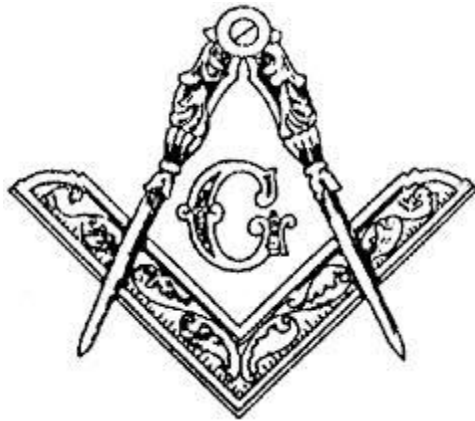


Officers Handbook



**THE GRAND LODGE OF ANCIENT, FREE, & ACCEPTED MASONS
OF NORTH CAROLINA**

**Dedicated to the Memory of Dudley H. Sheppard
1952-2006**

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Open Letter

Brethren,

This Handbook has been made available to assist you in your duties as an officer in your lodge. It is not intended to be a book of laws to govern your actions, but a guide that you may use over the years to assist you during your journey through “the line.”

It will be helpful to future incoming officers, if during your journey, you include ideas, suggestions, or any bit of information that will help him during his term in office. If all who fill these offices offer bits of information learned during their terms, it will ultimately help all of the officers of your lodge become more effective leaders and the lodge much stronger.

Information that could benefit an upcoming brother could be:

- Contact persons for services or products
- Where to locate items for lodge activities or projects
- Procedures that make certain tasks easier
- Mistakes you made and the results from those mistakes
- Any bit of information that will benefit future officers in the performance of their duties and a successful term in office.

Any addition to the information in this book will indicate your successful term in office and your desire to see your upcoming brothers enjoy a more successful term in office.

Use this book as it is intended. Don't let it lay around to gather dust. This book could be a very worthwhile tool to future officers.

Preface

In the year of the Great Architect 2014, A.L. 6014, it was the vision of your Grand Lodge Committee on Masonic Education to update this handbook to provide every officer in the lodge a guide to their officer specific duties for the ensuing year.

This handbook has been updated to assist you with those officer specific duties. Some of the duties contained within these pages, with the exception of “The Code Duties,” are of a generic nature. Some of the duties your lodge officers routinely perform address operational needs of your lodge. And for that purpose we have provided a place in the handbook for you to include those “Traditional and Current” Lodge Duties that your officers perform and we have also included forms for your use.

As you progress through the line of officers in your lodge, your duties and responsibilities will change. Ultimately, the further you advance, the more you will have. As your duties and responsibilities increase, so does the time it takes to perform them.

Different lodges may vary with officer specific duties. In travelling, you may very well notice differences in officer’s duties from one lodge to another.

These duties are intended to prepare you for the next step until you have, with the blessing of your lodge brothers, been elected as Master of your lodge.

Your attention to detail and the performance of your duties will reflect upon you as an officer, as well as your lodge. It is very important that you take pride in the performance of your duties and perform them to the best of your ability.

Duties of a Freemason

By The Code

“The Code” refers to: *The Code, Constitution and Regulations of the Grand Lodge of North Carolina*”

Reg. 52-3 The duties of a Freemason are as follows:

1. To obey the moral law,
2. To obey the laws and edicts of the Grand Lodge,
3. To be neither an atheist or skeptic,
4. To be a good man and true,
5. To live in peace and to practice charity,
6. To be a member of a regular Lodge,
7. To perform faithfully the duties as such member, or as an officer,
8. To pay his dues thereto promptly,
9. To obey the civil law,
10. To notify the secretary of his lodge immediately of any change in his mailing address,
11. To pay due respect and obedience to the various Grand Lodge officers and lodge officers according to their respective rank and station,
12. To obey the by-laws of his lodge, and to attend its communications,
13. To observe those lessons and duties inculcated in the several lectures and charges of the three Symbolic degrees of Freemasonry, and
14. To keep and perform the several obligations of those degrees. [77-16].

The Officers' Duties

The Tyler's Charge

Brother,

You have been appointed by the master of your lodge as Tyler for the ensuing year. It is important that you understand the duties and responsibilities of the office you now occupy.

Before being installed as Tyler, you and all of the officers-elect made the following pledge:

I promise on the honor of a master mason that I will, to the best of my ability, conform to and abide by the ancient landmarks, regulations, and usages of Masonry, the Constitution and laws of the Grand Lodge of Ancient, Free and Accepted Masons of North Carolina and the laws of this lodge, and that I will faithfully perform the duties of the office to which I have been selected.

Upon being installed into the office you now occupy, the installing officer read the following charge to you:

Brother, you have been appointed Tyler of this lodge. It is your duty to guard the entrance to the lodge, to report all brethren for admission to the junior deacon, to announce the name of each visiting brother, together with the name, number and location of his lodge, to see that each brother who enters is duly qualified and properly clothed, to keep a register of visiting brethren, to perform such other duties as may be required by laws and customs of the craft or by order of the master.

The marshal will now invest you with the implement of your office.

As the sword is placed in the hands of the Tyler to enable him effectually to guard against the approach of cowans and eavesdroppers, and suffer none to pass or repass, but such as are duly qualified. So it should morally serve as a constant admonition to us; to set a guard at the entrance of our thoughts, to place a watch at the door of our lips, to post a sentinel at the avenues of our actions, thereby excluding every unqualified and unworthy thought, word, and deed, and preserving consciences void of offense toward God and man. Your early and punctual attendance will afford the best proof of your zeal for the institution.

(Taken from the North Carolina Masonic Ceremonies)

Duties of the Tyler

(As described by The Code, Constitution and Regulations of the Grand Lodge of North Carolina)

Reg. 59-16 Tyler. The duties of the Tyler shall be as follows:

1. To guard the entrance of the lodge, to report all brethren to the junior deacon for admission, to announce the name of each visiting brother and the name, number, and location of his lodge; to see that each brother who enters is duly qualified, vouched for, and properly clothed; to be subject to the direct orders of the master, and to keep a register of visiting brethren. [51-3; 62-1; 62-1.7].
2. To have charge, subject to the direct order of the master, of the furniture, jewels, and other property of the lodge.
3. To have special care to insure cleanliness in the hall and anterooms.
4. To serve notices, summonses, citations, or other documents issued under authority of the master and the lodge when ordered unless otherwise provided. [51-3; 51-3.2; 83-3].

_____ Lodge # _____ Traditional and Current Lodge Duties of the Tyler

As ordered by
_____, *Master, for the year* _____

1. _____
2. _____
3. _____
4. _____
5. _____
- _____
- _____

(this form is included for all officers in the appendix)

The Junior Steward's Charge

Brother,

You have been appointed by the Master of your lodge as Junior Steward for the ensuing year.

It is important that you understand the duties and responsibilities of the office you now occupy.

By accepting this appointment, you have indicated your desire to begin your journey through the line of officers, also known as “the chairs.” At this point, you have demonstrated the commitment needed to see this journey to its ultimate end, the East.

It is important for you to understand this commitment and what it means. If you continue through the chairs, you will need to participate, as much as possible, in most of the lodge activities. Your participation will serve several purposes. It will demonstrate your desire to help make your lodge as successful as possible. Your participation will serve as a learning experience. It will help prepare you for future offices. Above all, if you do not participate, you will miss out on the friendship, camaraderie, and self-satisfaction of being a part of a very successful activity.

In the not so distant future, you may be asked to handle a project or perform a task that will require the help of your fellow officers or brothers. If you have demonstrated in the past that you are willing to be there when they need you, you will find them there when you need them.

Think of your journey through the chairs not as a task or job, but as a learning experience that will serve you in the lodge as well in life.

Before being installed as junior steward, you and the officers-elect made the following pledge:

I promise on the honor of a master mason that I will, to the best of my ability, conform to and abide by the ancient landmarks, regulations, and usages of Masonry, the Constitution and laws of the Grand Lodge of Ancient, Free and Accepted Masons of North Carolina and the laws of this lodge, and that I will faithfully perform those duties of the office to which I have been selected.

Upon being installed into the office you now occupy, the installing officer read to you and the Senior Steward the following charge:

Brothers, you have been appointed or elected stewards of this lodge. It is your duty to provide for the comfort of the brethren, to assist the deacons and other officers in performing their duties, to perform such other duties as may be required by the usage and custom of the craft, or as may be required by the ritual, by the master, or by the junior warden. Your regular and early attendance will afford the best proof of your zeal and attachment to the lodge.

(Taken from the North Carolina Masonic Ceremonies)

Duties of the Junior Steward

(As described by The Code, Constitution and Regulations of the Grand Lodge of North Carolina)

Reg. 59-15 Stewards. The duties of the stewards shall be as follows:

1. They shall perform such duties agreeable to the usage of the craft and pertaining to their offices as may be required by the ritual, the junior warden, or the master.
2. They shall provide for the comfort of the brethren.

_____ Lodge # _____ Traditional and Current Lodge Duties
of the Junior Steward

As ordered by
_____, *Master, for the year* _____

1. _____
2. _____
3. _____
4. _____
5. _____
- _____
- _____

(this form is included for all officers in the appendix)

The Senior Steward's Charge

Brother,

You have been appointed by the Master of your lodge as Senior Steward for the ensuing year.

It is important that you understand the duties and responsibilities of the office you now occupy.

Your acceptance of this appointment further emphasizes your commitment to continue through the chairs.

As Junior Steward during the previous year, you assisted the Senior Steward as he provided comfort and refreshment for your brethren. It now becomes your responsibility to do so.

During the ensuing year, you will learn to plan. This is an integral part of your future associated with the chairs in your lodge. Your performance during your tenure as Senior Steward will reflect on your future performance and commitment to the lodge and your brethren.

Learn well the lessons of planning. They will serve you throughout the rest of your journey through the chairs.

Before being installed as Senior Steward, you and all of the officers-elect made the following pledge:

I promise on the honor of a master mason that I will, to the best of my ability, conform to and abide by the ancient landmarks, regulations, and usages of Masonry, the Constitution and laws of the Grand Lodge of Ancient, Free and Accepted Masons of North Carolina and the laws of this lodge, and that I will faithfully perform the duties of the office to which I have been selected.

Upon being installed into the office you now occupy, the installing officer read to you and the Junior Steward the following charge:

Brother, you have been appointed or elected stewards of this lodge. It is your duty to provide for the comfort of the brethren, to assist the deacons and other officers in performing their duties, to perform such other duties as may be required by the usage and custom of the craft, or as may be required by the ritual, by the master, or by the junior warden. Your regular and early attendance will afford the best proof of your zeal and attachment to the lodge.

(Taken from the *North Carolina Masonic Ceremonies*)

Duties of the Senior Steward

As described by

The Code, Constitution and Regulations of the Grand Lodge of North Carolina

Reg. 59-15 Stewards. The duties of the stewards shall be as follows:

1. They shall perform such duties agreeable to the usage of the craft and pertaining to their offices as may be required by the ritual, the junior warden, or the master.
2. They shall provide for the comfort of the brethren.

_____ Lodge # _____ Traditional and Current Lodge Duties
of the Senior Steward

As ordered by

_____, *Master, for the year* _____

1. _____
2. _____
3. _____
4. _____
5. _____
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(this form is included for all officers in the appendix)

The Junior Deacon's Charge

Brother,

You have been appointed by the Master of your lodge to the office of Junior Deacon for the ensuing year.

This office carries much responsibility. You are basically, the “keeper of the gate.” It is your responsibility to assist the Tyler, before the lodge is purged, to vouch for visiting brethren. If you cannot, it is your responsibility to advise the Master and/or Wardens so that proper examination of the visitor may be initialized. It is your duty to guard the lodge entrance from within the lodge. No one should enter or leave the lodge without the master's permission or order. It is your duty to assist the Senior Deacon in purging the lodge according to the rules and regulations in *The Code*. You are responsible for seeing that all that enter the lodge are properly clothed.

Your office is of such importance that when you are performing other various duties in the lodge, the a M a s t e r must appoint another master mason to fill your chair during the performance of those duties. You are, in essence, “the guard within.” The Grand Lodge education booklet *Program for Progress* notes that “You are already a leader.”

In the performance of your duties in previous chairs, you have demonstrated leadership qualities to varying degrees. Take the opportunity this year to hone and polish those leadership skills. Your participation and attendance at the lodge social events, projects, and fund raisers are good tools for sharpening your leadership skills. The lessons they teach and the experience you gain will benefit you throughout your journey through the chairs and in life itself.

Before being installed as junior deacon, you and all of the officers-elect, made the following pledge:

I promise on the honor of a master mason that I will, to the best of my ability, conform to and abide by the ancient landmarks, regulations, and usages of Masonry, the Constitution and laws of the Grand Lodge of Ancient, Free and Accepted Masons of North Carolina and the laws of this lodge, and that I will faithfully perform the duties of the office to which I have been selected.

Upon being installed into the office you now occupy, the installing officer read the following charge to you:

Brother, you have been appointed or elected Junior Deacon of this lodge. It is your duty to act as messenger of the Senior Warden in the active duties of the lodge, to have special care to see that the lodge is properly tyled. If you cannot personally vouch for each person in the lodge room as a master mason at the time the lodge is being purged, you shall proceed forthwith in the proper manner to satisfy yourself to that effect. The failure to perform this important duty shall be a serious offense. It is also your duty to announce the name of each visiting brother, the name, number, and location of his lodge, to be certain that he is duly vouched for and that he is properly clothed before he is admitted to the lodge. You are to perform such other duties as the customs of the craft may require, or the master may order. The square and compasses as the badge of your office, I now entrust to your care. I do not doubt your vigilance and attention.

(Taken from the *North Carolina Masonic Ceremonies*)

Duties of the Junior Deacon

As described by

The Code, Constitution and Regulations of the Grand Lodge of North Carolina

Reg. 59-14 Junior Deacon. The duties of junior deacon shall be as follows.

1. He shall act as messenger of the senior warden in the active duties of the lodge.
2. He shall have special care that the lodge is secure. [59-2.49].
3. If the junior deacon cannot personally vouch for each person in the lodge room as a master mason at the time the lodge is being purged, he shall proceed forthwith in the proper manner to satisfy himself to that effect. Failure to perform this important duty fully and properly shall be a serious Masonic offense. [50-4; Chapter 51].
4. He shall perform such other duties as the usage and customs of the craft may require or the master may order.

_____ Lodge # _____ Traditional and Current Lodge Duties
of the Junior Deacon

As ordered by

_____, *Master, for the year* _____

1. _____
2. _____
3. _____
4. _____
5. _____
- _____
- _____

(this form is included for all officers in the appendix)

The Senior Deacon's Charge

Brother,

You have been appointed, by the master of your lodge, as the Senior Deacon for the ensuing year.

This is a very important office. This year, you need to pay more attention to the elected positions in the lodge. Learn all you can from them. You will, by the grace of the brethren, be elected junior warden next year. Your performance in this position will play an important role toward that election.

Your attendance and participation in most, if not all, of the lodge functions is needed. This is where you will gain the knowledge and experience required performing the duties of the junior warden. If you do not participate, you will be unable to function properly in your office and the lodge and our charities will suffer the consequences.

The Junior Warden will assign more responsibilities and tasks to you this year. These tasks and responsibilities are not assigned to you just so you will work, but to help inform you as to what is expected of you next year. Your cooperation will be appreciated and the effort you expend will ultimately help gain for you some of the knowledge and experience you will need one day as master of the lodge.

Before being installed as an officer in your lodge, you and all of the other officers-elect took the following pledge:

I promise on the honor of a master mason that I will, to the best of my ability, conform to and abide by the ancient landmarks, regulations, and usages of Masonry, the Constitution and laws of the Grand Lodge of Ancient, Free and Accepted Masons of North Carolina and the laws of this lodge, and that I will faithfully perform the duties of the office to which I have been selected.

Upon being installed in the office you now occupy, the installing officer read the following charge to you:

Brother, you have been appointed or elected senior deacon of this lodge. You are to act as messenger of the master in the active duties of the lodge, to give fraternal attention to visiting brethren, to receive and conduct candidates into the different degrees of Masonry. In the immediate practice of our rites and ceremonies, to you, with such assistance as you may deem necessary, may be entrusted the examination of visitors. You are to perform such duties as the customs of the craft may require, or the master may order. The square and compasses, as badges of your office, I entrust to your care, not doubting your zeal and attention.

Taken from the *North Carolina Masonic Ceremonies*

Duties of the Senior Deacon

As described by

The Code, Constitution and Regulations of the Grand Lodge of North Carolina

Reg. 59-13 Senior Deacon. The duties of Senior Deacon shall be as follows:

1. He shall act as messenger of the master in the active duties of the lodge.
2. He shall give fraternal attention to visiting brethren.
3. He shall receive and conduct candidates in the three degrees of Masonry.
4. He shall perform such other duties as the usage and customs of the craft may require or the master may order.

_____ Lodge # ____ Traditional and Current Lodge Duties
of the Senior Steward

As ordered by

_____, *Master, for the year* _____

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2. _____
3. _____
4. _____
5. _____
- .. _____
- .. _____

(this form is included for all officers in the appendix)

The Junior Warden's Charge

Brother,

The brethren of your lodge have elected you to the office of Junior Warden for the ensuing year.

Your brothers have exhibited a high degree of trust, respect, and confidence in you and your abilities by electing you to this office. You have demonstrated, while serving in the previous chairs, your commitment, ability, and a strong desire to serve your lodge and Masonry. In doing so, you have earned that trust, respect, and confidence.

It is important that you understand the duties and responsibilities of the office to which you have been elected.

By accepting your election to this office, you are demonstrating your trust, respect, and confidence in your brother masons.

This station is, by far, the most difficult and the most demanding yet, with the duties and responsibilities it carries. Your commitment and the satisfactory performance of those duties and responsibilities serves to further prepare you for the next step in attaining your ultimate goal, being eventually elected to sit in the East.

Before being installed as Junior Warden, you and all of the officers-elect, made the following pledge:

I promise on the honor of a master mason that I will, to the best of my ability, conform to and abide by the ancient landmarks, regulations, and usages of Masonry, the Constitution and laws of the Grand Lodge of Ancient, Free and Accepted Masons of North Carolina and the laws of this lodge, and that I will faithfully perform the duties of the office to which I have been selected.

Upon being installed into the office you now occupy, the Installing Officer read the following charge to you:

Brother, you have been elected junior warden of this lodge and invested with the badge of your office. The plumb admonishes us to walk uprightly in our several stations, to hold the scales of justice in equal poise, to observe the just medium between intemperance and pleasure, and to make our passions and prejudices coincide with the line of our duty.

To you is committed the superintendence of the craft during the hours of refreshment. It is therefore indispensably necessary that you should not only be temperate and discreet in the indulgence of your inclinations, but carefully observe that none of the craft be suffered to convert the purposes of refreshment into intemperance and excess.

Your regular and punctual attendance is particularly requested. I have no doubt that you will faithfully execute the duty which you owe to your present election.

—Look well to the South!

Taken from the *North Carolina Masonic Ceremonies*

Duties of the Junior Warden

As described by

The Code, Constitution and Regulations of the Grand Lodge of North Carolina

Reg. 59-10 Junior Warden: The duties of the Junior Warden shall be as follows:

1. He shall superintend the craft during the hours of refreshment.
2. He shall take cognizance of all complaints of any un-Masonic conduct and bring the same before the lodge, or to prefer charges therefor, provided that his failure to act shall not bar any brother from bringing a complaint directly before the lodge or preferring charges as provided by law.
3. He shall represent the lodge personally or by regularly appointed proxy in conjunction with the master and senior warden at all communications of the Grand Lodge. [3-1.3; 3-3; 3-4].
4. He shall succeed to and exercise all the powers of the master in the absence of the two officers above him. So far as practicable the provisions of Regulation 59-9 shall apply when the junior warden acts as master.

_____ Lodge # _____ Traditional and Current Lodge Duties
of the Junior Warden

As ordered by

_____, *Master, for the year* _____

1. _____
2. _____
3. _____
4. _____
5. _____
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-

(this form is included for all officers in the appendix)

The Senior Warden's Charge

Brother,

Due to your hard work, dedication, and perseverance, the brethren of your lodge have elected you as senior warden.

You have just completed your busiest year since you started in the line six years ago. It has been a long and tedious journey. It is now time for you to reflect upon what you have learned during this journey and begin serious planning of your year as master. It will be here before you know it. Don't think you can fall asleep in the "rocking chair" now that your ultimate goal is in sight. Take advantage of this time to share your past experiences with the junior officers. Work with the master toward the successful completion of his year and learn from his successes and mistakes. Use this time wisely to prepare yourself in a manner that will help make your year as master a successful one.

It is important that you understand the duties and responsibilities of the office to which you have been elected.

The senior warden's station is the most important leg of your journey. This year you begin putting your plans for next year into motion. Use the experience of the master and the past masters to assist you. The past masters are an extremely valuable asset.

By accepting your election to this office, you are demonstrating your trust, respect, and confidence in your brother masons.

Before being installed as senior warden, you and all of the officers-elect, made the following pledge:

I promise on the honor of a master mason that I will, to the best of my ability, conform to and abide by the ancient landmarks, regulations, and usages of Masonry, the Constitution and laws of the Grand Lodge of Ancient, Free and Accepted Masons of North Carolina and the laws of this lodge, and that I will faithfully perform the duties of the office to which I have been selected.

Upon being installed into the office you now occupy, the installing officer read the following charge to you:

Brother, you have been elected Senior Warden of this lodge and invested with the ensign of your office. The level demonstrates that we are descended from the same stock, partake of the same nature, and share the same hope. Though distinctions among men are necessary to preserve subordination; yet no eminence of station should make us forget that we are brethren. He who is placed on the lowest spoke of fortune's wheel may be entitled to our regard; because a time will come, and the wisest knows not how soon, when all the distinctions, but that of goodness, shall cease; and death, the grand leveler of human greatness, shall reduce us to the same state.

Your regular attendance at our stated communications is necessary. In the absence of the master you are to govern his lodge; in his presence, you are to assist him in the government of it. I firmly rely on your knowledge of Masonry and attachment to the lodge for the faithful discharge of the duties of this important trust.

—Look well to the West!

Taken from the North Carolina Masonic Ceremonies

Duties of the Senior Warden

As described by

The Code, Constitution and Regulations of the Grand Lodge of North Carolina

Reg. 59-9 Senior Warden. The duties of the Senior Warden shall be as follows:

1. He shall take charge of the craft during the hours of labor in the absence of the Master.
2. He shall represent the lodge in conjunction with the Master and Junior wWarden at all communications of the Grand Lodge or to appoint his proxy therefor. [3-1.3; 3-3; 3-4].
3. He shall succeed to and exercise all the powers of the master in the event of his absence. [45-5].
4. The master shall be considered absent, so as to justify a warden or a past master in acting as Master, when he is not present at a communication of the lodge, either stated or emergent, or when he is absent from the jurisdiction, or is mentally or physically unable to do official acts when necessity therefor arises. [59-10.4].
5. The member qualified and acting as master shall have the same powers and he is held to the same accountability as the lawful master of the lodge during the time he shall be lawfully acting as such, and no longer.
6. A Warden shall not call an emergent communication of his lodge while his superior officer is within territorial jurisdiction thereof and is able to authorize the call, but a Warden acting in the absence of the Master has the same power and authority as the master. [45-3; 45-5].
7. When acting as master, he shall sign official documents Senior Warden, but adding thereto acting Master. [45-12; 57-8].

_____ Lodge # _____ Traditional and Current Lodge Duties
of the Senior Warden

As ordered by

_____, *Master, for the year* _____

1. _____
2. _____
3. _____
4. _____
5. _____
- _____
- _____

(this form is included for all officers in the appendix)

The Master's Charge

Greetings Worshipful Master,

Congratulations upon being elected as master of your lodge.

Through dedication, hard work, careful planning, sacrifice and determination, you have achieved the goal you set many years ago when you accepted an appointment to the line of officers. You have achieved a goal that few masons attain.

Your journey has been long and tedious. You have gained much knowledge and experience over the years. Now is the time to make use of that knowledge and experience governing your lodge over the next year.

Govern your lodge wisely. Run your lodge as you see fit. The brethren have placed their trust in you to lead them for the next year.

Be firm, yet flexible. Be proud, yet humble. Treat your brethren with the same respect they demonstrated when they elected you as master.

Worshipful Brother, you have been elected to one of the most important and honorable positions you could ever hold. Remember well the lessons of the degrees and what they teach. Never lose sight of "The Three Great Lights" and to what they allude. Wear your apron proudly and never forget its meaning, mostly, remember the only creed a mason is required to profess, "Trust in God."

Serve well in the East!

Before being installed as master, you and all of the elected and appointed officers made the following pledge:

I promise on the honor of a master mason that I will, to the best of my ability, conform to and abide by the ancient landmarks, regulations, and usages of Masonry, the Constitution and laws of the Grand Lodge of Ancient, Free and Accepted Masons of North Carolina and the laws of this lodge, and that I will faithfully perform the duties of the office to which I have been selected.

Upon being installed into the office you now occupy, the Installing Officer read the following charge to you:

- I. You agree to be a good man and true, and strictly to obey the moral law.*
- II. You agree to be a peaceable subject, and cheerfully to conform to the laws of the country in which you reside.*
- III. You promise not to be concerned in plots and conspiracies against government, but patiently to submit to the decisions of the supreme legislature.*
- IV. You agree to pay a proper respect to the civil magistrates, to work diligently, live creditably, and act honorably by all men.*
- V. You agree to hold in veneration the original rules and patrons of the order of Masonry, and their regular successors, supreme and subordinate, according to their station, and to submit to the awards and resolutions of your brethren, when convened, in every case consistent with the constitutions of the order.*
- VI. You agree to avoid private piques and quarrels, and to guard against intemperance and excess.*

Officers Handbook

- VII. *You agree to be cautious in carriage and behavior, courteous to your brethren, and faithful to your Lodge.*
- VIII. *You promise to respect genuine brethren, and to discountenance imposters and all dissenters from the original plan of Masonry.*
- IX. *You agree to promote the general good of society, to cultivate the social virtues, and to propagate the knowledge of the art.*
- X. *You promise to pay homage to the Grand Master and to his officers when duly installed, and strictly to conform to every edict of the Grand Lodge, or general assembly of masons, that is not subversive of the principles and groundwork of Masonry.*
- XI. *You admit that it is not in the power of any men, or body of men, to make innovations in the body of Masonry.*
- XII. *You promise a regular attendance at the committees and communications of the Grand Lodge, on receiving proper notice, and to pay attention to all the duties of Masonry, on convenient occasions.*
- XIII. *You admit that no new lodge shall be formed without permission of the Grand Lodge, and that no countenance be given to an irregular lodge, or to any person clandestinely initiated therein, being contrary to the ancient charges of the order.*
- XIV. *You admit that no person can be regularly made a mason or be admitted as a member of any regular Lodge without previous notice and due inquiry into his character.*
- XV. *You agree that no visitor shall be received into your lodge without due examination and without producing proper vouchers of his having been initiated into a regular lodge.*

These are the regulations of Free and Accepted Masons.

My Brother, do you submit to these charges and promise to support these regulations, as masters have done in all ages before you?

After your affirmative answer was given the installing officer continued:

Brother, in consequence of your cheerful conformity to the charges and regulations of the fraternity, you are now to be installed master of this lodge, in full confidence of your care, skill, and capacity to govern the same.

After being invested with the apron and jewel of your office, the installing officer continued:

Worshipful Master, you will now receive the furniture and various implements used in your lodge. They are emblematic of our conduct in life, and on this occasion are carefully enumerated.

The Holy Writings, that Great Light in Masonry, will guide you to all truth; it will direct your path to the temple of happiness, and point out to you the whole duty of man. However men may differ in creed, yet all men agree that within the pages of the Holy Bible are found those principles which lay the foundation upon which to build a righteous life. Freemasonry would take all men by the hand and, leading them to its altar, would point to the open Bible and urge each faithfully to direct his steps through life by the light he shall find therein. If, from our sacred altar, the atheist or irreligious man should ever wrest this book and thus remove, or even obscure, the Great Light of Freemasonry, that light which has been for centuries the rule and guide of all masons, then we could no longer claim the

proud title and rank of master mason. As long as that sacred light shines upon our altar, as long as it illumines and brightens the pathway of the craftsman by the golden rays of truth; so long will Freemasonry live and shed its beneficent influence among men. Guard, then, my brother, this sacred book as you guard your life. Defend it as you would defend the flag of your country. Live according to its sublime precepts; govern yourself that you may be able to govern others; learn first that you may be able to teach; for justice, moderation, and decorum should mark the acts of an upright man.

The square teaches us to regulate our actions by rule and line, and harmonize our conduct by the principle of morality and virtue.

The compasses teach us to limit our desires in every station; that, rising to eminence by merit, we may live respected and die regretted.

The rule directs that we should punctually observe our duty, press forward in the path of virtue, and, neither inclining to the right nor to the left, in all our actions have eternity in view.

The line teaches the criterion of moral rectitude, to avoid dissimulation in conversation and action, and to direct our steps to the path which leads to a glorious immortality.

You were then conducted to the East where you were handed your master's cover and told:

It is fitting that you should be covered when presiding over the lodge.

Worshipful Master, I now place in your hands the gavel, an additional insignia of your rank and authority. Wield it, my brother, with prudence and discretion – firmly, but never arbitrarily – to the end that good order and harmony may be preserved.

You were then presented the charter and told:

Worshipful Master, I now present to you the charter of (insert your lodge name here), and charge you that you must preserve it with unflinching care and deliver it to your successor in office.

The installing officer then read:

The Book Of Constitutions and the By-Laws of your lodge you are to search at all times. Cause them to be read in your lodge that none may pretend ignorance of their excellent precepts.

The installing officer then presented the charge to you:

Worshipful Master, being selected master of this lodge, you cannot be insensible of the obligations which devolve on you as their head, nor of your responsibility for the faithful discharge of the important duties annexed to your election.

The honor, reputation, and usefulness of your lodge will materially depend on the skill and devotion with which you manage its concerns, while the happiness of its members will be generally promoted in proportion to the zeal and ability with which you propagate the genuine principles of our institution.

For a pattern of imitation, consider the great luminary of nature, which, rising in the east, regularly diffuses the light and lustre to all within its circle. In like manner, it is your province to spread and communicate light and instruction to the brethren of your lodge. Forcibly impress upon them the dignity and high importance of Masonry. Seriously admonish them never to disgrace it. Charge them to practice out of this lodge those duties which are taught in it. By amiable, discreet, and virtuous conduct, they will convince mankind of the goodness of the institution, so that, when anyone is said to be a member of it, the world may know that he is one to whom the burdened heart may pour out its sorrows, to whom distress may prefer its suit, whose hand is guided by justice, and whose heart expanded by benevolence. In short, by a diligent observance of the by-laws of your lodge, the constitutions of Masonry, and above all, the Holy Scriptures, which are given as a rule and guide to your faith, you will be enabled to acquit yourself with honor and reputation, and lay up a crown of rejoicing, which shall continue when time shall be no more.

Taken from the North Carolina Masonic Ceremonies

Duties of the Master

As described by

The Code, Constitution and Regulations of the Grand Lodge of North Carolina

Reg. 59-2 Master. Some, but not all of the powers of the Master of a lodge which are also duties to be performed by him, or at his direction and under his supervision, are as follows:

1. He may discharge all of the executive functions of his lodge, always subject to the law of the Grand Lodge.
2. He may expound the law and decide all questions of Masonic law and order, subject to review by the Grand Master and the Grand Lodge. [8-1, 8-2].
3. He may issue or cause to be issued all summonses or notices which may be required when the welfare of Masonry, the interest of the lodge, or the rights of a brother demand.
4. He shall take special care that disobedience of a duly served summons be promptly followed by discipline unless the offender renders excuse for the offense satisfactory to the lodge. [45-5; 83-2].
5. He may convene his lodge in emergent communication whenever he deems it necessary. [45-3; 45-5].
6. He may close his lodge at his pleasure, but it shall be closed as provided in Regulation 45-17 .
7. He may decide who shall be admitted to the lodge and he may deny admission to a visitor. [50-5; 50-5.7].
8. He shall see that worthy brethren visiting from other lodges have courteous attention and a welcome to his Lodge.
9. He may deny admission to a brother who is disqualified by law to sit in a lodge or who is under the influence of intoxicants. [74-5; 90-4].
10. He may refuse to entertain a motion. [45-23.20].
11. He may declare the business of a lodge and may prohibit or allow debate. [45-23.20].
12. Except as otherwise provided in Regulation 73-3, he may delay until the next stated communication only, a ballot on a petition for the degrees or an application for affiliation, advancement, or restoration.
13. He may order a ballot spread outside the regular order of business at a stated communication. [68-2; 68-14; 73-3; 73-6; 75-8].
14. He may order a vote taken by the customary method, if a ballot is not required by law, unless two members concur in a demand that it be taken by ballot. [63-3].
15. He may confer a degree or postpone conferring a degree against the wishes of a majority of the members except upon objection to initiation or advancement as provided by law. [73-3].
16. After having opened his lodge, he may place any capable master mason in the East and permit him to confer any of the degrees, the master being present. If any regular officer is absent, his office should be filled pro tempore. [24-1.1; 45-12.2; 71-15].
17. He may complete unfinished material or business, except as may be otherwise provided by law. [73-3; 73-4].

18. He may set aside an election of officers for a violation of the law against electioneering for office. [86-2.14; 86-2.15].
19. He may appoint all appointive officers not otherwise provided for and fill vacancies in such offices. [54-2].
20. He may discharge any or all members of a committee appointed who fail to, or refuse to, act, and fill any vacancy thus created. [67-9].
21. He may perform such other acts, by ancient usage proper to his office, as shall not be in contravention of any provision of *The Code* or any law of the Grand Lodge.
22. He shall preserve the charter of the lodge with unflinching care and to deliver it to his successor in office. [38-3.1; 40-6; 59-6; 41-8; 38-3.4].
23. He may appoint all committees except as otherwise provided. [Chapter 61].
24. He shall open and preside over the lodge when present, and to make all necessary provisions for the faithful performance of the duty when absent, except that he shall surrender the chair to the grand master or his representative or the district deputy grand master, on their official visitations. [45-12; 45-12.1].
25. He may cast the deciding vote in the event of a tie if he has not already voted. [44-7 (Art. 22B); 63-16].
26. He shall give Masonic instruction at every communication of his lodge.
27. He shall guard carefully against any infraction of the by-laws of his lodge, the laws of the Grand Lodge, or the general regulations, usages, and customs of Masonry, and suffer no departure therefrom upon the plea of convenience or expediency except in cases of emergency, and then only when authorized by a dispensation of the grand master. [76-3.4.A].
28. He shall require every member of the lodge present except the Tyler, to vote upon all questions of a business nature coming before the lodge unless excused at his own request by the Master. The Tyler, if a member of the lodge, shall vote in all secret ballots by balls and cubes, and he shall not be excused therefrom. [63-4; 63-11; Chapter 63].
29. He shall permit no appeal from his decision to be made to the lodge. [59-4; 59-5; 59-5.4; 45-23.20; 8-3; 8-3.4].
30. He shall make the work and ritual practiced in his lodge conform to the authorized work adopted by the Grand Lodge and to no other system, and to preserve carefully the Official Standard of the Work received for by him. [24-5; 24-5.3; Chapter 24].
31. He shall have a copy of *The Code* always available in the lodge room when the lodge is open.
32. He shall require the members of his lodge to obey a mandate of the Grand Master. Refusal of its members to submit to such decisions, until reversed by the Grand Lodge, is revolutionary and shall subject the offenders to discipline for un-Masonic conduct.
33. He shall read and expound to the lodge the proceedings of the Grand Lodge.
34. He shall sign all orders drawn upon the Treasurer after approval by the lodge. [59-11.3].
35. He shall take command of the other officers and to claim of them at any time advice and assistance on any business relative to the craft.
36. He shall see that the proper officers collect and truly keep the moneys of the lodge, see that

- the furniture and other valuables are properly cared for, and should the charter be forfeited or surrendered, to preserve these things subject to the order of the Grand Lodge. [41-9; 41-1.2].
37. He shall see that the law for collection of dues is fully observed. [77-24].
 38. He shall see that the secretary promptly pays the lodge funds to the treasurer. The master is justified in removing a secretary who fails or refuses to do so. [59-12.4].
 39. He shall see that the annual returns to the Grand Lodge are made out properly and forwarded by the secretary by the time required by the Grand Lodge, and that the amount due to the Grand Lodge is paid promptly. [Chapter 47].
 40. He shall convene his lodge in stated communication at the time prescribed in its by-laws. [44-7 (Art. 8)].
 41. He shall convene his lodge upon the official visitation of the grand master or his representative, extend to him the appropriate courtesies and, when called upon, submit for his inspection the by-laws and records of the lodge. [13- 3.3].
 42. He shall see that all un-Masonic conduct that comes to his knowledge is dealt with according to the laws of the Grand Lodge. [41-10.4].
 43. He shall preside at the Masonic burial services of deceased master masons. [82-1; 82-2].
 44. He shall represent his lodge in conjunction with the wardens at all communications of the Grand Lodge, or appoint his proxy therefor. [3-1.3; 3- 3; 3-4; Official Form 43].
 45. He shall inspect the ballot box, after requiring it to be inspected by the wardens, declare the result, and immediately thereafter destroy the ballot.
 46. He shall install his successor in office or cause it to be done. [55-7]
 47. He shall declare a petition for the degrees received by the lodge after it has been read in open lodge, provided, the lodge has jurisdiction over it, and he, or the lodge, has not refused to entertain it. [65-6].
 48. He shall order a petition or application withdrawn and returned if he discovers after it has been received, that the lodge does not have jurisdiction or that the petitioner or applicant is not mentally or physically qualified. If he is morally disqualified, the petition or application shall not be withdrawn but shall go to the ballot. [65-6; 65-7; 66-2; 67-4; 67-6; 75-8; 78-2].
 49. He shall see that the place of the Junior Deacon is always filled although this officer himself may be in the lodge hall but elsewhere temporarily performing his duties. [59-14.2].
 50. He shall see that the East is always filled when the lodge is open. [45-12; 57- 8].

A Past Master Speaks

By Carl H. Claudy

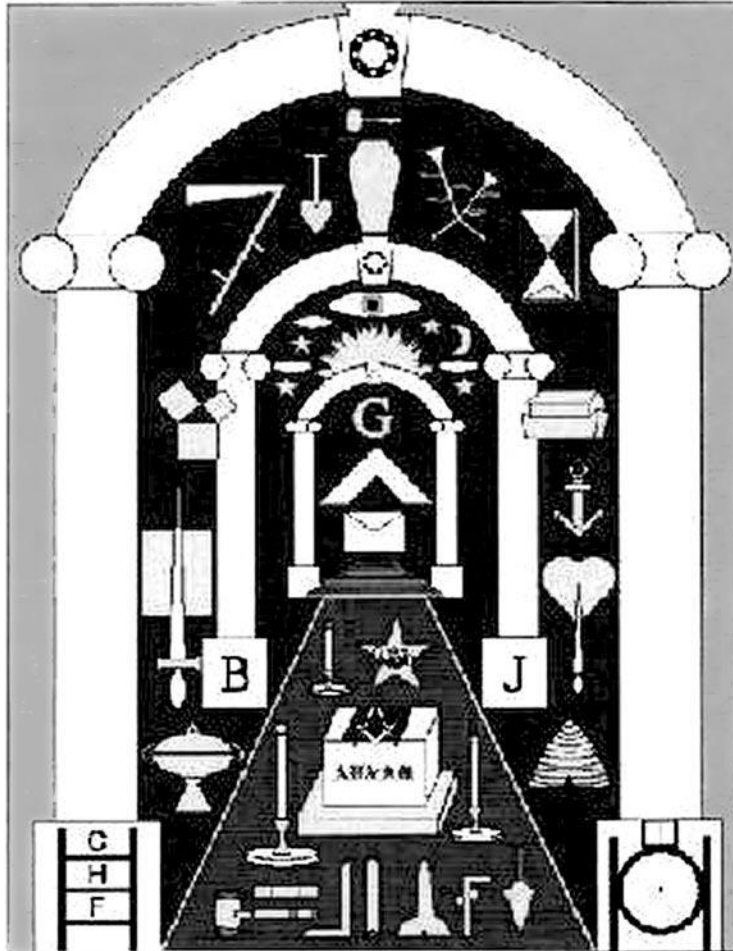
We are a jealous lot, we Past Masters!

But our jealousy is not of the Master but for the lodge we have loved and served. We want to see her succeed, go forward, grow bigger, better, finer, more useful to our brethren. Most of us count no personal sacrifice comparable to the good of the lodge; most of us will go to great lengths to serve again in any capacity, if by so doing we can help the old lodge another mile forward on what we hope will be always an honorable path to glory.

Therefore, Worshipful Sir, use us, we who have had our little hour in the East. We have experience – make it count for you. We have learned to work – make us work for you. We have understanding of lodge and membership problems – make it yours. Give us a job to do, a committee membership, a minor appointment; aye, give us the hard and unwanted jobs, and most of us will jump at the chance. And if you are reasonably gentle about it, and treat us with even a modicum of fraternal courtesy – such as the young should always offer the old! – some day we will welcome you as immediate past master and make you one of the charmed circle without which no lodge can function at its best.

This article was distributed on *The Tarheel Mason* dated February 8, 2003 by the Masonic Education Committee.

Degree Assignments and Prop Placement



Entered Apprentice Degree

Entered Apprentice Degree Team Assignments

Candidate: _____

Date: _____

Master: _____

Senior

Warden: _____

Junior Warden: _____

Senior Deacon: _____

Junior Deacon: _____

Senior Steward: _____

Junior Steward: _____

Tyler: _____

Chaplain: _____

Apron Lecture: _____

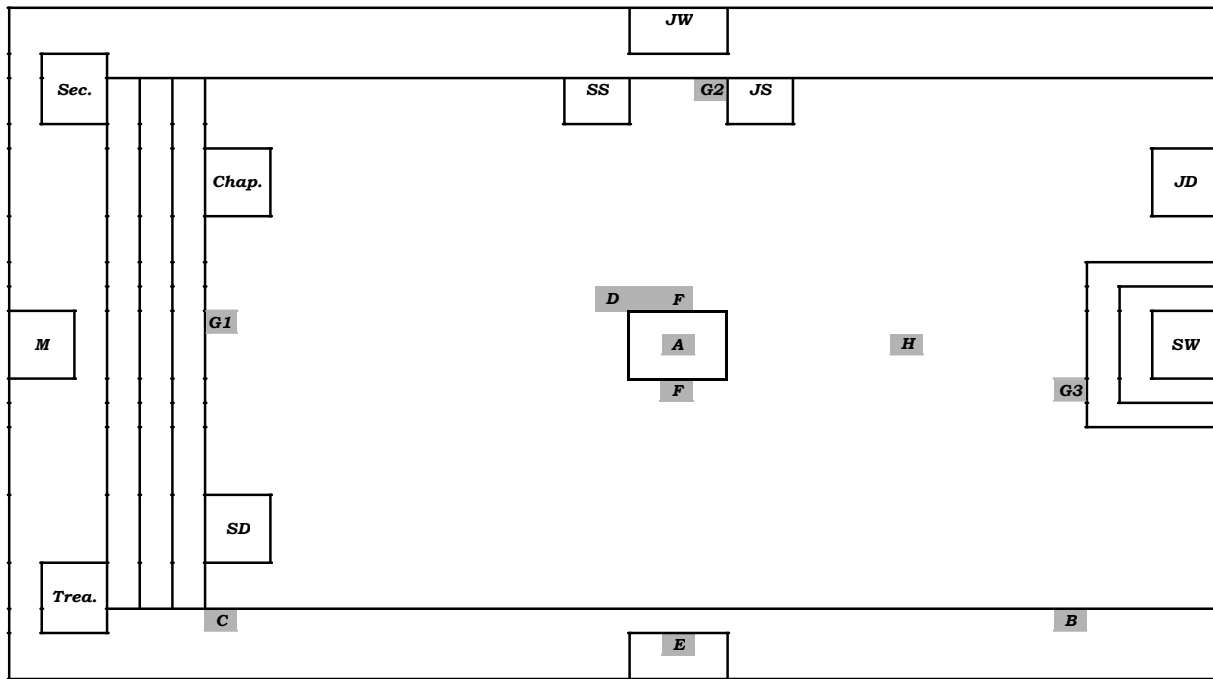
Candidate Prep: _____

Lecture: _____

Charge: _____

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Props Placement for Entered Apprentice Degree



- A** Bible; bookmarked to the Entered Apprentice Degree Scripture
- B** Sharp Instrument
- C** Working Tools; Twenty-Four Inch Gauge and Common Gavel
- E** Burning Tapers
- White Leather Apron**

- F** Staff Stands (If Used)
- G1** Wooden Block for Rapping Staff on Floor (If Used)
- G2** Wooden Block for Rapping Staff on Floor (If Used)
- G3** Wooden Block for Rapping Staff on Floor (If Used)
- H** Kneeling Pillow for Prayer

The Questions

Preliminaries To The Admission Of Candidates

Reg. 79-04: Before the candidate may enter the lodge for initiation, he shall plainly and unequivocally give his oral assent to these three questions:

1. “Do you seriously declare, upon your honor, that unbiased by friends and uninfluenced by mercenary motives, you freely and voluntarily offer yourself a candidate for the mysteries of Masonry?”
2. “Do you seriously declare, upon your honor, that you are prompted to solicit the privileges of Masonry by a favorable opinion conceived of the institution, a desire for knowledge, and a sincere wish to be serviceable to your fellow creatures?”
3. “Do you seriously declare, upon your honor, that you will cheerfully conform to all the ancient established usages and customs of the fraternity?”
4. And he shall answer the following question: “Have you ever petitioned any other lodge and been rejected by it?”

Taken from the *Bahnson Manual*

Entered Apprentice Degree Scripture

Psalm 133

Admission Of The Candidate

Behold, how good and how pleasant it is for brethren to dwell together in unity!

1. It is like the precious ointment upon the head, that ran down the beard, even Aaron’s beard: that went down to the skirts of his garments;
2. As the dew of Hermon and as the dew that descended upon the mountains of Zion: for there the Lord commanded the blessing, even life for evermore.

Taken from the *Bahnson Manual*

The Apron Lecture

I now present you the lambskin or white leather apron, which is an emblem of innocence, and the badge of a mason, more ancient than the Golden Fleece or Roman Eagle; more honorable than the Star and Garter, or any other order that can be conferred upon you at this time, or any future period, by king, prince, potentate, or any other person, except he be a mason, and which I hope you will wear with equal pleasure to yourself, and honor to the fraternity.

It may be that, in coming years, upon your head shall rest the laurel leaves of victory; on your breast may hang jewels fit to grace the diadem of an Eastern potentate; nay, more than these, with light added to the coming light, your ambitious feet may tread round after round the ladder that leads to fame in our mystic circle, and even the purple of our fraternity may rest upon your honored shoulders; but never again from mortal hands, never again, until your enfranchised spirit shall have passed upward and inward through the pearly gates, shall any honor so distinguished, so emblematic of purity and all perfections, be bestowed upon you as this which I now confer. It is yours to wear throughout an honorable life, and at your death to be placed upon the coffin which shall contain your earthly remains, and with them laid beneath the silent clods of the valley.

Let its pure and spotless surface be to you an ever-present reminder of a "purity of life and rectitude of conduct," a never-ending argument for nobler deeds, for higher thoughts, for greater achievements. And when at last your weary feet shall have come to the end of their toilsome journey, and from your nerveless grasp shall drop forever the working tools of life, may the record of your life and actions be as pure and spotless as the fair emblem which I place within your hands tonight. And when your trembling soul shall stand naked and alone before the Great White Throne, may it be your portion to hear from Him who sitteth as the Judge Supreme the welcome words- "Well done, good and faithful servant; enter thou into the joy of thy Lord."

Taken from the *Bahnson Manual*

The Working Tools

Entered Apprentice

The working tools of an Entered Apprentice are the *twenty-four-inch gauge* and the *common gavel*.

The *twenty-four-inch Gauge* is an instrument made use of by operative masons to measure and lay out their work, but we, as Free and Accepted Masons, are taught to make use of it for the more noble and glorious purpose of dividing our time. It being divided into twenty-four equal parts, is emblematic of the twenty-four hours of the day, which we are taught to divide into three equal parts; whereby are found eight hours for the service of God, and a distressed worthy brother; eight for our usual avocations; and eight for refreshment and sleep.

The *common gavel* is an instrument made use of by operative masons to break off the corners of rough stones, the better to fit them for the builder's use; but we, as Free and Accepted Masons, are taught to make use of it for the more noble and glorious purpose of divesting our hearts and consciences of all the vices and superfluities of life, thereby fitting our minds as living stones for that spiritual building, "that house not made with hands, eternal in the heavens."

Taken from the *Bahnson Manual*

Fellow Craft Degree

Fellow Craft Degree Team Assignments

Candidate: _____

Date: _____

Master: _____

Senior

Warden: _____

Junior Warden: _____

Senior Deacon: _____

Junior Deacon: _____

Senior Steward: _____

Junior Steward: _____

Tyler: _____

Chaplain: _____

Apron Lecture: _____

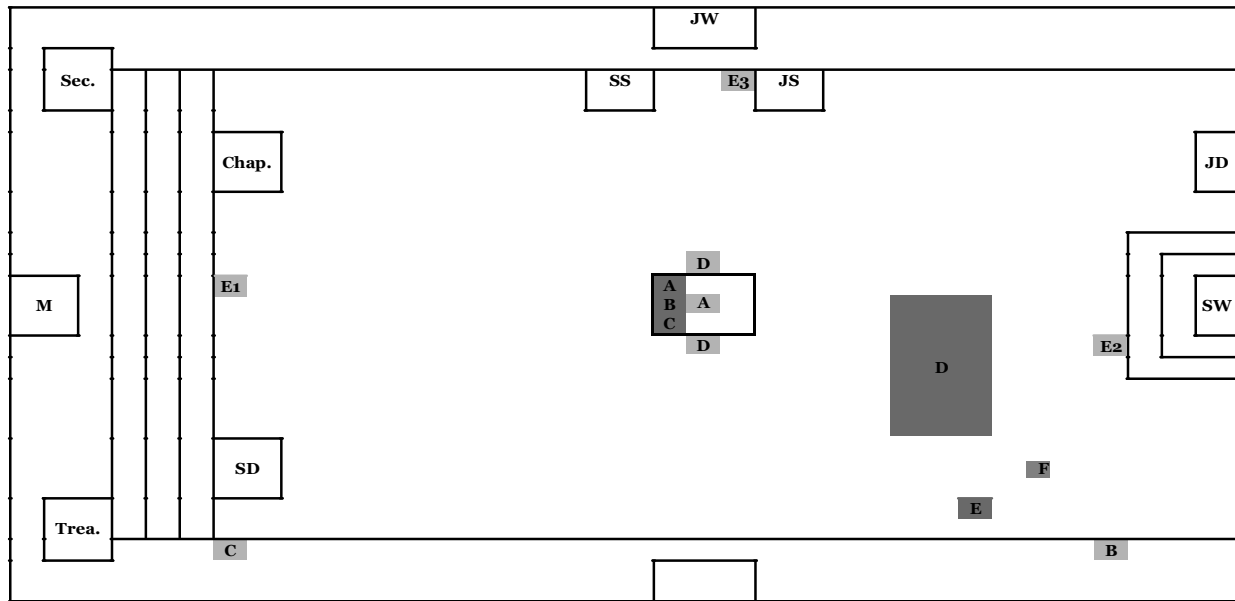
Candidate Prep: _____

Lecture: _____

Charge: _____

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Props Placement for Fellow Craft Degree



First Section

- A** Bible; bookmarked to the Fellowcraft Degree Scripture
- B** Square
- C** Working Tools; Plumb, Level and Square
- D** Staff Stands (If Used)
- E1** Wooden Block for Rapping Staff on Floor (If Used)
- E2** Wooden Block for Rapping Staff on Floor (If Used)
- E3** Wooden Block for Rapping Staff on Floor (If Used)

Second Section

- A** Corn
- B** Wine
- C** Oil
- D** Three, Five and Seven Steps
- E** Column
- F** Column

Fellow Craft Degree Scripture

Amos 7: 7-8

7. Thus he shewed me: and, behold, the Lord stood upon a wall made by a plumb-line, with a plumb-line in his hand.
8. And the Lord said unto me, “Amos, what seest thou?” And I said, “a plumb-line.” Then said the Lord, “Behold, I will set a plumb-line in the midst of my people Israel: I will not again pass by them any more.”

Taken from the *Bahnson Manual*

The Working Tools Fellow Craft

The working tools of and Fellow Craft are the plumb, the square, and the level. The plumb is an instrument made use of by operative masons to raise perpendiculars, the square to square their work, and the level to lay horizontals; but we as Free and Accepted Masons are taught to make use of them for more noble and glorious purposes; the plumb admonishes us to walk uprightly in our several stations before God and man, squaring our actions by the square of virtue, and remembering that we are traveling upon the level of time to that undiscovered country, from whose bourne no traveler returns.

Taken from the *Bahnson Manual*

Master Mason Degree
Master Mason Degree Team Assignments

First Section

Candidate: _____

Date: _____

Master: _____	Senior _____	Warden: _____
Junior Warden: _____	Senior Deacon: _____	
Junior Deacon: _____	Senior Steward: _____	
Junior Steward: _____	Tyler: _____	
Chaplain: _____	Working Tools: _____	
Candidate Prep: _____		
Lecture: _____		

Second Section

King Soloman: _____	Secretary: _____
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Senior Grand Warden: _____	Canvas Committee: _____
----------------------------	-------------------------

Senior Grand Deacon: _____	_____
----------------------------	-------

1st Ruffian: _____	_____
--------------------	-------

2nd Ruffian: _____	_____
--------------------	-------

3rd Ruffian: _____	_____
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1st Searcher: _____	_____
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2nd Searcher: _____	_____
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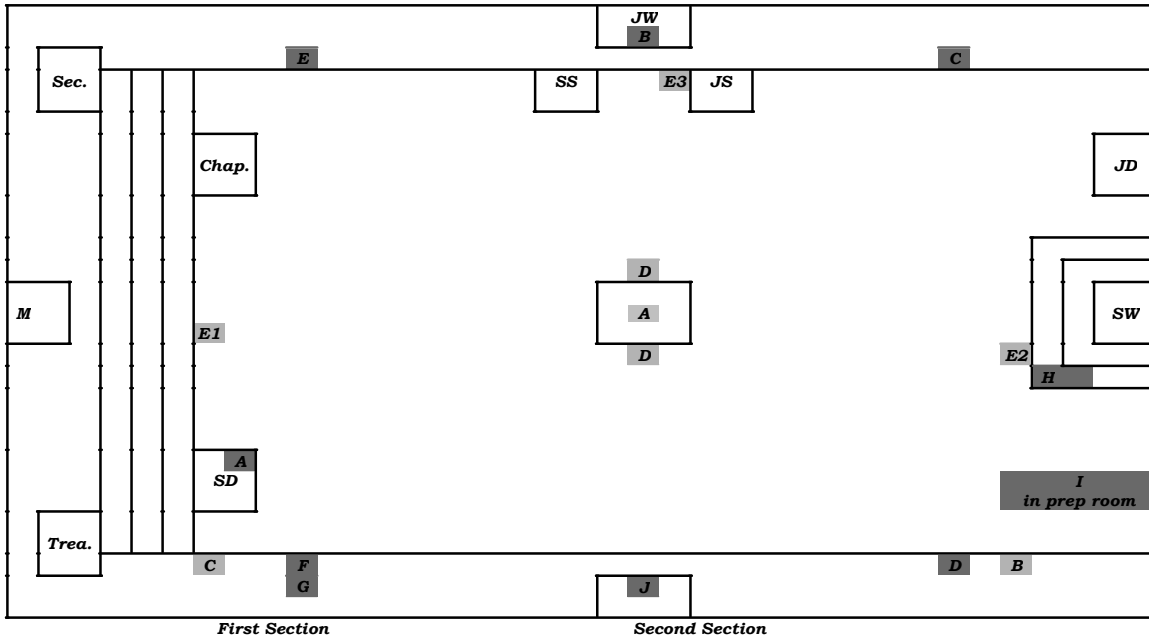
3rd Searcher: _____	_____
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Fellow Craft: _____	Graveside Prayer: _____ (if needed)
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Lecture: _____

This form may be copied Charge: _____

Props Placement for Master Mason Degree



- | | | |
|--|--|---|
| <p>A Bible; bookmarked to the MM Degree Scripture</p> <p>B Compasses</p> <p>C Working Tools; Trowel</p> <p>D Staff Stands (If Used)</p> <p>E1 Wooden Block for Rapping Staff on Floor (If Used)</p> <p>E2 Wooden Block for Rapping Staff on Floor (If Used)</p> <p>E3 Wooden Block for Rapping Staff on Floor (If Used)</p> | <p>A Hoodwink</p> <p>B Junior Warden's Jewel</p> <p>C 24" Gauge</p> <p>D Square</p> <p>E Setting Maul</p> | <p>F Canvas</p> <p>G Litter (If Used)</p> <p>H Sprig of Acacia</p> <p>I Chains for Ruffians (in Preparation Room)</p> <p>J White Gloves for the 12 Fellowcraft</p> |
|--|--|---|

Master Mason Degree Scripture

Ecclesiastes 12: 1-7

- 1 Remember now thy Creator in the days of thy youth, while the evil days come not, nor the years draw nigh, when thou shalt say, I have no pleasure in them;
- 2 While the sun, or the light, or the moon, or the stars, be not darkened, nor the clouds return after the rain:
- 3 In the day when the keepers of the house shall tremble, and the strong men shall bow themselves, and the grinders cease because they are few, and those that look out of the windows be darkened,
- 4 And the doors shall be shut in the streets, when the sound of the grinding is low, and he shall rise up at the voice of the bird, and all the daughters of music shall be brought low;
- 5 Also when they shall be afraid of that which is high, and fears shall be in the way, and the almond tree shall flourish, and the grasshopper shall be a burden, and desire shall fail: because man goeth to his long home, and the mourners go about the streets.
- 6 Or ever the silver cord be loosed, or the golden bowl be broken, or the pitcher be broken at the fountain, or the wheel broken at the cistern.

- 7 Then shall the dust return to the earth as it was: and the spirit shall return unto God who gave it.

Taken from the *Bahnson Manual*

The Working Tools

Master Mason

The working tools of a master mason are all the implements of Masonry indiscriminately, but more especially the trowel.

The trowel is an instrument made use of by operative masons to spread the cement which unites a building into one common bond; but we, as Free and Accepted Masons are taught to make use of it for the more noble and glorious purpose of spreading the cement of brotherly love and affection; that cement which unites us into one sacred band, or society of friends and brothers, among whom no contention should ever exist, but that noble contention, or rather emulation, of who can best work and best agree.

Taken from the *Bahnson Manual*

Voting in a Lodge

REG. 63-1 METHODS OF VOTING.

Voting in a subordinate lodge shall be first, by show of hands, second, by written paper ballot, third, by secret ballot of balls and cubes, and by no other method.

REG. 63-2 WRITTEN BALLOT.

When a vote by written paper ballot is ordered, the Master shall appoint not more than five tellers, and they shall be provided with ballot slips by the Secretary and shall immediately commence distributing them to the members present who are entitled to vote. The Master shall announce that each member voting shall prepare his ballot by writing clearly thereon the nature of his vote and shall order the tellers to collect the votes.

When all have voted, he shall declare the ballot closed and order the tellers to count the ballots and announce the result. Other business may be transacted while the tellers are counting the ballots if the lodge consents. [54-3; 54-3.1; 100-1.4; 100-1.7].

REG. 63-3 SHOW OF HANDS.

Unless the law requires a vote by ballot, it shall be taken by show of hands, provided, when not less than two members concur in a demand or when the Master may order, the vote shall be taken by paper ballot. Voting by Yea and Nay is not permitted. [59-2.14].

REG. 63-4 EVERY MEMBER PRESENT MUST VOTE.

Every member present must vote, unless excused by the Master, because of personal interest in the question or because he was not present when the question was first voted on. Blank pieces of paper are neither ballots nor votes and cannot be counted as such, nor can they have any effect upon the result. No member shall be excused in secret balloting. Entered Apprentices and Fellow Crafts are not members of a lodge. Members present and excused from voting on any question shall not be counted as present on that vote or ballot. [19-7; 19-8; 54-3.1; 59-2.28; 63-15; 68-3.16; 74-2; 45-23.17; 100-4].

REG. 63-5 SECRET BALLOT.

Secret ballot shall be taken as follows. [87-17].

1. Wherever the term secret ballot is used in THE CODE, it shall mean the use of white balls and black cubes but not black balls, and with a ballot box so arranged that the character of an individual ballot shall not become known. [Chapter 68].
2. A motion to reconsider a secret ballot is illegal and shall not be entertained.
3. A written ballot is not a secret ballot.
4. A secret ballot when once commenced must be completed without interval or postponement. [68-3.9; 68-3.13; 68-3.17; 68-3.18; 68-3.19].

REG. 63-6 ELECTION OF OFFICERS.

All ballots cast at an election of officers on which there does not appear in a legible manner the name of some member of the lodge are blank ballots, these are not votes and shall not be considered in determining the result. [19-8; 54-3.2].

REG. 63-7 TOO MANY BALLOTS.

If there are more ballots cast including blanks than there are members present, the vote is illegal and shall be declared void. [19-8].

REG. 63-8 LATE BALLOT.

The fact that a ballot was cast by a member after the Master declared the ballot closed, without objection by anyone, shall not invalidate the election after the result has been announced. [19-8;].

REG. 63-9 NO PROXIES.

A member shall not vote by proxy.

REG. 63-10 RETIREMENT DURING VOTE.

If a member retires from the lodge room during a vote and returns before the same is closed, he may be permitted to vote, but this does not apply in a secret ballot.

REG. 63-11 TYLER.

The Tyler, if he is qualified to vote in the lodge, shall be subject to the same law as any other member, but his failure to vote will not affect the legality of the voting or the result thereof. He shall not be excused from voting in a secret ballot. [59-2.28; 68-3.9].

REG. 63-12 CHANGE OF VOTE.

In all voting, except by secret ballot, a member may change his vote but only before the result has been announced.

REG. 63-13 MAJORITY VOTE.

A majority vote shall govern in all cases except as provided in THE CODE. No lodge shall in any manner, through its by-laws or by resolution or otherwise, require more than a majority vote of its members present to transact any financial or other business matter and no lodge shall in any such manner or by any device require the vote of its total membership or of any designated majority of its total membership to transact any matters except as provided in THE CODE. [44-7 (Art.22B,H); 60-10; 63-4; 45-23.18; 45-23.19].

REG. 63-14 VISITORS.

No visiting brother shall vote in a lodge on any matter.

REG. 63-15 PARLIAMENTARY USAGE.

In voting in a lodge Regulation 36-10 shall govern as far as its several provisions may apply. [Chapter 68].

REG. 63-16 MASTER'S VOTE.

The Master may cast the deciding vote in case of a tie, provided, he has not already voted. [44-7 (Art.22B); 59-2.25]. Taken from the NC Masonic Code

Reception of Dignitaries into a Lodge

1. The presiding officer in the East is always covered. Not more than one brother shall be covered in a lodge at the same time. The Grand master (or his representative when entering a lodge officially), *if the Grand Master is not present* shall always be covered, as it is his prerogative to preside. He shall uncover after the reception if he does not retain the gavel and preside over the lodge.
2. Private Grand Honors can be given only to officers and dignitaries of recognized Masonic Bodies, and only when the Grand Lodge or the lodge is duly tyled.
3. The Grand master, or his official representative, shall always be received with private Grand honors when visiting any lodge except his own, and then he shall be so received separately and not with other brethren who may be entitled to such honors.
4. When the Tyler reports to the Junior Deacon and the Junior Deacon to the worshipful Master.: **The Most Worshipful Grand master of masons in North Carolina is about to enter**, the master appoints one or more brethren to retire and present him, among whom shall be the District Deputy Grand Master of the District, if he is present and is not presiding. The Master then directs the Deacons to prepare to receive the Grand Master and orders a Steward to attend the door in place of the Junior Deacon.

The Deacons approach the Altar and take their places (the Senior Deacon two steps west of the northwest corner, and the Junior Deacon two steps west of the southwest corner of the Altar) and immediately cross their staffs.

The Steward attends the door, and the escort for the Grand Master retires from the lodge room. When preparations have been made, the Master calls up the lodge, arises, and announces: **Brethren, The Most Worshipful Grand Master of Masons in north Carolina is about to enter. Brother Steward, open the door.** The Master uncovers.

The Steward opens the door for the Grand Master and his escort. They approach the Altar. The Grand Master alone stands under the crossed staffs of the Deacons.

After the salutations have been given, one of the escorts, who shall be the District Deputy Grand Master of the district if he is present and is not presiding, introduces the Grand Master. The Master welcomes him and invites him to the East. The escort should conduct the Grand Master under the crossed staffs of the Deacons by the north side of the Altar to the East.

When the Grand Master leaves the Altar, the Deacons place their staffs at rest and remain at the Altar until the Lodge is seated, at which time they return to their respective places, and the Steward returns to his place.

As soon as the Grand Master arrives in the East and faces the brethren, and while the lodge is still standing, the Master orders that the brethren join with him in giving *private* Grand Honors. After the Grand Honors, the master presents the gavel to the Grand master, who may accept or decline it. If he accepts, he remains covered and the Master uncovered. If he declines, the Grand Master uncovers and the Master recovers. The lodge is then seated.

5. Past Grand Masters, Grand Lodge Officers, District Deputy Grand Masters, and others who are entitled to be recognized, other than the Grand Master, shall be received and conducted by the South side of the Altar to the East. The visiting brethren and their escort enter the lodge, advance to the Altar in single file in order of their respective ranks, the escort leading the procession, the visitor lowest in rank next, and others following in proper order. They form a line west of the Altar extending from north to south, facing the East, and give the customary salutation to the Master.

In receiving dignitaries other than the Grand Master, the staffs of the Deacons shall remain at the perpendicular throughout the reception. On introduction to the Master, each brother being received shall give the salutations individually. When the brethren who are invited to the East arrive in the East and face the brethren, *private* Grand Honors are given, after which the lodge is seated. The same procedure is followed in the Grand lodge, the Grand master remaining covered and *not* tendering the gavel.

6. The gavel should be offered only to the Grand Master or to his official representative.
7. The Grand Master, or his official representative, if the Grand Master is not present, is the only visiting brother who shall be covered when he enters the lodge.

8. The Grand Master, or the brother of highest rank present, should be the last speaker on any formal Masonic program or event.
9. A District Deputy Grand master when on official business for the Grand master, is received in the following manner:

The Tyler, after giving the alarm, announces to the Junior Deacon and the Junior Deacon to the Master: “The District Deputy Grand master of the _____ Masonic District wishes to enter.” The Master then requests the Deacons to attend the Altar where they stand with staffs perpendicular throughout the presentation. An escort is appointed by the Master to retire and present the District Deputy Grand Master.

The escort and the District Deputy Grand Master proceed to the Altar for the presentation, after which the District Deputy Grand Master is conducted by the South Side of the Altar to the East where private Grand Honors are given. The Deacons return to their places after the lodge is seated.

The District Deputy Grand Master is not to be received officially unless he is on official business.

10. A District Deputy Grand lecturer is entitled to be received .
11. All brethren who are entitled to recognition, as well as Masters and Past masters of other lodges, should always be announced by the Tyler and junior Deacon and received according to their respective rank, as follows:
 - A. Worshipful Brother _____, Master (or Past Master) of _____ Lodge No. _____, at _____.
 - B. Worshipful Brother _____, Past District Deputy Grand Master of the _____ Masonic District of North Carolina.
 - C. Worshipful Brother _____ -, District Deputy Grand Master of the _____ Masonic District of North Carolina.
 - D. Right Worshipful Brother _____, Past Deputy Grand Master, or Past Senior Grand Warden, or Past Junior Grand Warden, or Past Grand Treasurer, or Past Grand Secretary of the Most Worshipful Grand Lodge of North Carolina (or other Grand Lodge).

- E. Right Worshipful Brother _____, Senior Grand Warden, or Junior Grand Warden, or Grand Treasurer or Grand Secretary, of the Most Worshipful Grand Lodge of north Carolina (or other Grand Lodge).
 - F. Right Worshipful Brother _____, Deputy Grand Master of the Most Worshipful Grand Lodge of North Carolina (or other Grand Lodge).
 - G. Most Worshipful Brother _____, Past Grand Master of Masons in North Carolina (or other Grand Lodge).
 - H. Most Worshipful Brother _____, Grand Master of Masons in North Carolina (or other Grand Lodge).
12. The brother at the Altar, when introducing a distinguished brother or visitor, should use the appropriate term in referring to him as follows:
- A. Worshipful Brother _____, Past Master (or Master) of _____ Lodge No. _____, at _____.
 - B. Worshipful Brother _____, Senior Grand Deacon (or any other appointive officer of the Grand Lodge) Of the Grand Lodge of North Carolina (or other Grand Lodge).
 - C. Right Worshipful Brother _____, Grand Secretary or (Past Grand Secretary) of The Grand Lodge of North Carolina (or other Grand Lodge).
 - D. Right Worshipful Brother _____, Grand Treasurer (or Past Grand Treasurer) of the Grand Lodge of North Carolina (or other Grand Lodge).
 - E. Right Worshipful Brother _____, Junior Grand Warden (or Past junior Grand Warden) of The Grand Lodge of North Carolina (or other Grand Lodge).
 - F. Right Worshipful Brother _____, Senior Grand Warden (or Past Senior Grand Warden) of The Grand Lodge of North Carolina (or other Grand Lodge).
 - G. Right Worshipful Brother _____, Deputy Grand Master (or Past Deputy Grand Master) of The Grand Lodge of North Carolina (or other Grand Lodge).
 - H. Most Worshipful Brother _____, Grand Master (or Past Grand Master) of Masons in North Carolina (or other Grand Lodge).

12. The presiding officer in receiving or addressing an officer of the Grand Lodge should use the appropriate term as follows:
 - A. Worshipful Brother Senior Grand Deacon (or any other appointive Grand Officer);
 - B. Right Worshipful Brother Grand Secretary (or Grand Treasurer, or Junior Grand Warden, or Senior Grand Warden, or Deputy Grand Master, as the case may be); or
 - C. Most Worshipful Grand Master.

14. In addressing a past elective Grand Officer, the presiding officer should use the appropriate term as follows:
 - A. Right Worshipful Brother _____, if he is a past elective Grand officer, except a Past Grand master.
 - B. Most Worshipful Brother _____, if he is a Past Grand Master.

15. Whenever a Masonic officer or dignitary has been received with honors appropriate to his station, no one of less Masonic rank should be received with honors while he is present, unless he hails from another jurisdiction. Therefore, when visiting officers and dignitaries of different rank are announced, the past officers precede those above them in due order on entering the Grand Lodge or the lodge. Where there are more than one of similar rank, all of that class should enter together, the highest officer in rank to whom honors should be paid always being last.

16. Past grand officers shall be received and introduced according to seniority of service in their respective classes, the senior in point of years of service holding less rank and preceding the junior of his class in a procession.

17. Past Masters shall be received and introduced according to seniority of service in their respective lodge, the senior in point of years of service preceding the junior in a procession.

18. Grand Lodges and subordinate lodges rank according to seniority or organization; therefore, grand officers and past grand officers, Past Masters, and Masters representing the same are received and introduced accordingly.

Funerals: How to Open and Close a Lodge of Sorrow

The brethren should assemble in the lodge hall (if the Lodge has not opened a Lodge of Sorrow at the beginning of the year at the first Stated Communication) and at the appointed time, the lodge having been opened on the Master Mason's degree, the following service or other service shall be held in open lodge:

MASTER: What man is he who lives, and shall not see death? Shall he deliver his soul from the hand of the grave? (Psalm 89:48)

RESPONSE: Man walks in a vain shadow; he heaps up riches and cannot tell who shall gather them.

MASTER: When he dies he shall carry nothing away; his glory shall not descend after him.

RESPONSE: Naked he came into the world, and naked he must return.

MASTER: The Lord gave, and the Lord has taken away; blessed be the name of the Lord.

The Master, then taking the roll on which has been inscribed the name, age, date of initiation or affiliation, date of death, or any matters that may be interesting to the brethren in the future, and having read the same aloud, shall say,

Let us live and die like the righteous, that our last end may be like His!

RESPONSE: God is our God forever and ever; He will guide even unto death!

MASTER: Almighty God, into your hands we leave with humble submission the soul of our deceased brother.

MASTER: Brethren, join me in giving the * Funeral Grand Honors.

The first and second times:

The will of God accomplished! So mote it be. Amen.

The third time:

We cherish his memory here. We commend his spirit to God who gave it, and commit his body to the tomb.

*Both arms are crossed on the breast , the left arm over the right, and the open palm of the hands sharply striking the shoulders; they are then raised above the head, the palms striking each other, and then made to fall smartly upon the thighs.

The Master then deposits the roll in the archives, and repeats the following prayer:

Most glorious God, Author of all good, and Giver of mercy. Pour down Your blessings upon us and strengthen our solemn engagements with ties of sincere affection. May the [present instance of mortality remind us of our approaching fate. Draw our attention toward You, our only refuge in time of need. When the moment of death arrives, when we are about to quit this transitory scene; may the enlivening prospect of Your mercy dispel the gloom of death. After our departure hence in peace, and in Your favor, may we be received into Your everlasting kingdom, to enjoy, in union with the souls of our departed friends, the just rewards of a pious and virtuous life. Amen.

The Lodge of Sorrow is then closed at the time the Lodge closes the Lodge on the Master Mason degree.

Taken from the North Carolina Masonic Ceremonies book

Roberts Rules of Order and Masonic Etiquette for the Lodge

- A. The Master shall put all questions distinctly; if any division is called for, he shall request those who voted in the affirmative to rise and he shall count them; and then the negative, then he shall declare the result. [45-23.9].
- B. In case of a vote on any question the majority of those present voting for or against shall be necessary to a decision except when more than a majority is required by law for a decision, in case of a tie the presiding officer shall decide; provided, he has not already voted.[59-2.25; 63-13; 63-16;45-23.18;45-23.19].
- C. When a brother is about to speak, he shall rise from his seat and respectfully address the Worshipful Master.[45-23.2].
- D. If any brother in speaking or otherwise shall transgress the rules of the lodge, the Master or any member may call him to order; he shall immediately take his seat, and the member calling him to order shall state the point of order. The Master shall decide the question of order without debate except that the brother called to order may be allowed to explain. If the decision be in favor of the brother, he shall be at liberty to proceed if he continues to be in order. [45-23.2].
- E. When two or more members rise at once, the Master shall name the one entitled to the floor.
- F. No visitor shall address the lodge without leave being first obtained or unless he be called on by the Master.
- G. When the Master is stating a question or addressing the lodge or when a brother is speaking, no person shall enter, go out of, or cross the room, nor shall one be permitted to enter into private discourse.[45-23.14].
- H. No motion for reconsideration shall be made, except by a member voting in the majority and at the same communication when the

question shall have been decided. [63-13; 45-23.18; 45-23.19].

- I. When a motion is made and seconded, it shall be stated by the Master; and if it be in writing, it shall be read by the Secretary before debate.
- J. Every motion shall be reduced to writing if a member requests it. In filling in blanks the largest sum or number and the longest time shall be first stated. [45-23.5].
- K. Any motion may be withdrawn by the mover before decision or amendment, but not thereafter. [45-23.6].
- L. No new motion or proposition shall be admitted while a question is pending before the lodge. [45-23.12].
- M. A motion or question made before the lodge may be temporarily laid aside or tabled until the next Stated Communication by the Master prior to voting for the purpose of taking up more urgent business that requires the lodge's attention, if additional discussion is required, or if further consideration of a motion or question is required by the Master or lodge. A motion to lay on the table is carried by a majority vote and is not debatable or amenable, nor may the lodge debate or take any action on a tabled question or motion.
- N. No brother shall speak more than twice on the same subject or question unless he obtains the permission of the Master. [45-23.7].
- O. Every member appointed on a committee must serve unless, for reasons given, he shall be excused by the Master. [61-9].
- P. No brother shall interrupt another when speaking except by permission of the Master and the brother then speaking. [45-23.7].
- Q. No brother shall engage in conversation during the conferring of the degrees except when it is necessary to facilitate the work. [71].
- R. Tobacco use is prohibited in the lodge room while a degree is being conferred. [45-20]

Telephone Directory

Telephone List

Master

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Senior Warden

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Junior Warden

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Treasurer

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Secretary

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

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Senior Deacon

Name: _____

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Work: _____

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Junior Deacon

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Senior Steward

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Junior Steward

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Tyler

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Chaplain

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

DDGM

Name: _____

Address: _____

Phone: _____

Work: _____

Cell: _____

DDGL

Name: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Grand Lodge of North Carolina

Name: T. Walt Clapp, Grand Secretary

Address: 2921 Glenwood Avenue

Raleigh, NC 27628

Phone: (919) 787-2021

Fax: (919) 787-2279

Email: wclapp@grandlodge-nc.org

Web: www.grandlodge-nc.org

Masonic Home for Children at Oxford

Name: Brother Kevin Otis

Address: 600 College Street

Oxford, NC 27565

Phone: (919) 693-5111

Email: kotis@mhc-oxford.org

Fax: (919) 693-2479

Web: www.mhc-oxford.org

Whitestone M&ES Community

Name: Brother Mark Kolada

Address: 700 South Holden Road

Greensboro, NC 27407

Phone: (336) 547-2992

Email: mkolada@liveatwhitestone.org

Work Fax: (336) 547-2999

Web: www.liveatwhitestone.org

Charity Committee

Chairman: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Finance & Budget Committee

Chairman: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

Reference Committee

Chairman: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

MHCO Committee

Chairman: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

MESH Committee

Chairman: _____

Address: _____

Phone: _____

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Email: _____

Cell: _____

Education Committee

Chairman: _____

Address: _____

Phone: _____

Work: _____

Email: _____

Cell: _____

DeMolay Committee

Chairman: _____
Address: _____
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Work: _____
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**Maintenance and Facilities
Committee**

Chairman: _____
Address: _____
Phone: _____
Work: _____
Email: _____
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_____ **Committee**

Chairman: _____
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_____ **Committee**

Chairman: _____
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Planning Calendar

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Officers Handbook

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Officers Handbook

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Traditional and Current Lodge Duties

_____ ***Lodge #*** _____ ***Traditional and Current
Duties***

of the _____

As ordered by

_____, *Master, for the year* _____

1. _____
2. _____
3. _____
4. _____
5. _____
- _____
- _____
- _____
- _____
- _____
- _____

(this form is included for all officers)

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***Grand Lodge
Committee on Masonic Education
2015***

Steven Cates, Chairman	Leaksville Lodge #136
Donnie Barrier	Derita Lodge #715
David Cashion	Blue Ridge Lodge #435
Michael Cashion	William G. Hill Lodge #218
Stan Dodd	Guilford Lodge #656
Justin LaCount	Statesville Lodge #27
Roger Meacham III	Ocracoke Lodge #747
Ben Wallace	Blackmer Lodge #127
Ludwik Wodka	Cary lodge #198

Masonic Links

<http://www.grandlodge-nc.org>

<http://www.ncmason.org>

<http://www.ncfreemason.com>

<http://orient-nc.org/>

<http://scottishrite-ws.org/>