Communication | Answering machine and message; telephone tree |
| Photography | JW | Communication | See that pictures are developed and distributed |
| Picking up and Dropping off Members | SW | Membership Sickness & Distress |  |
| Prayers | CH |  |  |
| Public/Community Relations | WM | Public/Community Relations | WM to appoint representative |
| Records | SC | Membership |  |
| School Relations | WM | Public/Community Relations | Includes Public Education Week |
| Secure & Maintain Non-Profit Status | TR | Finance & Investment |  |
| Sickness & Visitation | SW & CH | Membership Sickness & Distress | Chaplain to assist – Visitation, Flowers, Assistance |
| Social/Leisure Activities | SD & JD | Social Activities |  |
| Sound System | JD | Building & Maintenance |  |
| Stock Bathroom & Cleaning Supplies | SS & JS | Building & Maintenance |  |
| Stock Kitchen Supplies | SS & JS | Building & Maintenance |  |
| Taking out the trash | SS & JS | Building & Maintenance |  |
| Website Updates | WM & SC | Communication |  |
| Widows & Orphans | SW & CH | Membership Sickness & Distress |  |
|  |  |  |  |
|  |  |  |  |