



### Senior and Junior Deacons

These are best described as junior managers who act as liaison between the WM and the Wardens. They also have an important role in guiding initiates through the various degree ceremonies.

### The Charity Steward

This officer is largely self-explanatory in that he is responsible for all Charity work carried out within the Lodge.

### The Almoner

This is a very important office and is only given to very experienced and sympathetic Masons. The Almoner is responsible for ensuring that Masons, or their families, are looked after in time of need or illness. Help and support must also be offered to the aged and to the Masonic widows within the Lodge. A note must be taken, and reports given to the Lodge of any ailing Mason or family member so that the Lodge can offer help, sympathy, or a helping hand when misfortune strikes.

### The Inner Guard

This officer controls access to the Lodge. He ensures that only Masons are allowed to enter the Lodge and that they are properly prepared and clothed to enter the Lodge. He does this in conjunction with the Tyler.

### Tyler

This is an Officer who sits outside the Lodge to ensure that none except Masons enter. While he is on guard and the Lodge is open, the outer doors will be locked and no one allowed to enter unless on Masonic business, in this case he will knock on the door and announce who is there and why. The Inner Guard will inform the WM who will then normally allow access.



### Main Officers of Individual Lodges

A brief explanation of their duties, powers, and responsibilities:

|                        |          |
|------------------------|----------|
| Worshipful Master      | (WM)     |
| Immediate Past Master  | (IPM)    |
| Senior Warden          | (SW)     |
| Junior Warden          | (JW)     |
| Chaplain               | (Chap)   |
| Treasurer              | (Treas)  |
| Secretary              | (Sec)    |
| Director of Ceremonies | (DC)     |
| Senior Deacon          | (SD)     |
| Junior Deacon          | (JD)     |
| Charity Steward        | (ChStwd) |
| Almoner                | (Alm)    |
| Inner Guard            | (IG)     |
| Tyler                  | (T)      |

Other Officers may be appointed according to individual Lodge procedures, e.g. An assistant secretary, assistant treasurer, organist, or steward, Lodge Stewards help to ensure that Festive Boards run smoothly, and they are expected to takeover junior officers' roles when necessary.



### Worshipful Master

This is the most senior Officer in the Lodge and can be compared to the Managing Director of a company. It is he who sets the whole tone of the Lodge and has absolute power within his own Lodge to appoint all other Officers except the Treasurer and Tyler who are elected.

### Immediate Past Master

This is, as the name suggests, the last person to hold the rank of Worshipful Master. His main role is to help the Worshipful Master run the Lodge correctly and prompt him if necessary, during the ceremony. In the absence of the WM, it would be the job of the Immediate Past Master to take over and run the Lodge.

### Senior and Junior Wardens

These are the two second highest ranks and are similar to directors of a company board in that they help and assist the Worshipful Master in the day to day running of the the Lodge. They are responsible, under the WM, for running the Lodge and helping to ensure that it is run properly and to the highest standards.



### The Chaplain

The Chaplain is perhaps a different type of officer to those found in most other organisations. He is responsible for leading the few short, ecumenical prayers that we use during our ceremonies.

### The Secretary

The Secretary is another important member of the Lodge, responsible for all administration and record keeping within the Lodge. He will organise all Lodge meetings, including Ceremonies and other meetings such as those of the General Purposes committee and will keep accurate minutes of all such meetings. He is the person to whom you should go to ask anything about the general running of the Lodge. All communications. to Lodge members and especially to other Lodges must go through him. You should never address any letters or emails to any other Lodge directly. He will also liaise directly with the Provincial Grand Secretary (ProvGSec) and, in the event that he does not know the answer to your question, will pass it to the ProvGSec for clarification.



### Treasurer

The Treasurer looks after the financial wellbeing of the Lodge, collects fees due, keep accurate records and presents them to the Lodge members. His formal report will be given to the lodge at least once a year, having first been audited by two officially appointed auditors

### Director of Ceremonies

The Director of Ceremonies is one of the most important jobs in the Lodge is only ever given to a Mason of long standing who is an expert in every aspect of Masonic ritual. He oversees all the ceremonial, and it is his job to make sure the ceremonies are carried out correctly and to the highest standard. He is also in charge of the Festive Board that is held after formal meetings and again usually that of Preceptor, who is responsible for the well running of the Lodge of Instruction or LoI. These are usually held weekly and are occasions where ritual can be practiced and corrected as necessary.