

## The Lodge Mentor

In ideal circumstances a Mentor should be:

- ü An experienced Mason; preferably one who has gone through the Chair and has shown a commitment to the Royal Arch.
- ü Someone not currently holding an office in the Lodge, or at least not an onerous one demanding their presence during the meeting or at the meal afterwards. **It is considered essential for the Mentor to retire with the candidate and to sit with him at the subsequent meal.**
- ü Someone not likely to be encumbered with a time consuming office for some years to come, as mentoring may be required for a relatively prolonged period.
- ü A member who regularly attends lodge meetings and rehearsals, with sufficient spare time outside of normal Lodge attendance to meet with the new brother regularly.
- ü Someone who lives not too far from the brother for whom he has become responsible, for close proximity makes it easier to meet and forge a friendship outside as well as inside the Lodge.
- ü Outgoing, with a friendly personality.
- ü Someone with a proven track record of being helpful to new and inexperienced brethren.
- ü Enthusiastic about his Freemasonry.
- ü A good communicator.
- ü Of a similar age profile to the Candidate.

Whilst it would be helpful for a mentor to possess all of these qualifications and personal characteristics, they are listed only for guidance, as it is highly unlikely such brethren are available in many Lodges and even where they are, numbers will be extremely limited. Time constraints alone, resulting from offices held in the Lodge, will make it impossible for many Proposers and Seconders to fulfil the task.

Compromise will frequently be needed and when it is, priority should always be given to those characteristics which will result in the development of a lasting friendship between Candidate and Mentor.

## The Lodge Officers

A Masonic Lodge is not a building or a room; it is a group of people making up a unit referred to as 'A Lodge'.

The workings, transactions and ceremonial of the Lodge revolve around its officers, although any member may be asked to take part in the proceedings, by learning and then performing part of the ceremony, which may be a couple of sentences or even pieces taking 10 minutes or more to deliver.

There are as many as seventeen officers, all with their own responsibilities, plus an Immediate Past Master who would also be present, but in actual fact is not an Officer of the Lodge. Of these officers, the Master, Treasurer and Tyler are elected at a meeting specified for that purpose in the Lodge By-laws. The appointment of all other officers is at the sole discretion of the Master.

All Lodges are governed by the same Rules, issued by the United Grand Lodge of England. These Rules are known as the Book of Constitutions and detail very clearly those officers who ***must*** be appointed in a Lodge and those officers who ***may*** be appointed (B of C 104a).

The officers that must be appointed are known as the *regular* officers and are the Master, his two Wardens, a Treasurer, a Secretary, two Deacons, an Inner Guard and a Tyler. The Master shall appoint as *additional* officers an Almoner and a Charity Steward and may also appoint as *additional* officers a Chaplain, a Director of Ceremonies, an Assistant Director of Ceremonies, an Organist, an Assistant Secretary and a Steward or Stewards. No Brother can hold more than one regular office in the Lodge at one and the same time, but the Master may appoint a Brother who is holding a regular office, to also hold an 'additional' Office.

A Brother who is not a subscribing member of the Lodge may not hold any office, except that of Tyler.

All these officers can be recognised by the fact that they wear a broad light blue collar. To each of these collars is attached a jewel which represents that office.

So, who are these Officers and what do they do?

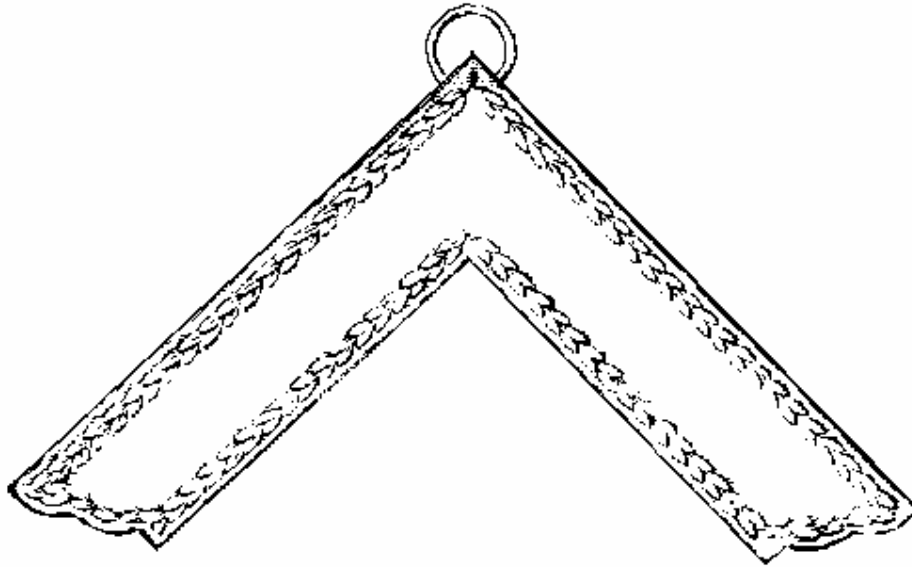
## **The Worshipful Master**

The qualification required to be eligible for election to Master is that the Brother should have served for a full year as a Senior Warden or Junior Warden in a regular Lodge. The Master is effectively the Chief Executive of the Company. Nothing much can happen at a Lodge Meeting until the Master starts the proceedings and the members would be in for a marathon session if the Master didn't close them! In between the opening and closing of the Lodge, depending on the business to be transacted, the Master will call upon various officers to carry out particular duties, although many will be carried out by the Master himself.

In many Lodges there is what may be described as 'a ladder system' with each officer progressing one step up the ladder at the annual Installation meeting. Even in Lodges employing the 'ladder system' it is not always strictly observed and would not normally apply to such offices as Lodge Secretary, Director of Ceremonies, Almoner and Charity Steward as these are offices that benefit from a period of continuity and are not therefore regarded as progressive. Although the appointment of all officers, other than those elected, is as previously stated in the gift of the Worshipful Master, a wise Master will adhere to established sensible practice in order to maintain harmony within his Lodge.

**It is not compulsory for members to advance through the offices, but under normal circumstances, a member should not accept the office of Warden unless he is prepared to advance to the Master's Chair.**

The Jewel appended to the Master's Collar is the Square; a Master's Collar may on occasion be adorned with a commemorative Jewel indicating that the members of his Lodge have played their part in establishing a fund, which was placed at the disposal of the Royal College of Surgeons. No other Jewel or Badge is permitted to be attached to any Collar.



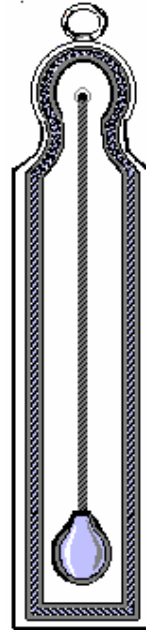
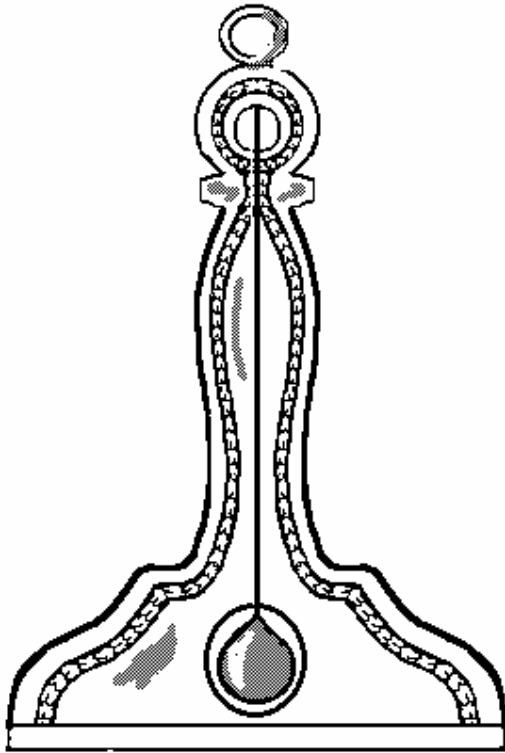
## The Wardens

The Senior Warden sits opposite and facing the Master in the West, whilst the Junior Warden sits at about 45 degrees to the Master's left in the South. They have important roles to play, assisting the Worshipful Master in the running of the Lodge. Serving as a Warden also provides them with the opportunity to prove to the membership that their ability and commitment makes them suitable candidates for advancement.

As previously stated, the qualification for advancement to the Master's Chair is that a Brother shall have served for a full year as a Warden in a regular Lodge (that is to say, from one regular installation meeting until the next regular installation at the corresponding period in the following year (B of C 105a)). Naturally, a Brother who has previously served in the office of Master is also qualified to serve in that office again, but not continuously in the same Lodge for more than two years in succession, unless by dispensation, neither shall a Brother be Master of two or more Lodges at the same time without dispensation (B of C 115).

If the investiture of a Warden shall not have taken place at the meeting at which the Master was installed, and thereby the Brother appointed has not served a full year, he cannot be included among those eligible for election as Master of the Lodge except by dispensation (B of C 109).

The Jewel appended to the Senior Warden's Collar is the Level and that to the Junior Warden's Collar is the Plumb Rule.



## The Chaplain

The Office of Chaplain is not surprisingly, a devotional one. He offers the prayers of the Lodge, but need not be a man of the cloth. He is usually positioned close to and to the left hand side of the Master and is quite often a very experienced Mason. He should be happy to be approached by the less experienced members *for advice and instruction*.

The Jewel appended to the Chaplain's Collar is the VSL on a triangle, surmounting a glory. (*Sunburst*)



## The Treasurer

The qualification for Treasurer is that he is a member of the Lodge. The Treasurer, as already stated, is elected rather than appointed, and is responsible for the receipt and banking of funds, making payments and the production of a set of accounts. He also submits an annual statement of accounts for auditing and circulation to the members of the Lodge, and provides the financial control over the Lodge income and expenditure. Some Lodges have a particular desk and chair reserved for him, but this depends on availability and space.

The Jewel appended to the Treasurer's Collar is a Key.

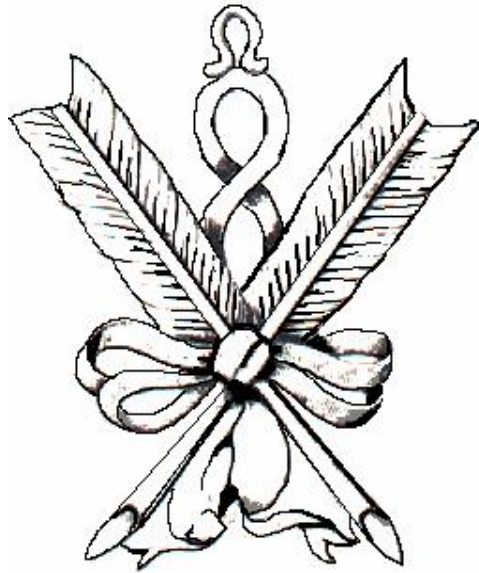


## The Secretary

The Secretary is responsible for the business of the meeting. He keeps the Lodge minutes and is responsible for the general paperwork, including the issue of summonses and the Annual Returns to Grand Lodge. He is also responsible for liaison with Provincial Grand Lodge, dealings with other Lodges and for communications from and to members.

He is expected to have a sound knowledge of the regulations of the Craft, as he may be consulted by the Master on points of procedure. There is a Secretary's table provided, but its position will vary from Lodge to Lodge.

The Jewel appended to the Secretary's Collar is Two Pens in Saltire, tied by a ribbon. (Saltire in heraldry means a diagonal cross e.g. Scottish Flag).

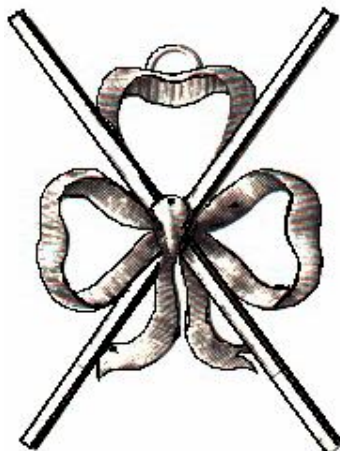


## **The Director of Ceremonies**

The Director of Ceremonies is responsible for the ceremonial of the Lodge and the smooth running of the meeting. He should ensure that all articles necessary for a meeting are laid out correctly, and will arrange processions in and out of the Lodge Room. He also attends to matters of protocol, such as the correct way to receive important visitors and give salutations to Grand Officers.

He will of necessity be positioned in a prominent place in the Lodge, so that he can closely observe that all procedures and rituals are being carried out correctly, and can quickly intervene to assist should the need arise. He is also responsible for the manner in which the after meeting is conducted in the Dining Room, ensuring that protocols are adhered to, but allowing the brethren to enjoy themselves within the bounds of propriety.

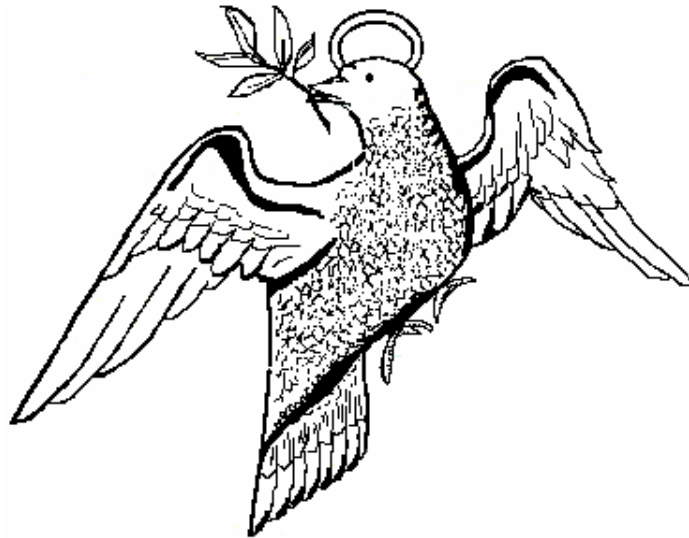
The Jewel appended to the Director of Ceremonies' Collar is Two Rods in Saltire, tied by a ribbon.



## The Deacons

The Senior Deacon who sits at the right side of the Master and the Junior Deacon who sits at the right of the Senior Warden, are the two officers who conduct the Candidate through the various ceremonies. Upon them rests a great deal of responsibility for the success of a ceremony. They need to have knowledge of, and the confidence to carry out the perambulations, for if the Candidate were to find himself in the wrong part of the Lodge Room at the wrong time, it would detract from the ceremony. As far as the ceremony is concerned, a Lodge with two efficient Deacons will rarely go wrong.

The Jewel appended to the Deacons' Collars is a Dove and Olive Branch.



## The Charity Steward

The Charity Steward is basically a fund-raiser. It is at times a thankless task and may require a lot of determination to succeed. His prime responsibility is to raise monies for Masonic Charities, however he can often be found making appeals on behalf of local and non Masonic Charities. He collects donations, explains the advantages of Gift Aid forms, Standing Orders etc. He disseminates information about the various Charities and their work, as this ensures all members appreciate the use to which their donations are put and also encourages them to be as generous as their personal circumstances permit. He does not have a particular place reserved for him in the Lodge Room.

The Jewel appended to the Charity Steward's Collar is a Trowel.



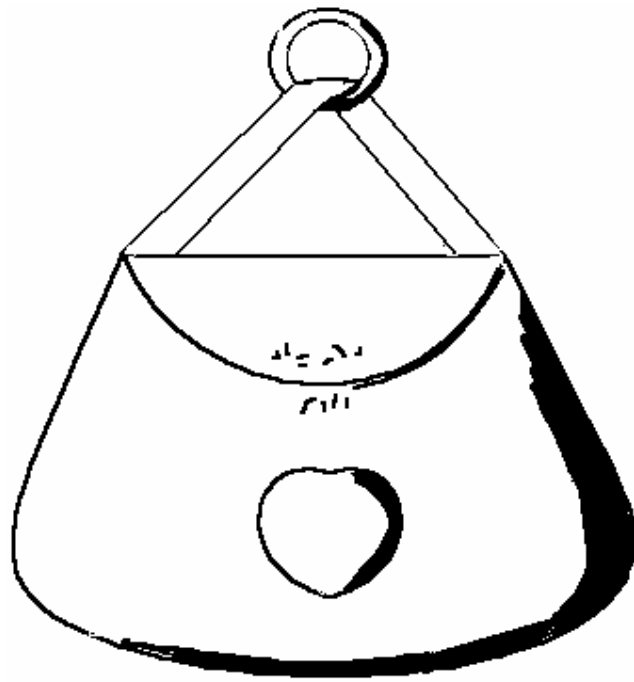
## The Almoner

The Almoner keeps in touch with members and their families in times of illness or distress. Lodge funds can be allocated to the Almoner for specific purposes, such as the distribution of Christmas cards and gifts to widows.

Each Almoner has his own method of working, but typically an Almoner arranges visits to those in hospital, organises practical help for members when they or their families are in difficulties, or simply visits members who find themselves unable to attend meetings.

The Almoner provides an individual Brother with a very important link to various sources of assistance. With the help of the Almoner, Brethren can receive assistance in times of poverty or distress and this facility is of course provided in total confidence. Like the Charity Steward, the Almoner does not have a reserved place in the Lodge room.

The Jewel appended to the Almoner's Collar is a Scrip-purse, upon which is a Heart.



## The Assistant Director of Ceremonies

The Assistant Director of Ceremonies is exactly that and, depending upon the Director of Ceremonies, will either be involved in the floor work or merely occupy a relatively inactive office. The ADC will usually sit adjacent to the DC.

The Jewel appended to the Assistant Director of Ceremonies' Collar is Two Rods in Saltire surmounted by a bar bearing the word 'Assistant'.

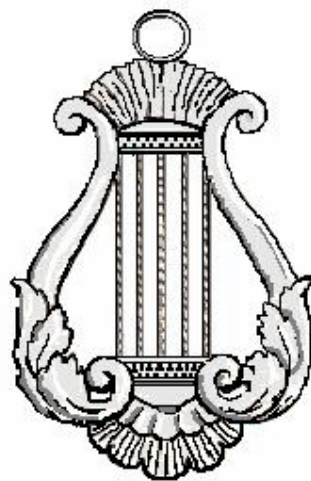


## **The Organist**

A newly made mason will quickly come to appreciate that a good Organist really does make a huge difference to the atmosphere of a Lodge Meeting. His ability to interpret the proceedings from the keyboard adds enormously to the drama and tension of the ceremony.

In many Lodges, although not all, singing is an important part of the evening which the members greatly enjoy. Because we can't all sing in tune, the Organist is often called upon to rescue the moment!

The Jewel appended to the Organist's Collar is a Lyre.



## **The Assistant Secretary**

The role of the Assistant Secretary, like the Assistant Director of Ceremonies, varies considerably from Lodge to Lodge. Occasionally he may be given interesting tasks, but more often than not, especially if the Secretary has many years service, his Assistant is underutilised.

With an ever increasing volume of email traffic, allowing quicker and more cost effective communication, it should be recognised that some Lodge Secretaries of long standing may not be able to communicate in this way. This in itself does not represent a problem, as it is possible to retain the great experience such Secretaries bring to the office, by recommending the Assistant Secretary acts as a mailbox for the Secretary.

The Jewel appended to the Assistant Secretary's Collar is Two Pens in Saltire, surmounted by a bar bearing the word Assistant.

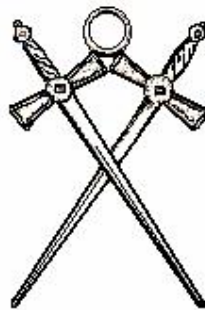


## The Inner Guard

The Inner Guard, often a fairly inexperienced member, is given the responsibility of ensuring only those entitled to be present are present. This can be quite a daunting task, but with the assistance of the Director of Ceremonies and the Tyler, who guards the outside entrance to the Lodge, it can be most interesting.

It is one of the first steps in the progression to the Master's Chair and the requirement for the new member to work on the floor of the Lodge will provide him with a greater appreciation of the ceremonies carried out in the Lodge Room. The Inner Guard will be found just inside the door of the Lodge Room.

The Jewel appended to the Inner Guard's Collar is Two Swords in Saltire.



## The Tyler

The qualification for election to Tyler is that of being a Master Mason. As previously stated, the Tyler assists the Inner Guard in ensuring only persons entitled to be present are present and additionally, looks after Brethren prior to them entering the Lodge.

In some Lodges, the office of Tyler is on the ladder of progression. There is however, a school of thought that believes the Tyler should be an office occupied after being Immediate Past Master, as an experienced mason is better able to guide and assist the Inner Guard and ensure visitors are suitably qualified. The Tyler is positioned just outside the door of the Lodge room and can often communicate with the Inner Guard through a wicket fitted into the door. The Jewel appended to the Tyler's Collar is a Sword.

