

# The Grand Lodge of Free and Accepted Masons of Ohio



## OFFICERS MANUAL

*Prepared by*  
The Education and Information Committee  
of  
THE GRAND LODGE OF FREE AND ACCEPTED MASONS OF OHIO

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## **FORWARD**

This Manual has been assembled to enable Brethren to better understand the laws, customs, programs and procedures of the Grand Lodge of Ohio, a Masonic District and their Lodge. A newly raised Master Mason can find the answers to several of his questions and a new Officer can use it as a guide to properly execute his duties and responsibilities. The Lodge Education Officer can use it to present Educational Programs to the Lodge, while the veteran Officer or Past Master can use it reinforce his knowledge of the fraternity.

It is recommended that the Lodge see that all its Officers have an up-to-date copy of this manual. The printed copy is available from the Grand Secretary's Office or it may be downloaded from the Grand Lodge web page [www.freemason.com](http://www.freemason.com).

The current edition references the Grand Lodge Code as it now is written. Various Sections will be revised as the Grand Lodge Code is amended. Lodges will be notified when changes to the manual are made.

The Grand Lodge of Ohio Education and Information Committee 2006,

Steven J. Krekus, PGM  
Chairman

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## **SECTION I. GENERAL**

### **OUR LAWS**

Every member who aspires to leadership in an Ohio Lodge should personally possess an up-to-date copy of the Constitution, Charges, By-Laws, and Code of the Grand Lodge of Ohio, the Candidate Counselors Handbook, and this Manual. He should be thoroughly familiar with their contents and keep them current.

Every Lodge Officer should be provided with a Code at the expense of the Lodge when he is first appointed to an Office. All the Elected Officers should constitute a committee for presenting the Code section by section as part of a permanent program of each Stated Meeting. These Officers must be able to discuss and answer questions on the matters presented. The Code is admirably adapted for such an interesting and instructive program which, if followed year after year, will result in a membership better informed in the fundamentals of the Fraternity.

Our Constitution is short, covering only four pages, but every Article is of vital importance. Article XI provides that the Grand Lodge of F. & A.M. for Ohio is the only sovereign and independent body of Freemasonry existing in the state of Ohio. In 1995, however, the Grand Lodge recognized The Most Worshipful Prince Hall Grand Lodge of Ohio, F. & A.M. as being a regular sovereign and independent body of Masons which also has independent jurisdiction within the State of Ohio.

The Charges of a Free Mason are a part of the Constitution (Article XII). These need to be read frequently for the welfare of our Lodges and the fellowship that they establish among our members. The By-Laws recite many requirements with which our membership should be familiar. The Uniform Code of By-Laws provides that no amendments may be made except in the manner prescribed therein.

### **UNIFORM CODE OF BY-LAWS**

The By-Laws of every Lodge must conform **VERBATIM** to the Uniform Code of By-Laws as adopted by the Grand Lodge and as set forth in the Code. These may be changed only when required by the Grand Lodge. (Code, Section 15.03, and Uniform Code of By-Laws, Article XV).

### **STANDING RESOLUTIONS**

A Lodge is authorized to adopt Standing Resolutions. (Code Section 15.04)

### **PUBLICITY**

The public announcement of the place, time, and purpose of a meeting of a Lodge is permitted, as are announcements of the Installation of Officers, presentation of awards, Dedications, Consecrations, Reconsecrations, and Cornerstone Laying Ceremonies.

The proceedings of a Lodge, with all the transactions thereof, petitions, committee work, etc., are as private and inviolate as the Ritual. It is therefore un-Masonic to announce or disclose them to the public.

The names of Candidates or their pictures, the names or pictures of Lodge Officers conferring Degrees, and any other information about the internal affairs of a Lodge will not be given to the public press, or otherwise exhibited, disclosed, displayed, or related. This rule applies to areas of a Masonic building to which non-members have access.

A Public Relations Kit, including news release templates, approved advertisements, and a How-to Brochure, is available from the Grand Secretary's Office as well as at [www.freemason.com](http://www.freemason.com).

Proper public relations will help to ensure a Lodge's future.

## **FUNERAL SERVICES**

A Masonic Funeral Service may be conducted as authorized by Code Chapter 22. The Funeral Service is separately printed and is obtainable from the Grand Secretary. The use of the suggested Service is not mandatory. Any other Service used should be in good taste and conform in general to Masonic custom. It is preferable that the Service be delivered from memory. If read, it should be read with dignity and expression, as befits the occasion. **Be sure to understand the meaning and pronunciation of unfamiliar words.** The Funeral Service is one of the few public functions of the Lodge. Do it well. It is advisable to have two or more Brothers prepared to conduct a Service. If no Brother of the Lodge is available to do a creditable job, another Lodge will undoubtedly extend the courtesy of supplying a competent Brother to conduct the Service. At such a Service it is appropriate that all the Brethren be clothed in white aprons and if desired white gloves. Lodge Officers, Grand Lodge Officers, and District Deputy Grand Masters **may** wear the apron of their Office.

## **BEHAVIOR AS A CITIZEN**

"A Mason is oblig'd by his tenure to obey the moral law, ...a peaceable subject to the civil powers . . . ." Masonry is a unique institution. It permits no man to make innovations in its body of principles and landmarks. It was never intended that it should move en masse; nor have a patriotic, social, industrial, or economic program; nor engage in any political controversy; nor espouse a religious faith; nor harbor a political party; nor promote the interests of a philosophical sect.

As an organization the world should know only that there is such a thing as Masonry; and no particular publicity should be given to the fact that one is a Mason. But Masons should be foremost and preeminent in every activity of life. For leadership the Mason should be without a peer in government, social, business, industrial, club, fraternal, religious, and home life. That a man is a Mason should be a guarantee of sterling integrity, and an honest and sincere faithfulness.

## **COMMUNICATIONS AND MEETINGS**

Meetings of the Grand Lodge are called "Communications." The Grand Lodge is required to hold a Communication annually. All other Communications are called Special or Emergent. Meetings of the Lodges are "Lodge Meetings," either Stated or Special.

## CORRESPONDENCE

When addressing mail to a Brother **do not put his Masonic title as such on the envelope.**  
Whether to the Grand Master or a regular member, it should be addressed simply:

Mr. John Doe  
.....Street  
City, State ZIP

The internal address of a letter to the Grand Master should be:

Hon. John Doe,  
Grand Master of Masons in Ohio  
.....Street  
City, State ZIP

The salutation should be:

Most Worshipful Grand Master:  
or  
Dear Grand Master:

For a current or Past District Deputy Grand Master:

Mr. John Doe  
.....Street  
City, State, ZIP

With the salutation:

Dear Right Worshipful Brother Doe:

For the Master of a Lodge or a Past Master:

Mr. John Doe  
.....Street  
City, State, ZIP

With the salutation:

Dear Worshipful Brother Doe:

For a Brother:

Mr. John Doe  
.....Street  
City, State, ZIP

With the salutation:

Dear Brother Doe:

## SECTION II. LODGE OPERATIONS

### ATTIRE

Proper attire is a necessity and vital factor in adding dignity and impressiveness to the conferring of Degrees and accords to the Fraternity its due and merited respect from the Officers of the Lodge or of the Grand Lodge.

Each Lodge decides the proper attire for its Officers; however, there is much to be said in favor of formal dress. Formal attire, after 6:00 p.m., consists of full evening clothes or tuxedo. As the Master is clothed, so should all the Officers be attired that the harmony of uniformity and good taste may be evident.

Every Officer and every Brother serving as an Officer pro tem, should be attired in a manner appropriate to the station or place he occupies. The members will dress according to private taste, clothed with aprons, and any authorized Lodge or Grand Lodge decorations. As previously noted, gloves, if worn, must be white. Etiquette calls for the removal of one's glove or gloves when shaking hands.

### APRONS, GLOVES, AND JEWELS

The white apron is the distinguishing badge of a Freemason. Whenever it is worn, the apron should be worn outside the coat. Whenever a Grand Lodge Officer or other Mason for whom a distinctive apron has been designated by the Grand Lodge is present at a Masonic meeting or communication, he may wear the apron so designated.

While the Ritual specifies that our Brothers are entitled to wear their aprons in specific forms, it is common practice for Master Masons to wear them as Fellow Crafts because of the inference to our symbolic status as Fellow Crafts in life and because it is more convenient to do so. When gloves are worn in the Lodge they must be white in every instance.

When a Brother serves pro tem in an Office to which he has not been elected or appointed he wears the jewel of that Office. He may wear the apron or not, as local custom provides.

The jewels of Lodge Officers are made of silver or white metal. The Officer is invested with the insignia of his Office at the time of his Installation and this insignia indicates his position in the Lodge. The jewel should always be worn as a designation for a particular Office and never as a mark of distinction or private adornment.

The jewels of Grand Lodge Officers are of gold or yellow metal and are worn with the same designation as Lodge jewels. Jewels of part gold and part silver are not appropriate.

**Jewels or regalia of bodies other than Grand Lodge or subordinate Lodges are not appropriate in a Lodge meeting and should not be worn therein. (The Master will exercise discretion in enforcing this regulation so as to avoid offense to a visitor.)**

## **PUNCTUALITY**

The Master will begin Stated Meetings punctually at the time provided in the By-Laws, or set for Special Meetings. It is extremely discourteous to the Master for Officers and members not to be present prior to the appointed time. The Worshipful Master is charged with seeing that the work progresses without delay and closes at a suitable hour.

## **ARRIVING LATE AT LODGE**

If a Brother is late, he does not request the Tyler to obtain permission for him to enter until he is properly clothed. The Tyler is to inform him of the Degree on which the Lodge is opened, enter the Lodge Room only after the alarm is given and answered, through the door guarded by the Junior Deacon and, if the Lodge is at labor, proceed to the Altar, salute the Master with the due guard and sign, and take a seat among the Brethren. If, however, the Master is engaged and disturbing him would be disruptive to the Lodge, the Brother may instead go to the West and salute the Senior Warden, or if he is also engaged, go to the South and salute the Junior Warden. If a late arriving Brother finds himself in the Lodge without having previously determined the Degree, a careful examination of the Great Lights will reveal the correct salute to be given.

The due-guard and sign should be given accurately, not in perfunctory or slipshod style, but in a manner to show respect for the Office to which the salutation is made. The Officer saluted may remain seated and acknowledge the salutation with a nod of his head. The due-guard and sign are never given while seated.

## **ANTEROOM, TYLER'S ROOM AND PREPARATION ROOM**

As soon as a Brother enters a Masonic building to attend a meeting, he must subject himself to all the requirements of the most exacting Masonic conduct.

At no time, and particularly if he is late, should an arriving Brother indulge in loud talking that may be heard in the Lodge Room. His demeanor toward other Brethren in the Anteroom or Tyler's Room should be courteous, respectful, and gracious, as Masonry does not give any man license to take personal liberties with another. While this should be the rule of his conduct always, it is especially true if a Candidate is present, awaiting a call to the Preparation Room. To give Candidates or other Brethren the impression that vulgar conduct, obscene stories, levity, practical joking, or other forms of disrespect are countenanced by the Craft is a misrepresentation of that for which Masonry stands.

The Preparation Room is never to be used as a means of access to or from the Lodge. It is for the use only of Candidates and Officers while participating in the conferring of Degrees. To permit it to be used otherwise is contrary to the explicit instructions of the Ritual. It is the duty of the Tyler and Junior Deacon to see that this rule is strictly enforced.

## **VISITORS**

When a visiting Brother seeks admission to a Lodge, if there is none to vouch for him, he shall be required to present to the Tyler a photo ID, such as a valid Driver's License, and a current dues card of his membership in a regular Lodge, authenticated by the Grand Secretary of the Grand Lodge in which his Lodge is located as to the regular standing of the Lodge, by the Secretary of the Lodge as to his Masonic standing, and by the signature of the Brother in whose name the card is

issued for personal identification. The Tyler shall check the Brother's membership card with the list of recognized Lodges, as furnished each Secretary by our Grand Lodge, to ascertain if the visitor's Lodge is recognized by our Grand Lodge. No Test Oath or examination questions shall be required of the visiting Brother. Once he is determined to be a member in good standing of a regular Lodge recognized by the Grand Lodge of Ohio is can be admitted to the meeting.

The Grand Lodge of Ohio recognizes the Prince Hall Grand Lodge of Ohio and Connecticut. Lodges in those Jurisdictions are deemed as "regular" and their members in good standing can visit Ohio Lodges. To determine if an individual's Lodge is one of the regular Prince Hall Lodges in Ohio, one should visit their Grand Lodge webpage: [www.phaohio.org/mwphgloh](http://www.phaohio.org/mwphgloh). There are other "Grand Lodges" in Ohio, but they are clandestine and their members are not permitted to be admitted to our Lodge meetings.

## VOUCHING

The Code provides that a Brother cannot vouch for another Brother unless he has previously actually been in Lodge with the visiting Brother. **The fact that a Brother has been vouched for does not remove the necessity of his displaying a current dues card to the Tyler.**

One Brother may not vouch for another Brother over the telephone. At all times of avouchment, both Brothers must be present.

**Presence in any Masonic body other than a recognized Lodge does not constitute lawful information as to a Brother's membership in a Lodge.**

## OPENING AND CLOSING A LODGE

The opening and closing Ceremonies are required at each Lodge meeting. Our Ritual provides: "The short form opening and closing Ceremonies may be used ONLY if the full form opening and closing Ceremony of any one of the three Degrees shall have been used during the same meeting.

If the meeting is for the purpose of Inspection, the full form opening and closing Ceremonies of the Degree in which the Inspection is being held MUST be used."

The duty of closing the Lodge is as imperative, and the Ceremony as solemn, as that of the opening. No Lodge can be opened or closed by anyone without observing this ancient form and usage.

The Grand Master or his Designated Representative, has the inherent right to assume the chair of any Subordinate Lodge in which he may be present, and govern the Lodge as its Master. As such he may therefore declare the Lodge opened or closed in ample form as he sees fit.

## GUIDE FOR CONDUCTING LODGE BUSINESS

1. The Lodge shall meet and open for its Stated Meeting at the time and place specified by its By-Laws. The record of its proceedings at the last Stated Meeting and all intervening Special Meetings shall be read and subjected to correction and approval.

2. When a Brother rises to speak, he shall respectfully address himself to the Master. If he transgresses the rules of the Lodge, in speaking or otherwise, the Master shall call him to order and he shall sit down immediately, unless permitted to explain.
3. A petition for the Degrees or Affiliation is presented to the Lodge at a Stated Meeting, read and, if in proper form, received, noted in the minutes and referred to a Committee by the Master without any vote being taken by the Lodge.
4. When a motion is made and seconded, it shall be restated by the Master, or if it has been written, it shall be read by the Secretary. It is then considered before the Lodge and cannot be withdrawn except by permission of the Lodge.
5. Should a duly seconded motion be declared out of order, the action must be recorded in the minutes.
6. A Brother shall not speak more than twice on any question without permission from the Master or more than once until all Brothers wishing to speak have been heard.
7. No Brother shall speak unless he is recognized by the Master.
8. When a motion is under debate, no motion shall be received except to amend, to refer it to a Committee, or to postpone final decision (i.e., to table the motion) to a future Meeting.
9. Any member may call for a division of the motion where the nature of the subject will permit.
10. Motions and Reports may be referred to Committees at the discretion of the Master.
11. A motion to amend, until decided, shall preclude all other amendments of the main motion.
12. An irrelevant amendment, or motion submitted under color of an amendment, or a substitute for the motion under debate, is not permitted.
13. The debate ceases at the will and pleasure of the Master.
14. There shall be no debate after the Master has called for a vote on the motion.
15. Every member present who is entitled to vote shall be required to do so unless excused by the Lodge.
16. All matters before the Lodge for determination shall be decided by majority vote unless provided otherwise by proper authority.
17. A member of the majority that voted on the motion shall be permitted to move for reconsideration of a motion.
18. The decision of a Master on a question of Masonic law is final, with no right of discussion or appeal except to the Grand Lodge.

(It is a prudent Master who always keeps a copy of the Grand Lodge Code with him during all meetings of the Lodge. Page 111 of the Grand Lodge Code provides an easy reference for “Methods of Voting and Balloting.”)

## **ADDRESSING THE CHAIR**

A Brother who has anything to say to the Lodge, whether it be to enter discussion or to make or second a motion, must rise to his feet, salute, and address the Worshipful Master. Note: the salute of any degree is made by giving its due-guard and sign. The step is not given.

## **DISCUSSIONS IN LODGE**

Regulations governing discussion in Grand Lodge are prescribed in the Rules of Order, printed in Code section 11.12. Grand Lodge representatives will familiarize themselves with these rules prior to their attendance at Grand Lodge.

Regulations for discussion in Lodge are stated in our Constitution, By-Laws, and Code, and conformity thereto is essential to proper conduct therein.

Except as required by Code section 11.04, the discussion in Lodge, Grand Lodge, or gatherings of Masons at refreshment, of political or private business, or any other Non-Masonic subject by which men are divided into classes, or that may engender feuds, schism, or disturb the harmony of the Lodge, is at all times forbidden.

It is strictly prohibited to discuss a Candidate after the ballot on his petition has been ordered by the Lodge. When balloting, a Mason is prohibited from disclosing how he voted when casting a ballot, or seeking to influence members to ballot one way or another.

All uses of personalities, expressions of bitterness or resentment, flippant, unseemly, or discourteous remarks addressed to the Lodge or its Officers, are condemned alike by the principles of conduct and disciplinary laws of the Craft.

## **ORDER IN THE LODGE ROOM**

All members will behave in a seemly, gracious manner, regarding every Brother his peer; generous in attitude toward the opinions of others yet kind and firm in sincere convictions during discussions and conduct of business, always with due regard for the regulations of the Lodge and the laws of the Grand Lodge; thoughtful and attentive to Ceremonies being conducted, observing all signs and gestures of courtesy and respect that harmony and dignity may prevail. While the responsibility for maintaining order rests with the Worshipful Master, adherence to these requirements will add pleasure to the performance of his duties.

## **LODGE PRAYER AND THE UNIVERSALITY OF FREEMASONRY**

Chaplains and others who offer prayers in Lodge and at Masonic events, sometimes forget that Masonry is universal, or ignore that fact and insist on their own religious terminology. The universal nature of Freemasonry should never, under any circumstances, be forgotten or ignored, even if every member present is of the same religious belief. Keeping in mind the lessons learned as Entered Apprentices will better enable us to help others understand that universality in Masonry **means** universality—all the time. When invoking the blessings of Heaven, we must always take care to keep our references to the Deity non-sectarian, such as “God” or “Grand Architect of the Universe.”

## USE OF RELIGIOUS MUSIC

The universality of Masonry likewise counsels that vocal and musical selections which draw one's attention to a **particular** faith are inappropriate in Lodge, and are especially unacceptable during conferral of the Degrees. Respect for our members' and Candidates' religious beliefs means just that—and we both protect harmony and promote Brotherly love by guarding against insensitivity to the feelings of our Brethren.

## MASONIC CUSTOMS

The customs of Masonry have never been prescribed in our written laws but have come down to us through the years as traditions developed in the Lodges and refined over time. Therefore, for the sake of uniformity and convenient reference, we have sought to set out here our most important customs and usages. In principle, these customs belong to the empire of good manners, that code by which gentlemen the world over govern their conduct. However, this principle in Masonry is found to apply on two levels: it becomes not only a standard of respect for the Craft as a whole, but a form of courtesy for the individual as well.

Freemasonry solicits no man. However, there is no objection to encouraging “a good man and true” to seek membership. The procedure for seeking membership may be explained to a potential Candidate. After a full explanation of the Craft's purposes and goals is made to him, he should be left to make his own decision and ask for membership of his own free will, having formed a favorable opinion of Freemasonry through the good reports of its reputation.

Harmony is the first law of the Lodge as it is of Heaven. For one man to live in unity with another is the very essence of the Fraternity. Since it is the nature of decorum to protect harmony, good conduct is the bulwark of the Craft. It is also a guarantee of equality in the treatment of the members, that equality in which each man is treated with the same courtesy as every other.

In Lodge meetings, conduct takes the form of proper decorum. Loud talk, restless moving about, laughter, flippancy, irreverence toward the Worshipful Master and other Officers of the Lodge, passing between the Altar and the East, omission of the due guard and sign, giving no heed to the business at hand, improperly entering and leaving, are all unseemly and improper behavior and are not permissible.

“You are not to hold private Committees, or separate conversation, without leave from the Master, nor to talk of anything impertinent of unseemly, nor interrupt the Master or Wardens, or any Brother speaking to the Master; nor behave yourself ludicrously or jestingly while the Lodge is engaged in what is serious and solemn; nor use any unbecoming language upon any pretence whatsoever; but to pay due [respect] to your Master, Wardens, and Fellows.” (*Ancient Charges*, Part VI, section 1, “In the Lodge while constituted.”)

## MASTER'S COVER

There is no written law requiring a Master to remain covered at all times. To wear a hat is generally recognized as a symbol of his Office and is inherently a part of the system of Masonic symbolism. Therefore it is entirely fitting that he do so. It is a token of superiority of rank or Office, a visible and conspicuous sign of his position as Presiding Officer and actual head of the Lodge. A chapeaux or fez when worn as part of a uniform in connection with the appearance of a uniformed group as guests of the Lodge are permissible only before the Lodge is opened or while it is at Refreshment and only during the period of the group's participation.

The hat should always be removed during prayer, at the mentioning of Deity as a sign of respect, and also when giving the obligations as a token of the sacredness of the pledges being taken. It should also be removed during the reception of the District Deputy Grand Master, and/or the Deputy Grand Master and Grand Master.

## **EMBLEMS AND SYMBOLS**

Masonry's one method of teaching its principles to Candidates is by emblems, symbols, and allegories. Without these, the symmetry and completeness of the exemplification of the Degrees is not achieved, it is obvious the Lodge must see that its emblems and symbols are of correct design, well cared for, accurately located, used and explained as strictly and fully as is required by the Ritual and without private interpretation by the Lodge.

Miniature Warden's columns may be displayed, if desired, but their proper position must be carefully maintained by the Wardens. The Senior Warden's column is in an upright position and the Junior Warden's is placed horizontally during labor. Their positions are reversed during Refreshment, and at such times a salute is unnecessary.

The pillars, of correct design and height, should be placed on each side of the inner door of the Preparation Room, the pillar bearing the celestial globe being on the right of the Candidate as he enters. They may be placed against the Senior Warden's platform or steps if so desired, the pillar bearing the celestial globe being on the right of the Senior Warden. During the Fellow Craft Lecture, they will always be placed as near the Preparation Room door as the Lodge Room will permit.

The Perfect Ashlar is located near the Southeast corner of the Master's platform or steps, and the Rough Ashlar near the Northeast corner of the platform.

The Letter G is properly placed above the Master's chair. Lodges often have a Letter G which can be separately illuminated. Some of these Lodges illuminate it if all Masons present have received the Fellow Craft degree, but otherwise leave it dark. When conferring the Fellow Craft degree these Lodges often illuminate the Letter at a certain point in the G Lecture. These practices are not rules, however, and each Master will know what is fitting for his particular Lodge.

The accessories used in the Lectures should be dignified in appearance, adequate in size, correct in design, and replaced when worn by use.

The Bible should be handled with care and reverence at all times. Where its pages have become soiled or torn, they should be cleaned or the book replaced. Clear plastic sheets, can be used to protect the pages.

Jewels, regalia, robes, Candidates' uniforms, hoodwinks, staffs, and aprons must be kept clean and in good order.

## **FLAG**

The flag of the United States should be mounted in a standard placed on the Master's platform in the corner to the Master's right. When posting the colors all Brethren will rise, face the flag, stand at attention, and salute by placing their right hand over their heart.

It is improper to use the flag as drapery for the Altar, or on any chair, seat or station in the Lodge Room, or as bunting for decorative purposes.

The flag should be given precedence over the banner of the Lodge or any other banner used in the Lodge Room, in public processions, or when displayed on a Masonic building. The Ohio flag, if displayed, should be mounted in a comparable standard placed in the East in the corner of the Lodge to the Master's left. When a Lodge banner is displayed in a Lodge Room it should be placed behind the Secretary's desk.

## **ALTAR**

Symbolically the Altar is a cube in shape, though in practice it is made oblong. It should stand in the center of the lodge room. The center is determined by the intersection of two lines, one drawn from the northeast to the southwest corners and the other drawn from the northwest to the southeast corners. The representatives of the Lesser Lights are properly placed, when one is at the Altar's northeast corner, a second at the northwest corner and a third at the center of the Altar's south side.

It should not be moved during a meeting, nor should the lights be moved or extinguished. In size, its top should be large enough to hold the Three Great Lights, allowing space for the ballot box without shifting the open Bible. The ballot box should never be placed upon the Bible.

No other objects except the appropriate draping should be placed on the Altar. When the Altar is draped out of respect for a deceased Brother, the top of the Altar should be covered with a suitable cloth of black, on top of which the Bible is placed. This cloth must never cover the Great Lights. The Altar should never be covered nor decorated with the national flag. Cut flowers may be placed on the Altar, next to but not atop the Bible during a memorial service.

The space between the Altar and the East is deemed "sacred ground," not to be trodden under foot; hence passing between the Altar and the Worshipful Master is forbidden except as called for by the ritual of the particular Ceremony being performed. When the Lodge is at Refreshment, one may pass between the Altar and the East.

References to the Bible obviously refer not only to the Bible but to any particular Holy Book which may be in use. The appropriate Volume of Sacred Law of the Candidate's faith is to be used, and references in the Ritual adjusted accordingly.

## **MASONIC TITLES**

In the usages of Freemasonry, "Brother" is neither a sentimental nor a familiar form of address, but it is a title, a distinction, and an honor, as much as "Right Worshipful Brother" and "Most Worshipful Brother," and must always be used as such.

A member does not attend a Lodge meeting in his capacity as a private individual, but as a Freemason. For this reason, in open Lodge always refer to a Brother in the same manner as any Officer in Lodge or Grand Lodge. Harmony and dignity will be the result of faithful adherence to this simple practice.

The correct titles for Officers and past Officers are: “Most Worshipful Brother” for the Grand Master, and Past Grand Masters; “Right Worshipful Brother” for the Deputy Grand Master, Senior Grand Warden, Junior Grand Warden, Grand Treasurer, Grand Secretary, Grand Chaplain, Grand Orator, Grand Marshal, Senior Grand Deacon, Junior Grand Deacon, Grand Tyler, and present and past District Deputy Grand Masters; and “Worshipful Brother” for present Masters and Past Masters.

Always address a Grand Lodge Officer at all communications and meetings by his correct title, and he in turn must show the same courtesy to other Grand Lodge Officers present as well as to the Worshipful Master, Wardens, and Brethren. This rule of conduct must be punctiliously observed no matter what ties of family or friendship may exist. When addressing any Brother, regardless of his rank or title, good taste dictates that his surname always be used in conjunction with his title. **The use of given names or nicknames is improper during Lodge meetings, as is dropping the word “Brother” from the honorific—the form “Worshipful Smith” or “Right Worshipful Jones” is never to be used.**

It is proper when making announcements or when speaking in open Lodge, either as a member or visitor, to rise at your place and wait to be recognized by the Worshipful Master. On receiving recognition from him you should salute and proceed by first acknowledging the Master. If the Grand Master, District Deputy Grand Master, and/or others, such as Grand Lodge Officers, are also in attendance **it is improper to acknowledge their presence by the words, “Distinguished East.”** If you wish to group the others, for expediency, they should be addressed as “Distinguished Brethren.” Under no circumstance should the Worshipful Master, the Most Worshipful Grand Master, or his representative be included in such a grouping. Thus, for a large group, the correct form of address is either, “Worshipful Master, Most Worshipful Grand Master, . . .” or “Worshipful Master, Most Worshipful Grand Master, Distinguished Brethren . . . .” (The presiding Officer is addressed first.)

## RECEPTION OF GRAND LODGE MEMBERS, OFFICERS AND OTHER DISTINGUISHED GUESTS

### GROUP I

|                                                 | Title      | Grand Honors |
|-------------------------------------------------|------------|--------------|
| Past District Deputy Grand Masters              | R.W. Bro.  | None         |
| Associate Grand Chaplains and Past Grand Tylers | R.W. Bro.  | None         |
| Appointed Officers of other Grand Lodges        | See Note A | None         |
| All Officers of other Grand Bodies              | See Note B | None         |

Note A—These Officers will be given the title held by them in their own Jurisdiction.

Note B—These Officers will be given the title previously earned in Symbolic Lodge. Worshipful Brother if they are Past Masters; Right Worshipful Brother if they are Past District Deputy Grand Masters; otherwise Brother. See the next section regarding wearing of jewels and regalia.

Those of Group I are introduced at the Altar thus: Worshipful Brother William Thomas Tyler, Grand Marshal of the Grand Chapter, Royal Arch Masons in Ohio; Worshipful Brother William Smith, Deputy’s Representative or Active Member of the Ancient and Accepted Scottish Rite of Ohio (The Scottish Rite in Ohio has several Deputy’s Representatives, Active Members and one Deputy.)

## GROUP II—Grand Lodge

|                                                    | Title             | Grand Honors |
|----------------------------------------------------|-------------------|--------------|
| Past Grand Masters                                 | M.W. Bro.         | At Altar     |
| Current Grand Lodge Appointed and Elected Officers | M.W. or R.W. Bro. | At Altar     |
| Corresponding Officers of other Grand Lodges       | See Note A        | At Altar     |
| DDGMs outside of their assigned District           | R.W. Bro.         | At Altar     |

Note A—If an Officer of another Grand Lodge would normally receive Grand Honors in his home Jurisdiction, then he should be included in Group II. However, if he would not, then he should be introduced in Group I.

Those of Group II are introduced at the Altar thus: Right Worshipful Brother James Jones, Senior Grand Warden of the Grand Lodge of Free and Accepted Masons of Ohio; Most Worshipful Brother Edward Evans, Past Grand Master and Grand Treasurer of the Grand Lodge of Free and Accepted Masons of Indiana. Right Worshipful Brother Hiram Tyre, District Deputy Grand Master of the \_\_\_\_ District.

## GROUP III—Visiting Deputy Grand and Grand Masters

|                                             | Title      | Grand Honors |
|---------------------------------------------|------------|--------------|
| Deputy Grand Masters of other Jurisdictions | See Note A | At Altar     |
| Grand Masters of other Jurisdictions        | See Note A | At Altar     |

Note A—These officers will be given the title held by them in their own Jurisdiction.

## GROUP IV—Grand Lodge

|                                      | Title    | Grand Honors |
|--------------------------------------|----------|--------------|
| DDGMs within their Assigned District | R.W.Bro. | At Altar     |
| The Deputy Grand Master              | RW.Bro.  | At Altar     |
| The Grand Master                     | M.W.Bro. | At Altar     |

When more than one District Deputy Grand Master (DDGM) is present, only the Deputy **representing the Grand Master** (e.g., the Inspecting Officer) is escorted to the East. The Senior Deacon then returns to the Altar. After Grand Honors have been rendered to the Grand Master's representative, the remaining Deputies will be seated.

If either the Deputy Grand Master or Grand Master are present, they are then presented west of the Altar, introduced, and escorted to the East, where they are received by the DDGM, given Grand Honors and extended the gavel. After comments, the gavel is returned to the DDGM, who then returns it to the Master for the continuation of the work of the evening. If both the Deputy Grand Master and the Grand Master are present, the same procedure is to be followed, with the DDGM receiving the Deputy Grand Master and the Deputy Grand Master receiving the Grand Master.

The Deputy Grand Master always out ranks the DDGM. The Grand Master is the highest ranking Mason in Ohio, regardless of the Masonic body in which he is sitting. If either is present, for example at an Inspection, it is their privilege to speak after the DDGM who is representing the Grand Master.

The highest ranking Officer present of these three (the DDGM, Deputy Grand Master, Grand Master) when present, has the right to demand admission into, or leave, any Subordinate Lodge without the permission of the Master, and to assume control of the Lodge.

No Brother will be formally received and given Grand Honors after reception of the members of Group IV except with the permission of the ranking Officer present.

When the Master has been informed that the Grand Master, or his Official Representative is about to enter, he will direct the Senior Deacon (or the Marshal) to retire to the Anteroom and escort such Officer into the Lodge Room.

After the usual alarm, the Tyler announces to the Worshipful Master through the Junior Deacon, **“Right Worshipful Brother \_\_\_\_\_, District Deputy Grand Master of the \_\_\_\_ District, is about to enter.”** If there are two or more DDGMs present, the Tyler will announce through the Junior Deacon, **“District Deputies of the \_\_\_\_ District are about to enter”**. Should the Deputy Grand Master be the highest ranking Officer present, the announcement will be **“Right Worshipful Brother \_\_\_\_\_ Deputy Grand Master of the Grand Lodge of Ohio, is about to enter.”** If the Grand Master is present, the Tyler will announce through the Junior Deacon, **“Most Worshipful Brother \_\_\_\_\_ the Grand Master of Masons in Ohio is about to enter”**. (The use of the word “all” with the phrase “Masons in Ohio” is inappropriate.)

As the District Deputy Grand Master enters, the Lodge is called up; the Master rises and uncovers. He remains uncovered until formally requested to resume charge of the Lodge. The Senior Deacon (or Marshal) escorts the District Deputy Grand Master to the Altar, where both salute the Master, and the escort says: **“Worshipful, I have the honor to present Right Worshipful Brother, \_\_\_\_\_ District Deputy Grand Master of the \_\_\_\_\_ Masonic District, representing Most Worshipful Brother \_\_\_\_\_, Grand Master of Masons in Ohio,”** after which the escort, without further direction, conducts him to the East where the Master asks the Brethren to join him in extending Grand Honors.

The Master then greets him and welcomes him with the following or another suitable address: **“Right Worshipful District Deputy Grand Master, on behalf of \_\_\_\_\_ Lodge, and all other Brethren assembled, I extend to you a most cordial welcome. We are honored by your presence. May I ask that you do us further honor by accepting the gavel and presiding over our deliberations?”**

The gavel is extended to the District Deputy Grand Master, who accepts it, immediately seats the Lodge, and responds to the Master’s greeting. He then either assumes control of the Lodge or concludes his remarks, returns the gavel, and is seated at the left of the Worshipful Master or elsewhere as he may wish.

When receiving the Grand Master or Deputy Grand Master, the same procedure is followed as shown above. After which the Senior Deacon immediately escorts him to the East.

When other elected Grand Lodge Officers or Past Grand Masters visit a Lodge, the procedure is the same regarding the entering of the Lodge. They are introduced and Grand Honors are given while they are at the Altar.

As it is usually known by the Master when distinguished guests will be in attendance, he should designate some brother to meet them in the anteroom and write down their names and titles, and to facilitate their entrance, arrange them in groups for the Senior Deacon in accordance with the four groups.

The introduction of visitors in a Lodge is a duty usually assigned to the Senior Deacon. When the Tyler informs the Worshipful Master through the Junior Deacon that distinguished visitors desire admission, the Master will instruct the Senior Deacon to retire and escort them to the Altar. It is always the prerogative of the Master, however, to appoint a Marshal to serve in presenting visitors.

When the Senior Deacon (or Marshal) has one or more of a group ready to be presented he will instruct the Tyler to advise the Master through the Junior Deacon, who says, "The Senior Deacon (or Marshal) desires to present Distinguished Visitors". When the Master permits them to be admitted, the Senior Deacon (or Marshal) will escort them with the first Brother to his right and the others, if any, following in single file, to the Altar and facing the Master. He will introduce them with their names, titles, and Office.

The wisdom and propriety of recognizing many Brethren who have rendered distinctive service to the Craft is acknowledged, and it should be done. Past Masters, 50-year members, and such can and should often be presented at the Altar or elsewhere, and their Masonic contributions noted with a gracious acknowledgment by the Worshipful Master and a hearty greeting (not Grand Honors) accorded them by all present at an appropriate break in the Degree, but not before or while Groups I thru IV are being introduced.

## **INVESTIGATING COMMITTEE—Carefully Read Code, Chapter 24**

As an important safeguard to Masonry, it is recommended that a petitioner be required to answer and sign a questionnaire containing rigid and searching questions about his personal life and conduct, and his motives and objectives in petitioning. The questionnaire should be reviewed with the petitioner by an appropriate committee. Pertinent information contained in the questionnaire may be used to further the investigation. If there is anything questionable about the petitioner, the Lodge should be given the benefit of the doubt. The petitioner is the one who creates the doubt and not Masonry. Our first duty is to guard well our door.

Some Lodges use a permanent committee for investigation of Petitioners. One advantage of this is experience of its members. Other Lodges prefer to use a new committee for each applicant, which usually gives responsibility to more members, and if newer members are called on to serve with the older and more experienced Brethren, it becomes a valuable process of education of newer members.

## **Some Important Pointers**

- Be on guard against a tendency to carelessness.
- Don't overlook any references—the last one may be the one needed.
- Masonry owes an applicant nothing.
- Ask him if he has ever been arrested, convicted or pled guilty to a crime and served a sentence for the crime.
- If there is a doubt, resolve it in favor of Masonry and the Lodge.
- Discover whether the applicant will strengthen the Fraternity. It is not enough that “he is as good as some other Masons.” It is often better to lose one than to gain one who adds nothing.
- The applicant's family, his neighbors, his fellow workers, and his employers, usually know him best.
- Ask yourself if the applicant would be accepted as an intimate in your own home, or the homes of your members.
- Make your final decision objectively, based on facts. Don't allow your judgment to be swayed by sentiment or emotion.
- Ever keep in mind that the primary purpose of Freemasonry is to inspire in its initiates, who must be men of good character and moral deportment, a desire for higher thoughts, nobler deeds, and greater achievements. We cannot hope to undertake the moral reformation of a society as whole.
- Investigations should be so conducted that even if rejected the applicant gains higher respect for the Fraternity.

## **BALLOT**

Except for the Holy Bible, the ballot is the most sacred thing in the Lodge. Every Mason owes his Lodge the duty of protecting it against unfit Candidates and every Mason owes every petitioner a fair and impartial ballot. The upright man and Mason, true to the traditions of the Craft in casting a ballot, will never be actuated by prejudice, selfish motives, or vindictiveness to influence his behavior at the ballot box. It is strictly forbidden for a Mason to reveal how he will or has balloted or in any way to seek to influence the ballot of other members. For the last several years, each Grand Master has directed the reading of specific language to the Lodge before the ballot is declared open. These directives are transmitted to the Master by the District Deputy Grand Masters, who will always have the most up-to-date information.

## **BALLOTING ON A PETITIONER**

After the Petitioner has been interviewed by the Investigation Committee, and their report is read in open Lodge, the ballot is ordered by the Worshipful Master. The procedure for casting a ballot on the petition varies throughout the state.

The Worshipful Master orders the Senior Deacon to prepare the ballot box. The Senior Deacon examines the contents to determine that there are both white balls and black balls or cubes in the box. They should all be in the front side of the partition in the box.

The Worshipful Master then orders the Senior Deacon to display it to the Wardens. He takes it first to the Junior Warden who opens the box to determine that there are balls and cubes and that they are all in the front side. The box is then carried to the Senior Warden who also examines the contents.

The Senior Deacon then carries the box to the Worshipful Master who also examines the box. He then asks each Warden, "Brother (Junior Warden or Senior Warden) is the ballot box clear in the (South or West)?" The Warden responds, "Clear in the (South or West) Worshipful."

The Worshipful Master also states that it is "Clear in the East". He then reads the statement on balloting issued by the Grand Master. He then says "I now declare the ballot open for the election or rejection of Mr. \_\_\_\_\_ to membership in this Lodge, the Investigation Committee has reported (favorably or unfavorably). All Brothers eligible to vote will rise". Only Master Masons who are members of the Lodge voting are eligible to ballot. The Worshipful Master casts his vote first reaching into the box and passes a ball or cube thru to the rear portion of the box.

In some areas of the state, the Senior Deacon then takes the ballot box and the petition to each Master Mason in the room for them to cast their ballot.

The Senior Deacon moves clockwise around the room. When the Senior Deacon arrives at a Brother, he salutes the Worshipful Master. He may read the petition if he chooses and vote. After he has cast his vote he sits down and the Senior Deacon moves on to the next Brother.

In other areas of the state, the Senior Deacon places the ballot box on the Altar. The Brothers then form a line West of the Altar. As they reach the Altar, they salute the Worshipful Master, cast their ballot, return to their seat and sit down.

After all eligible to vote have done so, the Worshipful Master asks "Have all Brothers eligible to vote, voted?" If all have indeed done so, the Worshipful Master then states "I now declare the Ballot closed. Brother Senior Deacon, display it to the Wardens."

The Senior Deacon carries the box to the Junior Warden who examines the contents. He then carries the box to the Senior Warden who does likewise. And then to Worshipful Master who also examines the contents.

The Worshipful Master asks, "Brother Junior Warden how stands the ballot in the South?" The Junior Warden replies "Clear (If no black cubes are in the rear compartment, or Not Clear, if one or more black cubes appear in the rear compartment) in the South Worshipful." The Worshipful Master then asks the Senior Warden "Brother Senior Warden how stands the ballot in the West?" The Senior Warden replies "Clear (or Not Clear) in the West Worshipful." The Worshipful Master then states "I find the ballot Clear (or Not Clear) in the East." If the ballot is clear the Worshipful Master states "I declare that you have elected Mr. \_\_\_\_\_ to receive his Degrees in \_\_\_\_\_ Lodge. Brother Senior Deacon, destroy the ballot." The Senior Deacon then places all the balls and cubes into the front compartment. The Worshipful Master should set the date for the man to receive his Entered Apprentice Degree as soon as possible and the Secretary should be instructed by the Worshipful Master to send the man a "Notice of Election" using Grand Lodge Form 24 as a guide. The Lodge Education Officer should assign a Candidate Counselor that night and give him the contact information for the newly elected member and have him contact the man to start his mentoring as soon as possible.

If the ballot box has ONE black ball or cube in the rear section, the Junior Warden and Senior Warden must declare “I find the ballot NOT CLEAR in the (South or West) Worshipful. After the Worshipful Master examines the box he states “I find the ballot NOT CLEAR in the East. Brother Senior Deacon, destroy the ballot and prepare the ballot box for another ballot.” The same procedure as outlined above is then followed. If the ballot box is “NOT CLEAR” with at least one black cube or ball in the rear section after the Brethren have voted a second time, the Worshipful Master declares “I find the ballot NOT CLEAR in the East. I therefore declare that you have rejected Mr. \_\_\_\_\_ for membership in \_\_\_\_\_ Lodge.”

If more than one black ball or cube in the ballot box after the first ballot is taken, the Worshipful Master states “I find the ballot NOT CLEAR in the East and Mr. \_\_\_\_\_ has been rejected for membership in \_\_\_\_\_ Lodge. Brother Senior Deacon, destroy the ballot.”

If the man is rejected, the Worshipful Master should instruct the Secretary to send the man a cordial letter explaining that the Brethren of the Lodge have not accepted his petition for membership. This letter should be one that while informing him that he has not been voted into membership, he is thanked for his interest in the Fraternity.

## **PREPARATION ROOM**

The interest and value of a man’s whole Masonic career may be contingent upon the gracious consideration and solemn treatment accorded him as a candidate in the Preparation Room; hence the Stewards are entrusted with a most delicate responsibility.

**The Candidate should be alone in the Preparation Room except for authorized personnel, awaiting the coming of the Stewards. The attitude of the Stewards toward the Candidate in the Preparation Room must be characterized by the highest dignity and most exemplary decorum.**

**The Candidate should be told that his necessary preparation is symbolic and full of significance and a vital part of the work of the Degree, as he will shortly observe. The Candidate must also be read, verbatim, the statement in the Ritual with reference to the Ancient Penalties of the Obligation before each Degree.**

## **CONFERRING DEGREES**

During the conferring of the Degrees, there should be silent and rapt attention to all that is said and done. Everyone present should have his mind centered on the work for further mysteries and lessons that will unfold themselves with each new witnessing of the Degree.

The Lectures are vital and an integral part of the Degree. They should be listened to attentively and thoughtfully and will prove of great spiritual value as they are absorbed. Their lessons will involuntarily become the rule and guide of your conduct through life.

It is extremely discourteous to the Master and Officers and an affront to the Candidate to retire to the Anteroom before or while the Lecture is being delivered. If it is **necessary to the Lodge** for the Stewards or other Brethren to leave, this should be mentioned to the Master in advance, and if appropriate, he will order them to depart at the required time.

For the last several years, each Grand Master has directed the reading of specific language to the Lodge before the beginning of the Second Section of the Master Mason Degree. These directives are transmitted to the Master by the District Deputy Grand Masters, who will always have the most up-to-date information.

**The giving of applause during or in connection with the conferring of Degrees is not consistent with the sublime solemnity of the Ritual, detracts from the dignity of the lessons and is not in accord with Masonic custom.**

## **RITUAL**

The function of the Ritual is to impress upon each Candidate the lessons and principles of the Fraternity and to provide a shared, common experience for men who may be from very different religious, ethnic or social backgrounds. It should accord the Candidate a genuine moral and solemn experience, while providing him a vision of a new life as a member of the Fraternity.

**It is important that all participating in the work of the Ritual be so imbued with its meaning that the solemn atmosphere of a Lodge, during the exemplification of the Ritual, will be felt by all present. Each Officer should strive so to perfect himself in the exemplification of his part of the Ritual that he will be able to recite it accurately and impressively without conveying to the Candidate the impression that it is something committed to memory.**

It is improper to discuss the Ritual in public, or to advertise it, or to publish pictures of it in any way whereby the secrets of Masonry may be unlawfully revealed.

## **SIGNS**

Signs belong to the inner essence and esoteric life of the Craft. They will be given with dignity and uniformity. The Brethren should be cautioned to omit all due-guards and signs at Ceremonies to which non-members are invited. Under no circumstances will the Master, Wardens, or Brethren remain seated while giving a sign. It is not necessary for a Brother to give the due-guard and sign of the Degree on which the Lodge is open when crossing west of the Altar. The due-guard and sign should always be given by a Brother or an Officer of the Lodge when addressing or being addressed by an Officer of a higher rank.

## **THE DEGREE LECTURES AND CHARGES**

Every competent Brother may aspire to serve as an Officer and eventually Master of his Lodge, providing he understands, if he is selected, that he must personally discharge the obligations and responsibilities that attend such preferment. One of the most important responsibilities is learning and delivering the Lectures and Charges of the three Degrees. Every Worshipful Master will be a better Master if he has committed to memory and delivered all the Lectures and Charges well before he assumes that office.

Some Lodges ease the duties of the Worshipful Master by assigning the Entered Apprentice Lecture to the Junior Deacon, the Fellow Craft Lecture to the Senior Deacon, and the Master Mason Lecture to the Junior Warden. Some such arrangement is highly desirable and is strongly recommended. Immediately on assuming Office, the Deacons and Stewards should consider it a part of their duties to begin learning the Lectures and Charges.

The high spiritual significance of our teachings will unfold and give a conception of Masonry that will afford deep personal satisfaction and amply compensate for learning the Lectures and Charges.

## **PROPER WORD PRONUNCIATION**

Many of the words used in the Ritual may be unfamiliar. It is vitally important to the proper communication of the lessons in the Ritual that all words be properly pronounced. As an aid to the Lecturer is this endeavor, there is a Pronunciation Guide on pages 163 and 164 of the Ritual.

## **CANDIDATE COUNSELING**

The Worshipful Master will, at the time of his Installation, appoint a Lodge Education Officer and a sufficient number of Candidate Counselors to conduct the Lodge Education Program. The Lodge Education Officer supervises the program, assigns Candidate Counselors, and keeps the Master informed as to the progress of the Education Program.

The Lodge Education Officer should be provided a current copy of the Candidate Counselor's Handbook, the "On the Threshold" and Degree Booklets, together with their corresponding presentations, available on paper or in Power Point, and the Lodge Education Officers Manual, as required by the Education Program. It is important to have available the latest edition of the visual aids to show the elected Candidate's family the purpose and teachings of Freemasonry. Details on the current Education Program, as well as the necessary forms, publications and additional resources can be found on the Grand Lodge web site at [www.freemason.com](http://www.freemason.com).

## **DEGREE BOOKLETS**

The set of four Degree Booklets, *On the Threshold*, *The Entered Apprentice Degree*, *The Fellow Craft Degree*, and *The Master Mason Degree*, will enlighten the new Brother as to the meaning of Masonry. It will lay the foundation for a more lasting and fruitful future in the Fraternity.

## **BIBLE PRESENTATION**

Many Lodges observe the beautiful, impressive, and appropriate custom of presenting to the candidate when raised, a copy of a specially prepared Holy Bible, or other Volume of Sacred Law as may be appropriate in the circumstances. Such presentation should be made—whether by the Master, Chaplain, or other Brother appointed by the Master—**with a short and carefully prepared address, thoroughly learned in advance.**

The presentation page, with the record of the Degrees received and the signatures of the Master and Wardens attested by the Secretary, makes it a personal possession prized by the Candidate throughout his life as well as impressing upon him this Great Light's special place in Masonry.

## **THE NEW MEMBER**

When the work of the Master Mason Degree is completed, keep in contact with the new member. His activity in the Lodge will depend on the attitude the Master and Officers maintain toward him. Establish a contact for him within the Lodge; he may prove a valuable asset for Masonry in the years to come. Write to him, have birthday cards sent to him; put him on committees; enroll him as one of the Fellow Crafts to be called on from time to time; let him be a helper with the

Stewards at dinners or refreshments; put him where he may make acquaintances and friends; employ his capabilities; keep his interest alive and be zealous to see that he is not neglected. Convince him that we have an interest in him beyond the payment of his fees and dues and that his personality and the moral and spiritual contribution he can make toward Masonry is one of its most valuable assets.

## **EDUCATION COURSES**

The Grand Lodge provides an Education Course for the enlightenment and benefit of our Officers in particular and our members in general. The Courses are available on the Grand Lodge website at [www.freemason.com](http://www.freemason.com).

Upon request, a Certificate will be issued from the Grand Master recognizing the Brother's satisfactory completion of the Course. Normally, the Lodge Education Officer makes the request and presents the Certificate to the Brother in Lodge.

## **ANNUAL DUES**

Read Chapter 30 of the Code carefully. Avoid suspending a member if possible. Before suspending him, make a personal call to him. You will save many a member. A Lodge may purchase a "Lodge Dues Collection System" from the Grand Secretary which will aid in managing this important area.

Membership in all bodies recognized as Masonic is dependent upon and coexistent with membership in a Lodge of Master Masons. See that each member of your Lodge fully understands this requirement and keeps himself in good standing in his Lodge by the timely payment of his dues.

## **ANNUAL RETURNS**

Read carefully By-Laws Chapter 7 so that you are aware of what is required and when it must be submitted to Grand Lodge.

## **GRAND DUES**

Read carefully By-Laws Chapter 6.

The subordinate Lodge is the agent of the Grand Lodge in the collection of fees and dues payable to it. Good business practice should prompt each Lodge to segregate from the fees collected from Candidates and members of such amounts as are due and payable to the Grand Lodge, and all such money, so set apart, should be held and not paid out for any purpose whatsoever except for payment to the Grand Lodge.

## **ELECTION TO OFFICE**

The peace and prosperity of a Lodge is often disturbed because there is not shown that gracious spirit which recognizes the necessity of choosing those who best can work and best agree.

Lodge Officers are elected or appointed. It is the prerogative of the Lodge to elect whomsoever it feels is best fitted to discharge the duties of the Office to be filled. Such election does not carry with it any intimation or guarantee of advancement by election to the next higher Office.

In the event of a vacancy in an Elective Office, the Worshipful Master may fill the Office by appointment from meeting to meeting. To fill the vacant Office permanently, the Lodge must request a dispensation from the Grand Lodge authorizing a Special Election. An Officer errs in expecting to occupy the next higher chair of an absent Officer, except as provided in Chapter 19 of the Code.

The sole requirement, save where a member must have held a specified Office to qualify him, is fitness and ability for leadership. The Lodge, or the Worshipful Master, must be the sole judge as to the member's fitness, so that neither the Brother nor his friends should take offense at the action, nor should any ill feeling be engendered when our greater loyalty to the Lodge is exercised, in dropping an Officer from the line. There is no such thing as "advancement by right."

## **CONDUCTING AN ELECTION OF OFFICERS**

The Annual Meeting date is established in the By-Laws of the Lodge. At this meeting, the Annual report of the Treasurer, Audit Committee and other functioning committees of the Lodge should be presented in written and oral form. The election of the Lodge Officers for the next year also occurs at this meeting.

While the duties and requirements of the Offices are detailed elsewhere in this Manual, the Grand Lodge Code, the By-Laws and Standing Resolutions of the Lodge, the actual election procedure is not.

It has long been a custom of Freemasonry that electioneering is not permitted in the election of Lodge Officers. The Code spells out these prohibitions. There is no reason why certain aids for a speedy and proper Election of Officers can not be implemented.

New Brothers who recently joined the Lodge may have to be instructed as to whom the Officers are and how they are elected and appointed. A brief explanation by a knowledgeable Past Master of the Lodge before the start of the elections would be in order.

He should explain that:

- In order to be elected as Worshipful Master a Brother must have served the Lodge as a Warden or Worshipful Master.
- The progressive elected line consists of the Worshipful Master, Senior Warden, Junior Warden, Senior Deacon, Junior Deacon.
- Even though there is order of advancement in the Officers line, no one is automatically advanced to the next Office.
- The Treasurer and Secretary are not in the advancing line.
- The Tyler is normally a position that is held by a Brother on a continuing basis.
- A Trustee can be any Brother in the Lodge.
- A certain Brother because of age, health or employment cannot accept an Office for the next year.

A printed information sheet listing the current Officers and their Stations can be a helpful guide for the election process.

The Worshipful Master instructs that paper ballots be distributed and appoints Brothers to collect the ballots and Tellers to tally the votes. A count is made of the number of Brothers present who are eligible to vote and a majority number is then determined, as the election to Office must be by a majority not a plurality.

The order of election is as follows:

Worshipful Master  
Senior Warden  
Junior Warden  
Treasurer  
Secretary  
Senior Deacon  
Junior Deacon  
Tyler  
Trustee

The Worshipful Master states, "I now declare the ballot for the Office of \_\_\_\_\_ open." Each Brother writes the name of a qualified and suitable Brother on the ballot. When all Brethren have completed their ballots, the Worshipful Master states, "Have all eligible to vote completed their ballot? I now declare the ballot for \_\_\_\_\_ closed. Brethren, collect the ballots." The ballots are gathered in spare top hats and given to the Tellers to count them. The name on each ballot is read aloud and totaled by one of the Tellers. After all ballots are read and totaled, the totals are given to the Worshipful Master. If the total for one Brother is or exceeds the majority number, the Worshipful Master states, "Brethren, a majority has been reached for Brother \_\_\_\_\_ for the Office of \_\_\_\_\_. Brother \_\_\_\_\_ do you accept?" The Brother rises, salutes the Worshipful Master and replies, "Worshipful I accept." If he does accept, the Worshipful Master then declares the ballot open for the next Office. If the Brother does not accept, another ballot is taken in the manner as the previous one. There are as many ballots taken as necessary until a majority is reached and the Brother with the majority accepts.

Another voting procedure which may be used is for printed ballots with the Office and blank line next to it for a voting Brother to fill in a name. No ballot is to be used with the Office and the name of a Brother already printed next to it. All balloting must be by written ballot.

The Worshipful Master instructs that paper ballots be distributed and appoints Brothers to collect the ballots and Tellers to tally the votes. A count is made of the number of Brothers present who are eligible to vote and a number is determined as the majority number for election. He then states, "I now declare the ballot for suitable Brothers to serve this Lodge as elected Officers for the ensuing year open." Each Brother eligible to vote should then mark his ballot with the names of Brothers he deems worthy of serving the Lodge.

After a period of time allowing all the Brothers to mark their ballots, the Worshipful Master declares, "I now declare the ballot closed, Brethren collect the ballots." The ballots are collected, usually in a spare top hat and given to the Tellers for counting. The votes for Worshipful Master should be tallied first. They are read aloud from each ballot, and one of the Tellers totals the votes. At the completion of the counting, the Teller announces to the Worshipful Master the outcome. If a majority is reached, the Worshipful Master states "Brother (or Worshipful Brother) \_\_\_\_\_ you have been elected by your Brothers to serve this Lodge as Worshipful Master, do you accept?" The newly elected Brother rises, salutes the Worshipful Master and states whether he accepts or does not accept the Office. If he accepts he is congratulated and the tally proceeds to the Senior Warden. If he does not accept, another ballot must be taken following the above procedure. Additional ballots must be taken until a majority is reached for one Brother.

After the Worshipful Master is elected, the tally continues for each Officer with election occurring only when a majority is reach. As for the Worshipful Master, each Brother is asked by the Worshipful Master if he accepts the Office and if he accepts, the tally begins for the next Office. If he does not accept, there must be ballots taken until a majority is reached and a Brother accepts.

After all the elective Officers have been selected, the Worshipful Master-elect may announce his appointments and various dates and activities for the next year.

## SECTION III. OFFICERS DUTIES AND RESPONSIBILITIES

### A LODGE OFFICER SHOULD

- Spread light and communicate proper instruction to the Brethren
- Have a full knowledge of the Constitution, Laws, Edicts, Rules, and Regulations of the Grand Lodge of F.& A.M. of Ohio
- Be able to enforce a strict obedience to the above, prescribe proper procedures; direct the affairs of the Lodge and regulate the conduct of the individual as required by Masonic law
- Better understand the meaning of the symbolism of the Ritual, Ceremonies and Forms, that the Brethren and Candidates may receive more light and become proficient in the Royal Art

### HOLDING OFFICE GENERALLY

An Office in Lodge, or in Grand Lodge, is a fixed position, with duties and functions permanently established and defined by law, and exists only for the purpose of promoting the welfare of the Craft. An Officer is but a humble servant whose untiring zeal will be evident in his devotion to the responsibilities and requirements of the Office occupied by him.

## OUTLINE OF DUTIES AND RESPONSIBILITIES

### I. WORSHIPFUL MASTER

#### **Be a Leader.**

- (a) Respect the opinion of fellow Officers and the Brethren.
- (b) Be an example – do not lose sight of the fact that your reputation is at stake.
- (c) Appoint Committees – (Brethren who will work). Tell them **what** you would like to have them do and **when**. Written instructions are best.
- (d) Follow up on Committees with periodic telephone calls – if they are not reminded on occasion, they may be embarrassed when called upon for a report.
- (e) Solicit advice from your Wardens and Past Masters.

#### **Be an Arbitrator – Not a Dictator.**

- (a) Do not argue in Lodge. Do not let others argue. You have the power to prevent it.
- (b) Your decisions should benefit all concerned. Think always of the future of Masonry and the Lodge.
- (c) Do not tell – ASK. Be firm, but gentle.

#### **Lodge Leadership**

Each MASTER soon discovers that it takes a well-planned program for the Lodge year to attract and hold the interest of the Brethren.

## **A. PROGRAMING PLANNING**

### **1. Special Events**

- (a) Plans should be made to cover Installation of Officers, Lodge Inspection, Past Master's Night, Awards Night, Friendship Night, Father & Son Banquet, Father & Daughter Banquet, Celebration of Saints John Day, Holiday Party, Table Lodge, visitation to other Lodges by a group from your Lodge, or other events which are normal to your Lodge. Plans laid well in advance can make the difference between a fine evening and a very poor one.
- (b) Relations between the Worshipful Master and the Past Masters – Your Past Masters are your Lodge's greatest assets. Your year in the East will be more successful and rewarding if you include them in your planning. Make note to extend every Masonic courtesy to your Past Masters. The Past Masters of your Lodge represent an accumulation of many years of Masonic experience.
- (c) Planning for a year as Worshipful Master means to give careful thought, in advance, to each event, appointment or idea, which will be used during the year. It should be remembered that each Officer or Committee that functions properly adds to the number of interested Brethren and, in most cases, to the general attendance of the Lodge.

### **2. Detailed Suggestions**

- (a) Develop the habit of thinking about your tasks each day for short periods. It pays big dividends.
- (b) Contact your Lodge Secretary a few days before each meeting and discuss what should be presented to the Lodge at the next meeting. Then include it in your meeting agenda.
- (c) Be considerate of your working and retired members. Open Lodge on time and close at an early hour and never later than 10:00 p.m.
- (d) Use Special Meetings for the purpose for which they were called – no business or lengthy discussions.
- (e) Plan your programs in advance. Remember, it is the man with a plan who wins.
- (f) Use the tools you have available, your Ritual, Code, Officers Manual. Study them well.
- (g) Always remember that you, and you alone, are responsible to the Grand Lodge and the Grand Master for the conduct of your Lodge. You cannot pass the buck.
- (h) The Master-elect should have the program for the coming year printed and distributed to those attending the Lodge's Installation. Send a copy to each member.
- (i) Develop a Lodge web page and use it to publish meetings, events and the Lodge bulletin.

- (j) Be creative. Don't make each meeting a "carbon copy" of all other meetings. Add variety whenever possible.

### 3. Inspection

- (a) Select three dates early and send them to the District Deputy Grand Master (D.D.G.M. with an order of preference. ***Do not plan the Inspection for the night of a Stated Meeting.*** The D.D.G.M. has the final say as to which Degree will be exemplified for Inspection and on which day.
- (b) Select a Degree other than the one used last year. Most Lodges have a set rotation.
- (c) Notify each member of your Inspection date well in advance.
- (d) Your District Deputy Grand Master may have suggestions or requests regarding your Inspection. Be sure to contact him well in advance with any questions.
- (e) Suggested Agenda
  - Open a Lodge of Master Masons.
    - Long form if the Lodge is being inspected in that Degree or Short form if the Inspection is to be in the Entered Apprentice or Fellow Craft.

Lead the Pledge of Allegiance.

Ask for a report of any sick or distressed Brethren.

Instruct the Senior Deacon to proceed with Introductions. **The only Introductions to be made are those that are outlined in the Officers Manual.**

After the ranking Grand Lodge Representative or Officer has completed his remarks, the Degree should begin. If it is the Master Mason Degree, excuse the Fellow Craft Team before the work starts. If the Inspection is in the Entered Apprentice or Fellow Craft Degree, call the Lodge from Labor to Refreshment and open the Lodge in the appropriate Degree.

Confer the Degree.

After the completion of the Charge, the WM should invite the Grand Lodge Representative(s) to join him at the Altar to congratulate the Candidate.

The Lodge Education Officer should present the Degree booklet to the Candidate.

If it is the Master Mason Degree, the Lodge should present the Brother with his apron and Holy Book, if the Lodge traditionally presents one.

Ask for any other presentations and then return to the East with the Inspecting Officer

and present him with the gavel.

The Inspecting Officer will then give his comments and return the gavel to the MASTER who immediately closes the Lodge in the Degree in which it is open. If a Lodge of Master Mason's has been called to Refreshment, he then proceeds to call it to Labor and the Lodge is immediately closed in short form.

#### **4. Stated Meetings**

Suggested Agenda for Stated Meetings:

Open Lodge in Entered Apprentice or Master Mason Degree on the date and at the time prescribed in your Lodge By-Laws.

(a) Pledge of Allegiance.

(b) Introductions by the Senior Deacon

- First time visitors at the Altar
- Other visitors at their seats
- Past Masters of the Lodge at their seats
- Past District Deputy Grand Masters
- Past Grand Masters and Present Grand Lodge Officers at the Altar (Grand Honors)
- Current District Deputy Grand Masters (Grand Honors)

(c) Welcome to your members.

(d) Order of Business.

- Reading of the minutes of the last Stated and all intervening Special Meetings
- Reading and referring of Petitions
- Receiving reports of Committees on Petitions
- Balloting on Petitions for Degrees or Affiliation (Only Master Masons may vote)
- Reading and approving bills
- Reading of communications

(e) Committee Reports.

- Welfare – by Chairman or Committee Member
- Activities – by Chairman or Committee Member
- Visitations – Announce planned visitations or have Chairman of that particular Committee make such announcements.

(f) Announcements.

- Call Special Meeting for the purpose of examining Candidates.
- Call Special Meeting for the Conferring of Degrees.
- Inspection Meeting – Dinner menu
- Social events, Educational Meeting, etc.

(g) Degree Work (if desired)

- (h) Educational Program (if necessary to be held in a tiled meeting)
- (i) Announcement of refreshments (if planned) by the Senior Steward or Worshipful Master.
- (j) Close Lodge of Entered Apprentice or Master Masons.
- (k) Lunch, entertainment, or program, if scheduled

## **5. Special Meetings (Not Inspection Meeting)**

- A. Suggested Agenda for Tiled Special Meetings for examination of Candidates and/or conferral of Degrees:
  - (a) Open Lodge on the date and at the time specified and in the Degree required.
  - (b) Pledge of Allegiance
  - (c) Announce the purpose for which the meeting was called.
  - (d) Introductions by the Senior Deacon
    - First time visitors at the Altar
    - Other visitors at their seats
    - Past Masters of the Lodge at their seats
    - Past District Deputy Grand Masters
    - Past Grand Masters and Present Grand Lodge Officers at the Altar (Grand Honors)
    - Current District Deputy Grand Masters (Grand Honors)
  - (e) Welcome to your members.
  - (f) Procedure for Demonstration of Proficiency of Candidate(s) (If this Special Meeting was called for that purpose.)
    - Senior Deacon presents Candidate(s) at the Altar where each is introduced.
    - Worshipful Master requests the Brother who conducts the Proficiency of the Candidates in this Degree to proceed.
    - Following the Demonstration of the Proficiency, a motion is made to accept it or them as given. The motion must be seconded and approval requires only a majority vote of those present.
    - Close Lodge in the Degree in which the Candidates were examined.
  - (g) Procedure for Conferring a Degree (if called for this purpose).
    - Open Lodge in the Degree to be conferred.
    - Confer the Degree.
    - Give Lecture.
    - Give Charge.
    - If the Degree is Master Mason, present apron and Holy Book of his faith, if

- customary.
- Presentations (if any)
- Introduce the Candidate Counselor or Mentor for the Brother and he presents the proper Degree and Proficiency Booklets to the Brother.
- Announcements

(h) Close Lodge.

(i) Refreshments

#### B. Other Special Meetings

- Installation of Officers
- Past Master's Night
- Presentation of 25 and 50 year service pins and award certificates
- Recognition Night

(Note. These special functions may be held, if properly planned, in the presence of invited non-Masonic guests. Refer to Code page 137 for such Installations. It is often desirable to have non-tiled meetings for presentation of service pins and awards to permit families to witness these events.)

### **B. DELIGATION OF RESPONSIBILITIES**

In order to develop well-qualified leaders, the Lodge should offer a program by which its Officers can learn, first-hand, the various duties which combine to challenge each Worshipful Master during his year as Presiding Officer. These duties have been identified as Administrative, Ritualistic, Financial and Social. These classifications are not intended to be the last word on the subject, nor should it be regarded as a rigid restriction upon any Officer's field of usefulness. However, the Worshipful Master should inform each of his Officers what is expected of him.

#### **1. Assignment of Work and Duties**

Much of what is contained in the following section has developed over time and is traditionally practiced in subordinate Lodges in Ohio. Some of it is new. The "Assignment of Ritualistic Work" presented below is intended merely as a guide that, if followed and improved from year to year, may prove personally rewarding to the officers of the subordinate Lodges, and help strengthen Masonry. Assignments in learning ritual Lectures and Charges should be adjusted so that all are given before election as Worshipful Master.

#### **2. Assignment of Ritualistic Work (suggested)**

| <b>DEGREE</b>                              | <b>ENTERED<br/>APPRENTICE</b>   | <b>FELLOW<br/>CRAFT</b> | <b>MASTER<br/>MASON</b> |
|--------------------------------------------|---------------------------------|-------------------------|-------------------------|
| <b>Confer<br/>Degree</b>                   | J.W. & Apron<br>Presentation    | S.W. &<br>G Lecture     | W.M. & G<br>Lecture     |
| <b>Lecture</b>                             | S.S. or J.D.                    | S.D.                    | J.W.                    |
| <b>Lecture<br/>Backup</b>                  | S.D.                            | J.W.                    | S.W.                    |
| <b>Projector<br/>Operator</b>              | J.S. or S.D.                    | J.D.                    | S.D. or S.W.            |
| <b>Charge</b>                              | J.S. or S.S.                    | J.S. or S.S.            | S.S. or J.D.            |
| <b>Examination</b>                         | J.S. or J.W.                    | S.S. or S.W.            | J.D. or S.D.            |
| <b>Prayers, Holy Book<br/>Presentation</b> | Chaplain                        | Chaplain                | Chaplain                |
| <b>Refreshments</b>                        | Stewards or<br>Assigned Helpers | Same                    | Same                    |
| <b>Registration,<br/>Aprons, Etc.</b>      | Tyler                           | Tyler                   | Tyler                   |
| <b>Prepare Candidate</b>                   | Assigned Brother                | Same                    | Same                    |

## **C. TRAINING**

### **2. Officer Meetings and Communication**

- (a) Lack of communication is one of the frequent handicaps of every organization. The leaders at the top, fail to keep other members apprised of what is planned for the future, while the members in turn, do not keep the leaders informed regarding the problems that are occurring regularly.
- (b) Regular and informative Officer meetings can do much to provide communication and prepare the line Officers for future responsibilities. Such meetings will promote a continuing program and will help to avoid too many abrupt changes with each new Worshipful Master. The wise Worshipful Master will avail himself of all the counsel and assistance his Officers can give him, always remembering that he has the responsibility of final decisions.
- (d) Make plans now to hold monthly Officer Meetings with your Officers when you

become Worshipful Master. Such meetings can be of great help to the Master and the Lodge as both can benefit from the ideas of the other Officers. These meetings also give the other Officers a feeling of being a part of the Lodge.

## **2. The Grand Lodge Code**

- (a) Serving a Masonic Lodge in the various Offices from the first appointive station through Worshipful Master should be a constant process of growth for the individual concerned. The customary term of several years should witness a consistent increase in poise, facility of speech, administrative ability, financial judgment, ease of planning and decision, and brotherly love. Too often, "going through the chairs" is regarded as a means of marking time until a normal process of attrition confers a title and a measure of responsibility upon the person selected as Worshipful Master. Those who so regard it do an injustice both to the Lodge and to themselves.
- (b) A portion of the charge to the Worshipful Master at the time he is installed states, "The Book of Constitutions, our Masonic Code, you are to search at all times. Cause it to be read in your Lodge that none may pretend ignorance of the excellent precepts it enjoins. You will also receive in charge the By-Laws of your Lodge which you are to see carefully and punctually executed. Lack of knowledge is not an excuse for violation of our Masonic Law. You have a responsibility to your membership to make certain that all have the opportunity of becoming familiar with its provisions as well as the requirements of your Lodge By-Laws."
- (c) Attention is directed to "Our Laws" shown on page 4 of the Officers Manual which reads as follows:
  - "Every member who aspires to leadership in an Ohio Lodge should personally possess an up-to-date copy of the Constitution, Charges, By-Laws, and Code of the Grand Lodge of Ohio, the Candidate Counselors Handbook, and this Manual. He should be thoroughly familiar with their contents and keep them current."
  - "Every Lodge Officer should be provided with a Code at the expense of the Lodge when he is first appointed to an Office. All the Elected Officers should constitute a committee for presenting the Code section by section as part of a permanent program of each Stated Meeting."

## **3. Ritual**

- (a) Supervise the work of your Officers. Hold rehearsals.
- (b) Attempt to improve your work. No matter how good it is there is always room for improvement.
- (c) Have a plan of assignment or work and duties for your Officers. Encourage junior officers to learn Charges and Lectures.
- (d) See that your robes are in good condition and kept clean. Ask the trustees to inspect them and replace if necessary.

#### **4. Education**

- (a) Plan Educational Meetings.
- (b) Use your L.E.O. Give him an opportunity to present the Grand Lodge Education Program.
- (c) Round-table discussions are best.
- (d) Contact your District Education Committee Representative or D.D.G.M. for a competent speaker.
- (e) Conduct the meeting in the banquet room where the Brethren are more at ease.
- (f) Have all Candidates present at the Educational Meetings.
- (g) It is most important that the L.E.O. and Candidate Counselors have the support of the Master and other Officers. If the program in your Lodge is not doing what you believe it can for your Candidates, confer with the D.D.G.M. If some new personnel are suggested, again be sure that interested and qualified Brethren are appointed, for this has been considered the most important program of our Grand Lodge.

#### **5. Grand Lodge**

- (a) The first notice of the Grand Lodge Communication will be sent out in June.
  - Plan then to attend, or start making plans to get someone else to attend in your place.
  - It is the Worshipful Master's responsibility to see that the Lodge is represented.
  - Get reservations in as soon as possible.
- (b) The second notice will be sent out during the month of August.
  - READ the booklet "Announcement and list of Officers and Committees".
  - Especially read the front page of the booklet.
  - PROXIES: Who will sign and how to use the proxy.
  - A listing of the proposed legislation to be presented and voted on at the Communication will also be included.
  - Read and discuss each piece during a Stated Meeting of your Lodge.
  - You can get a sense of the feelings of your members on the legislation.
  - You are responsible for voting according to your own conscience and not according to the wish of the Brethren of your Lodge.
- (c) If at the last minute you find that you cannot attend Grand Lodge, get someone else to attend in your place.
  - A representative of your Lodge must be an Elected Officer or Past Master of the Lodge.
- (d) As soon as you arrive in the city hosting the Grand Lodge Communication, you should

go to the Credentials Committee and register. If you have read your booklet you will know when and where. As you register you will receive any special instructions. Ask questions. You only register once, and only for yourself.

(e) **Attend the Grand Lodge Sessions**

- You will hear the reports of Committees and participate in the voting.
- You have a right to speak if you are representing your Lodge.
- The first session will start on Friday morning and ends in the afternoon.
- The Friday night dinner is always a good occasion to make new friends. Make sure you have tickets ordered in advance.
- The second session will start early Saturday morning and is over by noon.
- The last order of business is the Installation of the Grand Lodge Officers and the announcement of the District Deputy Grand Masters.
- Plan to remain till the Session is completed.

## **D. USE OF COMMITTEES**

The Master should select only those members who will do a conscientious and thorough job, and who will be present when their reports are to be made.

### **1. Permanent Committees**

(a) The Master has at least four obligations in reference to his Permanent Committees:

- To select the best men for each Committee.
- To instruct them thoroughly in their duties.
- To check frequently and see that their work is progressing as it should.
- To recognize and thank Committee members for their service.

(b) First and foremost is the **Investigation Committee**.

- It is this Committee which guards the gates of Freemasonry and to the Committee should be appointed those Brothers of courage and integrity.

(d) **Charity Committee** which has the power to grant relief to an applicant.

(e) **Conduct or Grievance Committee** which is to reconcile differences between Brothers of the Lodge and when needed, prepare and prefer Masonic charges.

### **2. Special Committees**

The Master may appoint Committees to facilitate execution of a particular program, project, or meeting.

- Observe the same precautions in the selection, administration and commendation of these Committees as recommended above.
- Committee work is an excellent medium for creating and maintaining active interest among the membership.
- The MASTER should appoint as many different Brothers as possible to Committees so that more will be active in the workings of the Lodge.
- Appoint every newly raised Brother to a Committee.

(a) **Standing Committee** that interviews the Petitioner at the Lodge building after the

Investigation Committee has interviewed him at his home is recommended. This Committee should be composed of veteran members and Past Masters whose experience and dedication to the Fraternity will help protect the best interests of the Lodge. A Steward should also be appointed to this Committee so that he can become acquainted with the Petitioners.

- (b) **Welfare Committee:** The Junior Deacon, together with a dedicated Chairman or Co-chairman of this Committee, should be able to organize a program for visiting the sick and investigating situations which call for Masonic relief.
  - To this Committee may be assigned several older Brethren who are retired from employment, and can devote time to its work.
  - The Chairman of the Committee should notify the Master of any members of the Lodge confined to hospitals.
  - He should compile and maintain a complete list of widows and orphans and see that they are properly remembered on specific occasions.
- (c) **Blood Donors:** This committee should be headed and staffed by young men, whose contacts among the younger members of the Lodge enable them to supply an adequate reserve of blood.
  - A Donors' Chart, or system of awards to donors, should be used to stimulate membership on this committee.
- (d) **Ritual Committee:** This Committee should:
  - Provide coaches for Officers or Brethren learning Lectures and Charges.
  - Provide coaches for Officers learning Degree work.
  - Check the Officers proficiency continually.
  - Help train potential Officers.
  - Should be a sizeable Committee, composed of proficient ritualists, and headed by a Past Master with considerable organizing ability.
- (e) **Finance Committee** should meet regularly, and should include Brothers with the most financial experience.
  - The Treasurer should serve on it, as well as the Senior Warden.
  - The Committee should submit an annual estimated budget, and should manage the Lodge's investments.
  - Its Chairman should meet with the line Officers at least once a year and discuss fully the problems of Lodge financing.
- (f) **Audit Committee:** This Committee meets once a year and reviews all of the Lodge's books, accounts and investments.
  - It should be composed of members familiar with accounting practices.
- (g) **Social Committee:** The Senior Deacon or other Officer as Chairman should select several Brothers to assist him in planning and executing the various social events of the Lodge.
  - He should advise the Master and Wardens of the initiative and capability of those who work with him, as this Committee can be a good source of future Officers.

- (h) **Telephone and Email Committee:** The personal telephone call or email from a Brother works well in building attendance at meetings and events.
- The Committee Chairman should be selected for his thoroughness and ability to develop contacts in the Lodge.
  - The members of this Committee should be from the various communities that the Lodge encompasses.
  - The Committee members should then divide up the names of the Brothers of the Lodge so that as few long distance calls as possible need to be made by each.
  - When the death of a Brother is reported to the Lodge, this Committee is informed and contacts are made to alert the Brothers of the time and place of the Masonic service.
  - With the advent of email, a list of email addresses should be generated and notices sent to the members in this manner.
  - Please review Section 34.02, Paragraphs (f) & (g) of the Grand Lodge Code for information regarding restrictions on notices.
- (i) **Web Page Committee:** The Chairman should be the Web Master of the Lodge's Web Page.
- Members of this Committee should be computer literate.
  - They should assist the Web Master in updating the web page or establishing one if the Lodge does not now have one.
  - The Lodge web page should be linked to the District and Grand Lodge pages.
  - The web page is an excellent vehicle for publishing upcoming events and posting pictures of completed activities.
- (j) **Lodge Publication Committee:** The Chairman should be experienced in writing articles and stories either as a profession or as a hobby.
- A monthly Lodge bulletin, newsletter or trestleboard is an important tool for every Lodge.
  - The Master should give the Chairman the dates for the next two months activities of the Lodge each month.
  - Officers and Committee Chairman should write articles of upcoming events, meetings and activities and submit them.
  - The Committee members then compile the schedule and articles and assemble them for publication.
  - Several Lodges publish their bulletins in an email sent to their members.
  - The current mailing addresses of members should be received from the Lodge Secretary on a regular basis.
  - Include current District Deputies and past District Deputies, the District Advisor, local present and past Grand Lodge Officers, other Lodges in your District on your mailing and email list.
- (k) **Funeral Committee:** The Chairman should be the Lodge Secretary as he is generally the first to receive notice of a request for a Masonic funeral.
- The rest of the committee should consist of the Lodge Officers, who each have at least 5 Brothers who they call to inform them of the funeral.
  - The Master should take charge of calling the Past Masters personally.
  - In some Lodges, the Master is responsible for conducting the funeral service, which

must be conducted with the utmost of decorum and sensitivity for the family of the departed Brother.

- Other Lodges choose to have a group of Brothers, who have committed to learning the Funeral Ceremony, perform the ceremony on a rotating basis.
- Occasionally, the departed Brother or his family may request a specific Brother, who may or may not be a member of his Lodge, to perform his Masonic funeral. *This special request should be honored, if at all possible.*

(l) **Prevention of Suspension for N.P.D. Committee:** The work of this Committee is most important as it can prevent many suspensions for non-payment of dues in your Lodge as well as encourage restorations.

- The membership of this Committee should be composed of men of the highest caliber in your Lodge who are willing to contact those Brethren who might become delinquent in the payment of their dues.

(m) **Scholarship Committee:** This Committee's purpose is to encourage members to contribute to the Grand Lodge Scholarship Foundation and to make sure the members are aware that scholarships are available.

(n) **Masonic Home Committee:**

Each Worshipful Master should appoint, upon his installation, a "Masonic Home Committee" which will establish and maintain contact with the Home, and also such of their members, or their members' families, who may be residents of the Home.

- This Masonic Home Committee will present to the Lodge from time to time information that will promote the interest of the Brethren in the Home and give them a better understanding of its purpose and function.
- This Committee should also be in contact with the Chairman of the Grand Lodge Endowment Fund Committee and see that the Lodge membership is informed of matters he desires called to their attention, and assist in every way in building up the Endowment Fund.

## 2. Ritual and Code:

(b) General Regulations and the Lodge's By-Laws

The Worshipful Master is responsible for the compliance of his Lodge and members with the laws and regulations of the Grand Lodge. These responsibilities fall into the following areas:

- The business and administration of the Lodge, and supervision during Lodge meetings.
- The personal conduct and behavior of the members of the Lodge.
- The Worshipful Master should be deeply concerned about the good name and reputation of his Lodge and the Fraternity.
- It is important to know that any changes or amendments to the By-Laws of your Lodge must be made by the prescribed procedure, must conform to the Uniform Code of By-Laws and, except for time of Stated Meetings and amount of dues, must be approved by the Grand Master or Grand Lodge before they can become effective.
- Accurate and impressive rendition of the entire Ritual is a primary responsibility of

the Master. The Candidate has a right to expect the best the Lodge can give him, anything less than the best is "short changing" him.

- The Degree work must be the pride and privilege of each Officer, each member of the craft and all who participate.
- The District Deputy Grand Master's responsibility is to see that the Lodge is performing the Ritual as it is written and will inform the Lodge when it is not in conformance.
- The Master should see that the due guard and signs are given in a proper and snappy manner rather than given in a very haphazard-manner.

### **3. General Financial:**

#### **(a) Budget Preparation**

- The first step toward a sound financial structure is the preparation of an Annual Budget, which will underwrite the planned program of the Lodge.
- Any program, however desirable it may be, can succeed only if the necessary funds are provided for its function.
- In addition to the special funds it may have established for a new building, new equipment, depreciation, etc., every Lodge should maintain an adequate working capital, of course, with sufficient reserve to insure against emergencies.

#### **(b) Administration of Lodge Funds**

To properly administer all Lodge funds the Master first must know the purpose of the fund, whether special or general. The special funds, particularly, will vary according to each Lodge's needs and customary practices.

- All checks drawn upon the accounts of the Lodge should bear the signatures of three Brothers: the Master, Secretary and Treasurer.

#### **(c) Financial Duties**

The Master should work closely with the Senior Warden, Treasurer, and Secretary on all matters affecting Lodge expenditures, and might well issue a "quarterly report" to the members on the state of their Lodge.

#### **(d) Auditing Accounts**

A complete and accurate audit of all Lodge accounts is required at the close of your fiscal year.

- This audit must include any special funds in the hands of persons other than the Secretary and Treasurer.
- The welfare of the Lodge depends on the regularity of its accounts and the judgment used in the disbursement of its funds.
- It is suggested that the Senior and Junior Wardens review the auditing committee report. This will familiarize them with audit procedures before they are elected as Masters of their Lodge.

#### **(e) Administration of Lodge Property**

The Lodge's investments, real estate and equipment are important assets and must be properly maintained. This is the Trustees' responsibility.

(f) Insurance Coverage

Although primary responsibility rests upon the Trustees, each Worshipful Master should ascertain that his Lodge is protected by adequate insurance coverage at all times.

Partial or total destruction of Lodge property by fire, windstorm, or other natural forces is an ever-present danger and an unfortunate accident resulting in personal injury to one or more individuals could involve the Lodge in a liability that might be very costly.

Any one or all of these circumstances could result in a financial loss to the Lodge that would be disastrous. Most Lodges have fire and extended coverage on their buildings, furnishings and paraphernalia, and all Lodges have public liability insurance covering both their members and the public in the event of personal injury under the Grand Lodge's blanket policy.

**5. Social and Welfare:**

(a) The Worshipful Master should plan and execute a Social Program for the Lodge year, working closely with the Senior Deacon, or other Officers and Brothers assigned this duty.

(b) Family or Ladies Night

- Plan to entertain the ladies or the families of the members.
- Make it a special night instead of holding it on a meeting night.
- Pot Luck Supper can make for a nice evening.

(c) Awards Presentations

- Do not overlook a veteran member. Plan to make the presentation to him as soon as he is eligible.
- Remember the Grand Lodge provides Membership Awards for 50, 60, 65, 70 and 75 years of Masonic affiliation. See Resolution 11, Code, for eligibility rules.
- Present pins to newly raised Brothers.
- Present 25 year pins.
- Make this a big night annually for the members and their families.
- If a Brother is confined at home or in a nursing home, go there to present the award.
- Invite the District Deputy to participate.
- Ask a local Grand Lodge Officer or Past Grand Master to assist in presenting awards honoring more than 50 years of service.

**6. Masonic Funeral Service:**

(a) Masonic funerals are the last measure of respect and devotion that your Lodge can pay to its departed Brothers. One of your most solemn and serious duties as Worshipful Master is to see that these funerals are conducted properly and impressively.

(b) As soon as you learn of the death of a Brother you should call upon his bereaved family. Extend to them your personal condolences and sympathy of the Lodge.

- Offer to help in any way you can. Determine if it is their wish – or the wish of the departed Brother – that the Lodge conduct a Masonic Funeral Service.
- Every Master Mason who, at the time of his death, is a member in good standing or who, being the holder of a dimit, has petitioned for affiliation within six months after the issuance of such dimit is entitled to Masonic Funeral Service.

- The Grand Master may authorize a Lodge to conduct a Masonic Funeral Service for an Entered Apprentice or Fellow Craft Brother whose family has requested it.
  - Do not urge a Masonic service upon the family. Render the Service only on request of the deceased Brother or the family.
  - Check with the family for the location of his lambskin apron.
- (c) A Masonic Funeral Service team may be organized among the Brothers to conduct the Masonic Funeral Service. The Worshipful Master will then always have a trained team at his disposal at all times. The funeral ceremony should be given from memory. The Tyler or some reliable brother should be designated to see that enough Funeral Rituals and aprons are available.
- (d) For communicating news of funerals, etc., the members of the Telephone and Email Committee should be informed and then they alert the Brothers.

## **7. Public Relations:**

- (a) Master's Responsibility to the Community
- Civic and community relations are important to the Lodge and to the Fraternity.
  - They are maintained most effectively by the individual Mason who reflects his Masonic training in his daily life and who does his duty as a good citizen, rather than by official actions of the Lodge.
  - Remember the eyes of the community are upon the Lodge and its members.
  - The Master represents the Lodge, therefore set a good example.
- (b) Grand Lodge PR Kit
- Available from the Grand Secretary's Office or at [www.freemason.com](http://www.freemason.com)
  - Contains: news release templates, approved advertisements, and a How-to PR Brochure
- (c) Permissible Public Functions
- There are certain Ceremonies, which non-Masons may attend, such as:
- Cornerstone Ceremonies conducted by the Grand Lodge
  - Masonic Funeral Services
  - The Open Installation of Lodge Officers
  - Lodge participation in civic or patriotic events, if approved by the Grand Master
- (d) Relationship to Public or Civic Campaigns
- Lodges should avoid controversial matters, partisan politics, and religious issues. Here again the Fraternity expects the individual member to assume his own personal responsibility as he sees it, and yet in agreement with Masonic principles.
- (e) Relationship of the Lodge to Religion
- The Lodge is not nor can it be a substitute for religion. The individual Mason, however, should be encouraged to fortify his religion and his fraternity by actively worshiping according to the tenets of his own faith.

(f) Understanding and Encouraging Masonic Charity

Every Mason has solemnly promised to "aid and assist all worthy distressed Master Masons, their widows and orphans" when they apply to him within the broad meaning of the obligation he has taken and this applies equally to Lodges.

- This responsibility never ceases and is not restricted by any arbitrary or established boundaries.
- A timely visit to the sick or bereaved, the offer of a friendly hand, a word of encouragement or other services to the troubled are important aspects. Masons, of all men, should understand every facet of charity and the wise Master will encourage his members to be charitable in all their relations with mankind and especially with those to whom they are bound by fraternal ties.
- The Five Points of Fellowship are not idle words. They might be called Masonry's "Five Commandments".
- We must remember the Masonic widows, the sick and the unfortunate. To the extent of its ability, the Lodge should aid worthy Brethren, their widows and orphans who are financially distressed.
- The establishment and maintenance of a Charity or Relief Fund should be considered.

(g) Petitions

Officers should always have with them one or more blank petitions. As the known representatives of their Lodge, they are most apt to be approached by a petitioner, who will be favorably impressed by a prompt tendering of a petition.

## **II. ELECTED OFFICERS**

### **A. SENIOR WARDEN**

#### **1. Duties and Responsibilities**

(a) Ritualistic Duties

In addition to giving his Lectures and Charges, he should be able to open, close and conduct all Degrees, remembering that in the absence of the Worshipful Master he is to govern the Lodge.

(b) Financial Duties

The Senior Warden is the Lodge's Finance Officer. He should serve on, but not necessarily be Chairman of, the Finance Committee, and should consult with the Worshipful Master and Secretary on budgeting for various activities.

(c) Social Duties

He may also serve as Chairman of special Masonic functions, such as Saints John Day, District Day, 50-year dinners, etc.

## **2. Preparation for the Station of Worshipful Master**

### **(a) Looking to the East**

In the months of November and December, most of the Senior Wardens will be duly installed to serve as Worshipful Masters of their Lodges in the State of Ohio.

- The Senior Warden serves as the Worshipful Master's assistant and in his year in the West he should have familiarized himself with the duties and responsibilities of the Master.
- One of the most important things a Senior Warden can do is to have a reasonable knowledge of the Code. He should familiarize himself with all of the areas of the Code.
- The District Deputy Grand Master is responsible for the Code and Ritual. When any problem arises, consult the District Deputy.

### **(b) Planning the Lodge Program**

As he looks toward the East, he should keep in mind that one of his primary duties as Worshipful Master will be to set the Craft to work and give them proper instruction.

- He should start to plan his program by making a list of special events he would like to feature, such as Past Masters' Night, Father & Son Banquet, etc.
- The important thing to remember is that careful and detailed planning is necessary.
- He should not try to do all the work himself, but rather designate other members to help.
- Appoint Committees to work on plans for each event.
- Give the L.E.O. opportunities at each Stated Meeting to present a program.

### **(c) Selection of Appointed Officers**

The Senior Warden must be aware of how important it is for him to select his appointive officers with great care when he becomes the Worshipful Master.

- He must realize that it is not just a Senior Steward or a Junior Steward, but a potential Worshipful Master that he is selecting.
- The appointee should have the qualifications necessary to make the best possible Worshipful Master.

## **B. JUNIOR WARDEN**

### **1. Duties and Responsibilities**

#### **Ritualistic Duties**

- The Junior Warden is primarily a liaison Officer and should be a member, ex-officio, of the Ritualistic Committee, though not its Chairman.
- He is to supervise and organize the Fellow Craft Team, and direct its activities, working closely with the F.C. Captain to insure that the Team is drilled proficiently.

#### **Social Duties**

- Assist the Senior Warden in "special functions".

## **C. TREASURER**

### **1. Duties and Responsibilities**

- (a) This Office is usually held by a trusted member, who has had experience in financial matters. It is often prudent to keep the same man in this office several years.
- (b) Essentially, his duties are to see that all Lodge monies are received from the Secretary and deposited in a Lodge approved bank account; likewise, to see that all checks on Lodge funds have been properly approved and are signed by the Worshipful Master, Secretary and himself.
- (c) The Treasurer should maintain his cashbook separately from the Secretary and receive the cancelled checks and statements from the bank so as to periodically reconcile against the Secretary's records.
- (d) The Treasurer should work closely with the Finance and Audit Committees.
- (e) His counsel and advice should be valuable in preparing a budget, reviewing Lodge expenditures or investments, and recommending the need for a dues increase or other source of income.

## **E. SECRETARY**

### **1. Duties and Responsibilities**

- (a) The duties and responsibilities of the Secretary cover virtually all activities of the Lodge's operation. He should be experienced, willing, diplomatic and keenly interested in the welfare of the Lodge.
- (b) All successful Lodges have a good Secretary. Since all officers and Committee Chairmen will need to get information from the Secretary, they should express their appreciation to him and be alert to his suggestions and recommendations.
- (c) The Worshipful Master especially, should work closely with the Secretary and confer with him before every meeting.

## **E. SENIOR DEACON**

### **1. Ritualistic Duties**

In addition to giving assigned lectures and charges, he should learn the "Apron Lecture." He should complete Online Masonic Code Courses, if he has not already done so.

### **2. Social Duties**

The Senior Deacon may be called the "Social Officer". As such, he should be Chairman of parties and social events, and should select appropriate Committees to serve with him. He should act as "greeter" of visitors at Lodge meetings, and advise the Master of the presence and identity of visitors.

## **F. JUNIOR DEACON**

### **1. Ritualistic Duties**

In addition to giving his assigned lectures and charges, he should be preparing himself for the next higher station. He should enroll in Online Masonic Code Courses.

### **2. Financial Duties**

He should manage and encourage contributions to a "Deacon's Fund" for purposes of Masonic relief. In this connection it should be noted that the Junior Deacon is basically a welfare officer. He should be Chairman or Co-Chairman of the Sick Visitation Committee, and should work closely with the Chairman of the Blood Donors and Masonic Relief committees.

### **3. Social Duties**

He should assist the Senior Deacon in the planning and execution of social events, and study the problems connected therewith.

## **G. TYLER**

### **1. Duties and Responsibilities**

- (a) This Officer's duties should include
  - Preparing the Lodge room and equipment for work
  - Maintaining order in the anteroom
  - Providing equipment for Masonic funerals
  - Seeing that Candidates are prepared promptly
  - Notifying the Senior Deacon of the presence of visiting Brothers.
- (b) While the Tyler's stated responsibility is to guard the door, the Office is best performed by a gracious member with wide acquaintance among the Lodge's members. He should not only be experienced with Lodge procedure but also be a friendly person who can express warm hospitality to both members and visitors.
- (c) The Tyler would normally be responsible for maintaining the register of members and guests and seeing that aprons are available.
- (d) The Tyler is especially charged with seeing that the same decorum is observed in the Anteroom as in all other precincts of the building. While his sword is to guard against the entrance of cowans and eavesdroppers, it likewise expresses his authority to maintain order, and see that our portals are not profaned by the irreverent.
- (e) The Tyler will inform any Brother entering late the Degree on which the Lodge is now open, so that the proper salute may be given.

- (f) He will also see that the Anteroom is kept clean and in order; aprons neatly piled; books and newspapers suitably arranged, that all may be impressed with the order and decorum which befits the approach to a Masonic Lodge.

## H. TRUSTEE

### 1. Duties and Responsibilities

- (a) These elected members should be selected from experienced and dedicated men who have demonstrated their interest in the Lodge.
- (b) They are responsible for the proper maintenance of the building and all physical properties of the Lodge. Repairs, insurance, and purchase or replacement of equipment should be referred to them for recommendations and action.
- (c) The Worshipful Master should confer with them regularly.

## III. APPOINTED OFFICERS

### General Introduction to appointing Officers

- Serving your Lodge in the line Offices offers an opportunity for character development. No Mason should lightly refuse an appointment to office, and no Officer should stint in the diligent discharge of his duties, for any but the gravest personal reasons.
- Upon the Officers of the subordinate Lodges rests the welfare of Ohio Freemasonry. The Lodges cannot run themselves-they must be led by men who know what they are doing, are not afraid to analyze their own and their Lodge's weaknesses, and are prepared to give the time and thought to correct them.
- As each Officer advances through the line, it is normal to look ahead to the year that he will serve as Master from the time he becomes an Elective Officer, he should make plans for that year to come. ***These plans should be set down in writing for future thought and reference.*** Tentative plans should be formulated now with reference to those appointments, which must be made. Carefully note the qualifications, which are required for those appointments and during the years be constantly observant of the Brethren so that all appointments can be made for the best interest of the Lodge. ***Above all do not make these appointments from among your personal friends unless they can meet the rigid requirements of the various offices.***

## A. SENIOR STEWARD

### 1. Administrative duties

Ex-officio, he is a member of the Standing Committee, in Lodges where such a Committee is used. He is responsible for inspecting Candidates in the preparation room for proper clothing, cabletows, due guards and signs, etc. He should also check on Candidate's physical condition, and inform the Master of heart cases and other infirmities. Remember, first impressions of the Candidates are important.

## **2. Ritualistic Duties**

In addition to giving his Lecture, learn and give the assigned Charge. He should instruct the Junior Steward in use of any kitchen equipment in the Temple.

## **3. Financial Duties**

Manage a “Steward’s Fund” for refreshment, and keep records of purchases and consumption of refreshments at meetings and social events, as well as attendance.

## **4. Social Duties**

Plan refreshments for meetings and parties, assist in preparing and serving refreshments, setting tables, etc.

# **B. JUNIOR STEWARD**

## **1. Ritualistic Duties**

The most important duty of the Junior Steward is to learn and give his assigned Charges proficiently. This and the mechanical operation of the Lecture projector, he is to learn from the Ritual Committee. Remember, the Candidate’s first impressions of the Lodge will be his most lasting.

## **2. Social Duties**

He should learn from the Senior Steward how to operate kitchen equipment, including cleaning thereof. He should set up tables before meetings, and assist the Senior Steward in preparing and serving refreshments.

# **C. CHAPLAIN**

## **1. Duties and Responsibilities**

The member appointed Chaplain should be experienced in Lodge operation and Ritual as well as being a person accustomed to offering prayers. In addition to his part in the Ritual, he should be prepared to give thanks at meals and offer invocations and benedictions at meetings. He is normally the person to make Bible Presentations, and he is an important part of the Masonic Funeral Service. Often a Past Master is well suited for this appointment. Seated beside the Master, he is conveniently located to offer good counsel during meetings.

## **D. LODGE EDUCATION OFFICER**

### **1. Duties and Responsibilities**

This is an important appointment. The LEO is directly responsible in seeing that all Candidates receive proper and supervised instruction before and after each Degree. He should be experienced in Lodge operations and dedicated to its welfare. The LEO also should be ready to arrange Educational Meetings such as scheduling Lodge Room plays, Masonic movies, and securing qualified speakers with the help of the DDGM. The range of his duties is more fully covered in the Candidate Counselors Handbook and LEO Manual. The LEO assists the Worshipful Master in the selection of Candidate Counselors and schedules the instruction of the Candidates by the Candidate Counselors.

### **2. Securing Effective Candidate Instruction with the Lodge Education Program**

- (a) The LEO must always consider the qualifications of Counselors. The best Masonic instructor first of all will be a dedicated Mason, one who is so devoted to the Craft that he really wants to assist in the important task of teaching his Brethren. It is not necessary for him to be either a scholar or a ritualist, but he should have a good background in Masonry with the ability to impart what he knows to others.
- (b) The number of Candidates which your Lodge initiates each year will determine your need for Counselors. One method is to divide the annual number of Candidates raised by three (3) and recommend that number of Counselors to be appointed. It may be your Lodge could easily use more or even less than this number. One Counselor may be appointed for each three Candidates raised, based on a reasonable yearly average. The average Lodge of 150 to 200 or more members should have at least two or three Candidate Counselors properly trained at all times.
- (c) Some Lodge Education Officers will say, "we do not need any Candidate Counselors, as we do not have any Candidates." Having two or more Candidate Counselors properly trained at all times will give you insurance in case the Lodge may get several petitions at one time.
- (d) A Candidate may not receive adequate Counseling if a friend who lives near the candidate is appointed to do the counseling. The Candidate must learn about the Lodge he has joined from a well informed Brother. Cooperation and joint planning between the Worshipful Master and L.E.O. is very important. The Master must know what the program is all about.

### **3. Materials Needed by the Lodge Education Officer and Candidate Counselors:**

- (a) Each Lodge Education Officer should be supplied with a current copy of the Candidate Counselor's Handbook, sets of the four booklets, "On the Threshold," "The Entered Apprentice Degree," "The Fellow Craft Degree," and "The Master Mason Degree" that are to be presented to each Candidate.
- (b) Your lodge should also have a set of the up-to-date Flip Charts, in hard copy and/or the electronic version, available on [www.freemason.com](http://www.freemason.com), and a current LEO Manual.

- (c) If you do not have these supplies, you should request your Worshipful Master to see that your Secretary orders them for you immediately from the Grand Secretary.

## **E. FELLOW CRAFT TEAM CAPTAIN**

### **1. Duties and Responsibilities**

- (a) Organizing the Fellow Craft Team
- (b) Securing their attendance through the use of a Telephone and Email Committee
- (c) Encouraging men to apply to the Ritual Committee for instruction in speaking parts
- (d) Supervise the team Secretary's records
- (e) Assuming responsibility for transporting team equipment on visitations

Note: Nothing in the above shall be construed as permitting the Fellow Craft Team to supersede the powers and responsibilities of the Worshipful Master of a Lodge in the appointment of or action of the Fellow Craft Team of his Lodge.

## **F. ASSISTANT OFFICERS**

### **1. Duties and Responsibilities**

All appointed Assistant Officers, such as Assistant Stewards, Assistant Tyler, etc., should be thoroughly familiar with the duties and responsibilities set forth for their superior Officer such as Steward, Tyler, etc.

## **DISTRICT ASSOCIATIONS**

Lodge Officers are urged to participate fully in their District Association's meetings and activities. They provide an opportunity for fellowship and encourage cooperation among Lodges to achieve common goals. They also plan and execute the Grand Master's Reception, District Awards Night, outdoor raisings and other District-wide events.

## **SECTION IV. MASONIC CHARITIES**

### **THE OHIO MASONIC HOME**

For more than a century, the Masonic Fraternity within Ohio has been a dedicated and generous supporter of The Ohio Masonic Home in Springfield. The strong tradition of caring and compassion has become the hallmark of the Home. As a result, countless thousands of adults and hundreds of children have had a comfortable home at a very important point in their lives. Children no longer are a part of the Home's services.

To assure that such care continues to be available for future generations, the Home entered into a Corporate reorganization on March 1, 1997. That reorganization has provided for the operation of retirement living options through two subsidiaries, as well as the management of existing endowment assets and development of additional funding resources through an affiliated company.

The subsidiaries are Masonic Retirement Village, Inc. and Masonic Health Care, Inc.; the affiliated company is The Ohio Masonic Home Benevolent Endowment Foundation, Inc. Each organization is distinct and governed by its own seven-member Board of Trustees, up to two of whom also serve on the parent board.

Subsequently, the addition of three other subsidiaries has enabled the Home to expand its services throughout the state to better serve the Fraternity and make services available to the community-at-large. Browning Masonic Community, Inc. in Waterville, near Toledo, became a part of the Home in 1999; the former Hamilton County Eastern Star Home in the Cincinnati area became the Masonic Eastern Star Community, Inc. when it joined the Home in 2000 (closed in 2004); and, in 2002, the Home acquired the former Oaks of Medina and created the Western Reserve Masonic Community, Inc. in Medina.

The Home has eliminated asset surrender, the previous means of financing one's residence. Now all residents are admitted on a "pay-as-you-go" basis. If a Masonic resident exhausts his or her personal resources, application is made for financial assistance. But the Home remains true to its mission of more than a century to care for the "worthy, distressed Master Mason, his wife or widow." Thus, it continues to admit Masons, their wives and widows who have limited means of support at the time of admission.

Eligibility criteria for residence in Masonic Retirement Village have been expanded. Formerly, only Master Masons, their wives, widows, and children were eligible to reside at the Home. Now, a Master Mason's parents, parents-in-law, brothers, and sisters also may apply. Further, all of the same classes of relationship to members of the Order of Eastern Star and the Order of the Amaranth are also now eligible.

Finally, the restriction of Ohio membership was removed, and now, Masons from any jurisdiction recognized by the Grand Lodge of Ohio as well as members of Eastern Star and Amaranth from other jurisdictions may apply for admission.

**The Ohio Masonic Home** is a corporation operated by a 15-member Board of Trustees representing the Grand Lodge, York and Scottish Rites. These Trustees meet quarterly and as needed, to set policy and direction for the parent corporation. A special focus of the Ohio Masonic Home Board is strategic and master planning.

**Masonic Retirement Village, Inc.** operates two Residential Care/Assisted Living areas: a 48-unit facility (Bancroft Manor) and a 60-unit facility (Hillman Manor); two independent living apartment buildings: a 41-unit facility (The Apartments at Cunningham Place) and a 60-unit facility (Iredell Gardens); and 106 independent living patio homes in Masonic Square. The Community Center, containing dining, social, and meeting rooms as well as a deli, provides a fine compliment to the residential accommodations.

Admission to these facilities is limited to members of the Masonic fraternity and their family members who are 55 years of age or older.

For additional information about Masonic Retirement Village or to receive an application for residence, call toll-free at (888) 290-2644 or (937) 525-3006, or write to Marketing, Masonic Retirement Village, Four Masonic Drive, Springfield, OH 45504.

**Masonic Health Care, Inc.** operates 298 nursing care beds in the Scottish Rite and Eastern Star wings and Rickly Commons of the Ralph R. Rickly building, and Pathways Center for Alzheimer's Care.

Masonic Health Care, Inc. is utilized by Masons and members of their families as well as members of the community at large in need of nursing care. Levels of care provided include intermediate through skilled nursing, and rehabilitative, respite, and Alzheimer's care.

For additional information about Masonic Health Care or to receive an application for admission, call toll-free at (888) 243-2664 or (937) 525-3001, or write to Admissions, Masonic Health Care, Three Masonic Drive, Springfield, OH 45504.

**The Browning Masonic Community, Inc.** located in Waterville (a suburb of Toledo) consists of over 300 acres with 15 independent living patio homes and a 52-unit independent/assisted living apartment building. Services are available to Masons, members of their families, and the community at large in need of independent or assisted living accommodations.

For additional information about the Browning Masonic Community or to receive an application for residence, call toll-free (866) 878-4055 or (419) 878-4055, or write to Admissions, Browning Masonic Community, 8883 Browning Drive, Waterville, OH 43566.

**Western Reserve Masonic Community, Inc.** in Medina, offers 20 homes with basements and garages, 126 independent living apartments, 25 assisted living apartments and 48 units of nursing care. Services are available to Masons, members of their families as well as others in need of independent or assisted living accommodations or nursing care.

For additional information about Western Reserve Masonic Community or to receive an application for admission, call toll-free (866) 433-1514 or (330) 721-3000, or write to Marketing, Western Reserve Masonic Community, 4931 Nettleton Road, Medina, OH 44256.

**Masonic Senior Services** is a new program, designed to assist members of the fraternity to remain in their homes as long as possible by better utilizing existing community-based support services available to them. The staff is familiar with these and other senior-directed programs and may be able to assist our senior Brethren in more effectively and successfully “navigating” these programs.

For additional information about Masonic Senior Services, call toll-free (888) 286-0010, or write to Masonic Senior Services, c/o Masonic Retirement Village, Four Masonic Drive, Springfield, OH 45504.

**The Ohio Masonic Home Scholarship Program** has been established by the Home to support orphaned children of Master Masons. To qualify, a student must be making satisfactory progress in a Bachelor’s, Associate’s or other undergraduate Degree program at a qualifying institution. For additional details and scholarship applications, call (937) 325-1531, or write to The Ohio Masonic Home Scholarship Program, P.O. Box 120, Springfield, OH 45501.

**The Ohio Masonic Home Benevolent Endowment Foundation, Inc.** is the fundraising arm of The Ohio Masonic Home, responsible for management and investment of the existing endowment assets as well as the identification and development of additional funding resources.

The Foundation offers a variety of programs to encourage and enable the Brethren to assist in supporting the quality care provided by the Home on all its campuses. Among these programs are: the One Grand Club, the Gold Card program, Memorial/Recognition Trees, Naming/Recognition Opportunities, the Pastoral Care/Campus Beautification and Library-Media support funds, periodic appeals for specific projects, the Jim Perry Legends Golf Classic, charitable giving seminars and a number of self-selected charitable giving programs. All these efforts support the care and programs provided our residents.

One of the Foundation’s primary services is its Speakers Bureau which makes speakers on a variety of topics about the Home and other senior-related topics available to Lodges for their regular educational programs. No less than five topics are currently available.

For additional information or to learn about gift-giving opportunities available through the Foundation or to schedule a member of our Speakers Bureau to come to your Lodge, other Masonic or civic organization to talk about The Ohio Masonic Home, its subsidiaries or other senior-related topics, call toll-free at (888) 248-2664 or (937) 525-3003, or write to The Ohio Masonic Home Benevolent Endowment Foundation, Five Masonic Drive, Springfield, OH 45504-3658.

## **MASONIC HOME COMMITTEE**

Each Worshipful Master should appoint upon his Installation a “Masonic Home Committee” which will establish and maintain contact with the Administrator of the Home, and also such of their members, or their members’ families, who may be residents of the Home.

**This Masonic Home Committee will present to the Lodge, from time to time, information that will promote the interest of the Brethren in the Home and give them a better understanding of its purpose and function.**

This Committee will also be in contact with the Chairman of the Grand Lodge Endowment Fund Committee and see that the Lodge membership is informed of matters he desires called to their attention, and assist in every way in building up the Endowment Fund.

## **THE GRAND LODGE SCHOLARSHIP FOUNDATION**

In 1962 the Grand Lodge established a committee to administer a number of scholarships to deserving and able students in selected Ohio Colleges, Universities and Theological Seminaries. In 1965 the Grand Lodge established the Grand Lodge of Free and Accepted Masons of Ohio Scholarship Foundation, tax-exempt foundation to receive gifts and monies with which to fund the scholarship program.

The Grand Lodge Scholarship has recently undergone a major reorganization. There is now one \$2000 scholarship available to each District. Applications for these scholarships are available from the District Deputies, who are also responsible for establishing a District Selection Committee. The District Selection Committee sends its recommendations on to the Grand Lodge Scholarship Committee, which makes the final selections.

Lodges and members are encouraged to contribute to the Scholarship Foundation. Many Lodges have adopted the practice of making a memorial contribution to the Scholarship Foundation in the name of a deceased member in lieu of sending a floral emblem.

Contributions may be sent directly to: The Scholarship Foundation, the Grand Lodge of F.& A.M. of Ohio, P.O. Box 629, Worthington, Ohio 43085.

## **THE GRAND LODGE CHARITABLE FOUNDATION**

This Foundation was founded in 1994, during the term of Grand Master Thomas D. Zahler. Donations to the Foundation are placed in an endowment fund and only the interest can be used to relieve the distressed and fund charitable projects. The Charitable Foundation of the Grand Lodge F. & A.M. of Ohio is a tax-deductible, 501 (c)(3) recognized foundation that accumulates contributions from Masons, their families and friends.

Contributions are regularly sent to victims of catastrophic illnesses, weather related disasters, accidents, fires, etc. Recipients need not be members of the Craft, and frequently are not. The possible recipients are identified and recommended to the Foundation by the Lodge. Contributions to this Foundation should be regularly considered and may be sent directly to: The Grand Lodge Charitable Foundation, Grand Lodge of F. & A.M. of Ohio, P.O. Box 629, Worthington, Ohio 43085.

## **OHIO SPECIAL OLYMPICS**

The Masons of Ohio for many years have been supporting athletes to the state Summer Games of the Ohio Special Olympics. Well over \$100,000 is contributed each year by Lodges and Brethren who hold special dinners and other events to raise money. At one time, it required \$30 to “sponsor an athlete” to the Summer Games in Columbus. Now, it costs about \$80 to bring each athlete to the Games. If the Grand Lodge would want to “sponsor” all Ohio Special Olympics athletes to the Summer Games, it would require about \$150,000.

Contributions may be sent directly to: the Grand Lodge Charitable Foundation, the Grand Lodge of F. & A.M. of Ohio, P.O. Box 629, Worthington, Ohio 43085, and marked "For Special Olympics." They will be earmarked for that purpose.

### **MASONIC MODEL STUDENT ASSISTANCE PROGRAM**

The Grand Lodge of Ohio has sponsored Masonic Model workshops for more than ten years. These three-day training sessions for teachers and other school personnel are intended to increase their skills at identifying "at risk" students in the classroom and intervening in their lives before the student can become a disruptive force in school or society.

Ohio is one of 27 states whose Grand Lodges are part of the Masonic Foundation for Children, which provides the instructors and expertise for the program. Since the workshops were initiated in Ohio, more than 1500 teachers from 236 schools have been trained. The Ohio Department of Education now recommends the Masonic Model program.

The costs of the program are borne by the Grand Lodge of Ohio, and in the future, it is hoped that they can be paid from the Grand Lodge Charitable Foundation. Until the Foundation's Endowment Fund grows enough for that, the Grand Lodge finances the program from its operating budget. Contributions to the Grand Lodge Charitable Foundation will help to fund this worthwhile effort in the future. A Lodge or group of Lodges can sponsor a program in a local school district.

### **GEORGE WASHINGTON MASONIC NATIONAL MEMORIAL**

This monument, located atop Shooter's Hill in Alexandria, Virginia, is not only a tribute to a great Masonic patriot and statesman, Worshipful Brother George Washington, but serves as a symbol of Masonry's nationwide devotion to the principles upon which our country was established and under which Masonry flourishes. Each new Master Mason contributes to the Memorial so that he may share in this project.

## **SECTION V. GRAND LODGE**

### **DISTRICT ADVISOR**

The Grand Master appoints a District Advisor in each District to co-ordinate the workings of a District. This Brother is normally a Past District Deputy Grand Master or a Past Grand Master.

The District Advisor meets with the present and past District Deputies in the District periodically to discuss various concerns and activities in the District. He recommends the appointment and reappointment of District Deputy Grand Masters to the Grand Master.

### **GRAND LODGE OFFICERS**

Each Deputy Grand Master at the time of his Installation as Grand Master, appoints 3 new and 3 continuing Brothers as Grand Lodge Officers. They are the Junior and the Senior Grand Deacons, Grand Marshal, Grand Orator, Grand Chaplain and Grand Tyler.

The Junior Grand Deacon is a Brother who the new Grand Master feels will serve the Grand Lodge with enthusiasm and dedication for the next seven years and if deemed worthy by the Brethren, be elected and serve as Grand Master. He must be a Past Master and is usually a present or past District Deputy Grand Master. Each incoming Grand Master reviews the accomplishments and service of the Brother and determines if he should be appointed to the next Office.

The Grand Chaplain may be any Brother and need not be a minister or other ordained religious leader and serves only one year as a Grand Lodge Officer. He is given the title of Right Worshipful even if he has not served as a District Deputy. Upon his retirement from Office, he becomes an Associate Grand Chaplain.

The Grand Tyler serves for one year and has the title of Right Worshipful even if he has not served as a District Deputy and upon his retirement is recognized as a Past Grand Tyler.

The Junior Grand Deacon is normally appointed to the Office of Senior Grand Deacon, then Grand Marshal, followed by Grand Orator. These appointments are the prerogative of the incoming Grand Master who may or may not appoint the Brother to the next Office. Just as in a Lodge, progression to the next Office is dependant on a Brother's performance in his present Office.

Traditionally, the Grand Orator, if found worthy, is elected to the Office of Junior Grand Warden and then to Senior Grand Warden, Deputy Grand Master and finally, to Grand Master.

### **GRAND LODGE CEREMONIES**

Officers and members are called upon from time to time to assist in Grand Lodge Ceremonies, hence they should be familiar with them. They are printed as an addendum to the Code.

## **ITEMS FURNISHED BY THE GRAND LODGE**

The Grand Lodge normally furnishes to each Lodge, without cost at time of its formation, current issues of the following:

- Nine copies of the complete Cipher Ritual
- Three sets of the Divided Ritual
- Three sets of the Candidate's Examination Booklet
- Two copies of the Code, including Grand Lodge Ceremonies
- One set of Degree Booklets
- One Candidate Councilors Handbook
- One Lodge Education Officer Manual
- One List of the Regular Lodges
- One copy of the latest Annual Proceedings
- One Funeral Service Booklet

The Lodge Secretary may purchase additional quantities of these items from the Grand Secretary.

## **PROCEEDINGS**

Pending the printing of the Proceedings of each Annual Communication of the Grand Lodge, a circular containing information as to the results of the balloting, action on legislation, statistics, and other matters of interest are forwarded to the Secretary of each Lodge. This circular **must** be read in entirety in open Lodge at the first Stated Meeting following its receipt.

As soon as possible after each Annual Communication of the Grand Lodge, one copy of the Proceedings is sent to each Lodge for the Lodge's records. These Proceedings are valuable as permanent reference material and merit detailed study by all Officers and interested Brethren.

## **DISTRICT DEPUTY GRAND MASTERS**

The District Deputy Grand Master, being the personal and official representative of the Grand Lodge in the Lodge under his supervision, must be accorded every honor and every token of respect due the Grand Master. Thus, the Office of Grand Master is honored. The District Deputy Grand Master should be seated on the left of the Worshipful Master.

## **PAST MASTER'S CONVOCATION**

Traditionally, the Past Master's Degree is conferred as one of the four Degrees in a Chapter of Royal Arch Masons. The Past Master's Degree is also conferred in each District during a Convocation of Past Masters convened by and under the supervision of the District Deputy Grand Masters, at such times and places as may be convenient for the Masters-elect to attend. However, the conferral of the Past Master's Degree on non-Royal Arch Masons is just one function of a Convocation of Past Masters.

All Masters-elect, without exception, **must** attend one of these Convocations and are expected to demonstrate a reasonable familiarity with the Ritual, Code, this Manual, and the Degree Booklets as a prerequisite for presiding over a Lodge.

## **PRIVATE GRAND HONORS**

Private Grand Honors are given as tokens of homage and respect and are appropriate at:

- The Dedication of a Masonic Lodge room or building
- The Ceremony of Constitution, Consecration or Reconsecration of a Lodge
- The Installation of the Grand Master or a District Deputy Grand Master
- The Reception of the Grand Master, Deputy Grand Master, Past Grand Masters other Grand Lodge Officers, the District Deputy Grand Master, and the corresponding visiting Grand Officers of other jurisdictions
- The event of a Master Mason receiving his 50-Year or greater Membership Award, if approved by the Grand Master.

Private Grand Honors may be given only in Lodge meetings when only Master Masons are present. They will be led in by the Presiding Officer, or by the Officer otherwise designated in the prescribed Ceremonies.

## **PUBLIC GRAND HONORS**

Public Grand Honors are not given in Ohio, unless specifically permitted to be given by permission and direction of the Grand Master.