

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	