

# Grand Lodge Officers Handbook & Guide to Protocol



Published By:

**Grand Lodge Free & Accepted Masons of Wisconsin**

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## **FORWARD**

CONGRATULATIONS, you have just been elected or appointed as an officer in the Grand Lodge of Free and Accepted Masons for the Jurisdiction of Wisconsin.

It is an honor and privilege to be an Officer for any Grand Jurisdiction, do not take your role lightly, the honor and credibility of Freemasonry now rides on your shoulders.

If at any time you have a question pertaining to your duties you should call or email the Grand Master, Deputy Grand Master, the Senior or Junior Grand Wardens or the Grand Secretary.

Have fun and enjoy your service to the Craft. Remember, if you were appointed by the Grand Master, your term of service expires at the conclusion of the next Annual Communication.

## **GENERAL GUIDELINES FOR OFFICERS**

1. As an officer you will be required to attend the Annual Communication and other Full Staff Meetings as set forth by the Grand Master. If you are not able to attend a function you are requested to email the Grand Master with the reason why and submit a copy to the Grand Secretary.
2. Please request prior approval for visitation to any other Grand Jurisdiction, Annual Session or other activities so there is not any conflict with our Grand Lodge activities, which may require your presence. This is necessary to assist in planning and to avoid unnecessary costs to the Grand Lodge of WI.
3. During our Annual Communication you and your lady may be required to act as host and hostess for visiting dignitaries. It will be your duty to contact them, make them feel welcome and assist them if they have any needs we can accommodate.
4. You will, whenever visiting a lodge or other Jurisdiction have in your possession, your collar, apron and nametag. It is also recommended that you have a copy of the WI Masonic Code & Green Book handy in case you are asked a question, which may need research. The recommended items are available the Grand Lodge website.
5. Participation in Grand Lodge sponsored training sessions is requested, expected, and appreciated.
6. A great deal of information will be sent via email, please check your system on a regular basis.
7. If you are in conflict regarding the order of duties, we ask you to remember that your religion, family and vocation come before your Masonic duties to the Jurisdiction.
8. Refer to this manual whenever there is a question regarding proper dress, allowable and reimbursable expenses and other duties as they may apply. This manual will also layout the guidelines of what items you should have in your possession to help execute the duties of your office.
9. The majority of full staff meetings will be casual wear (no jeans). It is requested that you be as comfortable as possible during these meetings. However be aware that the Grand Master may make special requests that will be noted in the invitation. Please make your reservation promptly so that we may confirm reservations with our vendors. All meetings and hospitality rooms will be non-smoking for the comfort of all officers and their ladies.

10. If there is any correspondence, which is to be sent to any other Grand Jurisdiction, it must go through the Grand Secretary for processing. This is Masonic protocol, most other Jurisdictions' will not reply to any inquiries unless they go through their respective Grand Secretaries.
11. If you are assigned to a committee or are required to submit reports for your actions during your term of office, please have those reports sent to your assigned liaison with a copy to the Grand Secretary by the 5<sup>th</sup> of the month.
12. Part of your responsibility is the filing of expense reports for each month of activity. Please complete them and submit them, via e-mail attachment, to the Grand lodge office by the 5<sup>th</sup> of each month. Some of you may want to donate your time and efforts and we thank you for that. Please fill out the forms and endorse your check back to the Grand Lodge general fund.
13. If you are having any problems or concerns please relate them to the Grand Master or his designated liaison, they will try to help you in any manner possible.
14. If you would like to see something on our Full Staff agenda, please relay that information via email to the Grand Secretary and he will see if the GM can accommodate the request. Please be prepared to speak on the agenda item if it is added.
15. If you make a report at a meeting, you are requested to have an electronic copy available for the Grand Secretary. The report will then be added to the minutes of the session. All reports should be in his hand no later than 4 days after the conclusion of the meeting.
16. What do I say if called upon to speak to a group?
  - a. Make sure you are familiar with the positions of the seated Grand Master and The Grand Lodge Officers. You must be able to relate them to others in a meaningful manor.
  - b. Share and support positions of the Grand Lodge, this demonstrates the unity of the Grand Lodge Officers. *Do not inflict personal opinions pro or con to his positions.*
  - c. Always bring the greetings and best wishes from the Grand Master to the group.
  - d. ALWAYS have something prepared to say, do not ramble but be on task.
  - e. Remember, when you wear the collar you are representing the Grand Master and the Grand Lodge. Whatever you say (right or wrong) will be considered gospel.

This handbook is a general guide and can be modified at any time.

## M.: W.: GRAND MASTER

" ... The Grand Master is invested with powers and prerogatives well nigh absolute; however, the very consciousness of such power will ever make the generous mind cautious and gentle in its exercise. To rule as well has been the fortune of few, yet it is an honorable ambition and I believe attainable; for it is not by the iron will or strong arm that obedience and order, the prime requisites of good government are obtainable, but by holding the key to the hearts of men. As a man, the Grand Master should be of approved integrity, irreproachable morals, freed from the dominion of hasty temper and ill-governed passions, of good repute in the world, and practicing as an example for the Craft the cardinal virtues of Temperance, Fortitude, Prudence and Justice. He should be loyal to the government of his country and a pattern of fidelity in all social and domestic affairs. He should be familiar with the landmarks of Freemasonry and insist on a strict adherence to them. "

1. Your first priority is to ensure the fidelity to the Masons of the State of Wisconsin and other Jurisdictions to which you may travel.
2. You will represent the Grand Lodge from Local to International functions.
3. You are responsible to submission of an annual budget for your term as Grand Master. In the end, you are accountable to the Craft for all expenditures.
4. As Grand Master you are an Ex-Officio member of all committees. Your attendance is requested at:
  - a. Expenditures Committee
  - b. Nominating Committee
  - c. Executive committees.
  - d. WMBAB – Voting Member. Fraternal Relations with Prince Hall
  - f. The Grand Master or his designee is the Chairman of the Board of The Wisconsin Masonic Home
  - g. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
5. You are to use your knowledge of Freemasonry to enhance these committees, therefore, your continued attendance and dedication is necessary.
6. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. This is a tough task to manage.
7. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications can be found on the Grand Lodge website.
8. You will be visiting other Grand Jurisdictions and representing the Masonic Jurisdiction of Wisconsin. Consider having other junior officers travel with you. In the selection of attendees we go by officer rank down.
9. Invitations to other Annual Communications are sent to the Grand Secretary. He will contact you to see if you want to attend or if you want to send someone else. If you or another officer is unable to attend, the Grand Secretary will send your regrets.

10. Advise the Deputy Grand Master when you will be out of State, it is his duty to carry out the functions and responsibilities of the office of Grand Master while you are away.
11. You should be conversant and knowledgeable with the Masonic Code of Wisconsin.
12. You will be responsible for the following during your term of office:
  - Monthly articles for the, Wisconsin Masonic Journal due by the 5<sup>th</sup> of each month.
  - A presentation to all attendees after your installation.
  - A presentation to the Craft after you receive the gavel at the Annual Communication.
  - Your Grand Master's Address at the following Annual Communication at which you preside.
  - Maintain a list of all functions attended for your GM address.
  - Work with the Grand Secretary to prepare an agenda for the A/C.
  - For the Annual Communication:
    1. Select table gifts and items for the gift bag for distinguished visitors.
    2. Help compose your invitation list with the Grand Lodge Office
    3. Help with the seating arrangements.
    4. Select entertainment if needed.
    5. Arrange with your Shrine temple to provide hospitality for the first night of the Annual Communication.
    6. Select a nominee for the Grand Master's Meritorious Service Award. By April 15<sup>th</sup>.
    7. Select other nominees for Grand Master's Certificate of Appreciation. By May 1<sup>st</sup>.
  - You are expected to attend the following functions:
    - a. Grand Master's Tea at MVOS,
    - b. WI Annual Communication. (All our expense)
    - c. Progressive Line Officer Meetings
    - d. Summer Staff
    - e. Full Staff Meetings
    - f. Conference of Grand Masters and Grand Secretaries of North America. (All our expense)
    - g. The Supreme Council AASR Northern Masonic Jurisdiction.

(Lodging & Food covered, travel is our expense.)

- h. The Midwest Conference of Grand Lodges. (All our expense)
- i. M.:W.:Prince Hall Grand Lodge of WI Annual Communication.  
(Lodging & Food covered, travel is our expense)
- j. The Annual Session of the WI York Rite Bodies (Lodging & Food covered, travel is our expense)
  
- k. Imperial Shrine Session (Travel, Food & Lodging covered by your Shrine)
- l. Visitation to our Members in FL and AZ with the Charities office.  
(Total expenditure is \$500, balance covered by the Charities office)
- m. Past Grand Masters lunch at the Annual Communication, your lady will attend the first section with you. After lunch the Deputy Grand Master will join the meeting. You will be expected to give a brief report on the year you served the Craft as Grand Master.

## **R.:W.: DEPUTY GRAND MASTER**

"... the station to which you have been called by the suffrages of your Brethren is one of great dignity and importance. I trust you have not been an inattentive observer of the ceremonies of installing the Grand Master, for you understand that in case of incapacity to act, you succeed to his duties and prerogatives, Treasure up, therefore, the suggestions made to him, as they may have a personal application to you. The honor that has been conferred upon you demands a corresponding fidelity and attachment to the interest of those whose kindness and confidence you are indebted for your official elevation ...

1. Your first duty is to assist the Grand Master in the duties of his office.
2. You will be the personal representative of the Grand Master whenever he is unavailable at Local, State and National functions.
3. You are responsible for submission of an Annual Budget for your position as Deputy Grand Master and for those committee(s) which you are a Chairman of or when requested by the Chairman to do so. You are a member of the Expenditures committee and are responsible to help the GM maintain control over general spending.
4. You are assigned to the following committees and Boards:
  - a. Progressive Line Officer – Chairman
  - b. Expenditures Committee
  - c. WMBAB – Vice Pres. -Voting
  - d. Nominating committee – Chairman
  - e. Personnel Committee
  - f. Liaison to the Grand Lodge Planning Committee
  - g. A/C Committee Ex-Officio
  - h. Fraternal Relations with Prince Hall Committee
  - h. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
5. You are responsible to oversee the District Deputies and Area Administrators. The Deputies should bring all concerns to you for help in working out solutions.
6. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master.
7. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications can be found on the Grand Lodge website.

8. When the Grand Master is out of State, you are the ranking officer for the Grand Lodge, and it is your duty to carry out the functions of the GM in his absence; use prudence, tact, compassion, integrity and common sense. There is no doubt in your ability to do so.
9. You will probably be required to visit other Jurisdictions as the Grand Master's personal representative during the coming year.
10. Here are some guidelines and a reminder of duties, which you should be planning for your year as Grand Master.
  - a. Appointments / Nominations
    - i. Grand Lodge Officers
    - ii. Grand Trustee
    - iii. Area Administrators, District Chaplains, District Lecturers
  - b. Committees
    - i. All Code and Ad-Hoc Committees
  - c. Boards
    - i. WMBAB – recommend to Board for election
    - ii. Masonic Foundation –recommend to Board for election  
Home Board – recommend to Board for election
    - iii. Service & Assistance - recommend to Board for election
    - iv. Wisconsin Masonic Journal Board
11. Issue Edict/Decision on insurance for lodges immediately after Grand Lodge.
12. Start planning your calendar to include:
  - a. FL and AZ Trip with the Director of Development.
  - b. Full Staff Meetings
  - c. Summer Staff
  - d. Grand Masters Testimonial if you wish to have one.
  - e. Grand York Rite Session
  - f. Prince Hall Session
  - g. Imperial Shrine
  - h. Supreme Council AASRNMJ
  - i. Midwest Conference of Grand Lodges
  - j. Grand Masters Tea
  - k. Grand Master's Trip if you wish to plan one.
  - l. Any specific meeting you may wish to hold.
  - m. WMBAB meetings
  - n. Trustee Meetings
13. Prepare ideas for Grand Master's pin – send to Grand Secretary for quoting and ordering.

14. Coordinate fundraisers with Director of Development
15. Oversee and help if needed with: Schools of Instruction – Worshipful Grand Lecturer
16. Prepare you Masonic Biography for the upcoming Annual Communication. See examples in past copies of Grand Lodge Proceedings.
17. You will be expected to attend the following:
  - a. Annual Communication
  - b. North American Conference of Grand Master's and Grand Secretaries.
  - c. Midwest Conference of Grand Lodges
  - d. Summer Staff
  - e. All Full Staff Meetings
  - f. Progressive Line Officer Meetings
  - g. Luncheon for new Grand Lodge Officers This event will be evaluated annually, as to its necessity, by the Progressive Line Officers and the Deputy Grand Master
  - h. Past Grand Masters meeting, immediately following your lunch with the new Grand Lodge Officers. You will present the plans of the Progressive Line to the Past Grand Masters.
18. The future of the Fraternity is in your hands.

## **R.: W.: Senior Grand Warden**

" . In the absence of the Grand Master and his Deputy, you are to govern the Craft. In their presence you are to strengthen and support the authority of your superior in office. The responsible duties devolving upon you require circumspection, vigilance and caution. Your fitness for the discharge of such trust undoubtedly led to your selection, and it will be your duty and pleasure so to act as to justify the confidence reposed in you ... "

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the Grand Master's personal representative whenever he or the Deputy Grand Master is unavailable at Local, State and National functions when requested.
3. You will assist in maintaining control over Grand Lodge expenditures.
4. You will be assigned to the following committees and Boards:
  - a. The Progressive Line Officers, which will include Expenditures, Nominating, and Executive committees.
  - b. WMBAB – Voting Member
  - c. Personnel Committee
  - d. Masonic Home Board – GL Liaison Voting
  - e. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
  - f. Fraternal Relations with Prince Hall
  - g. WI Masonic Foundation – GL Liaison -Voting
5. It will be your duty to assist and, guide, and council the Senior Grand Deacon and the Senior Grand Steward. If there are concerns these officers should be bringing them to your attention for resolution.
6. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.
7. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications can be found on the Grand Lodge website.
8. When the Grand Master and Deputy Grand Master are out of State, you are the ranking officer for the Grand Lodge, and it is your duty to carry out the functions of the GM in his absence; use prudence, tact, compassion, integrity and common sense. There is no doubt in your ability to do so.

9. You will probably be required to visit other Jurisdictions as the Grand Master's personal representative during the coming year. You will also be required to attend the following:
  - a. Annual Communication
  - b. Summer Staff
  - c. Full Staff Meeting
  - d. Midwest Conference of Grand Lodges
  - e. Progressive Line Officer Meetings
  - f. Possibly the North American Conference of Grand Master and Grand Secretaries.
  - g. Luncheon for new Grand Lodge Officers, you and your lady will assist the DGM and his lady as co-hosts. The Progressive Line Officers and the Deputy Grand Master will evaluate this event annually, as to its necessity.

10. Look Well to the West.

## **R.:W.: Junior Grand Warden**

" .. having confidence in your zeal and fidelity, your Brethren have elected you to the important position of Junior Grand Warden. In the absence of your superior officers you are to govern the craft. You should be vigilant and circumspect, not only at your station in the Grand Lodge, but the broader field without; strong at all times to guard the honor and reputation of the Fraternity and as an example to those whom you are called upon to superintend, always practicing the cardinal virtues of our order. ... "

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the Grand Master's personal representative whenever he or the Deputy Grand Master or Senior Grand Warden are unavailable at Local, State and National functions when requested.
3. You will assist in maintaining control over Grand Lodge expenditures.
4. You will be assigned to the following committees and Boards:
  - a. The Progressive Line Officers, which will include Expenditures, Nominating, and Executive committees.
  - b. WMBAB – Voting Member
  - c. Masonic Home Board – GL Liaison – Voting
  - d. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
  - e. Fraternal Relations with Prince Hall
  - f. WI Masonic Foundation – GL Liaison -Voting
  - g. Youth Funding - Chairman
  - g. United Masonic Board for DeMolay - Member
  - h. Liaison with all Youth Groups
  - i. Luncheon for new Grand Lodge Officers, you and your lady will assist the DGM and his lady as co-hosts. The Progressive Line Officers and the Deputy Grand Master will evaluate this event annually, as to its necessity.
5. Your primary responsibility is that of liaison to all our youth groups. You will be expected to attend and participate in as many of their functions and activities as time permits, specifically, DeMolay Conclave, Jobie Jamboree, and Rainbow Grand Assembly. You will be expected to make a report on your activities at the Annual Communication.
6. It will be your responsibility to assist, guide and council the Junior Grand Deacon and Junior Grand Steward. If there are concerns these officers should be bringing them to your attention for resolution.

7. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master & Senior Grand Warden.

8. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. . All publications can be found on the Grand Lodge website.

9. When the Grand Master, Deputy Grand Master and Senior Grand Warden are out of State, you are the ranking officer for the Grand Lodge, and it is your duty to carry out the functions of the GM in his absence; use prudence, tact, compassion, integrity and common sense. There is no doubt in your ability to do so.

10. You will probably be required to visit other Jurisdictions as the Grand Master's personal representative during the coming year. You will also be required to attend the following:

- a. Annual Communication
- b. Summer Staff
- c. Full Staff Meeting
- d. Midwest Conference of Grand Lodges
- e. Progressive Line Officer Meetings
- f. Possibly the North American Conference of Grand Master and Grand Secretaries.

11. Look well to the South.

## **R.: W.: Grand Treasurer**

" .. The *jewel* of your office is the crossed keys. The keys have a significance; they are instruments to bind as well as to loose; to make fast as well as to open. Use them as the constitutions and laws, rules and regulations of the Grand Lodge direct and prove to the Brethren that their confidence has not been misplaced.. "

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be responsible for submitting an Annual Budget for your position as Grand Treasurer and maintaining control over general spending.
3. You will be expected to have a regular attendance at the Grand Lodge Office, and review payment of bills, sign checks and help to maintain the fiscal integrity of the Grand Lodge.
4. You will be assigned to the following Committees and Boards:
  - a. Progressive Line Officers Member,
  - b. Expenditures Committee - Chairman
  - c. Nominating Committee.
  - d. Executive Committee
  - e. Personnel Committee
  - f. WMBAB – Voting Member
  - g. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
5. You will be responsible for handling all concerns and requests pertaining to financial matters for the Grand Lodge and assist the Grand Secretary if requested to do so.
6. You will be responsible to assist, guide and give council to the Grand Masonic Center Staff pertaining to the finances and to prepare a quarterly report on your activities for the Grand Master.
7. It will be your responsibility to assist, guide and give council to the Lodges in the State pertaining to their financial needs if and when requested.
8. You will be responsible for continuing to encourage the lodges to try to submit their annual recapitulation and per capita information on time to the Grand Lodge office.

9. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master & Senior Grand Warden.
10. Always carry your collar, apron and name tag as well as a copy of the Masonic Code of Wisconsin, which is available the Grand Lodge website.
11. When the Grand Master is out of State you will assist the Deputy Grand Master in any financial decisions, which may come before the Grand Lodge.
12. You may be requested to visit other Jurisdictions as the Grand Masters personal representative.

## R.:W.: Grand Secretary

".. Your official position brings you immediately in connection with the whole body of the Fraternity in this state. You should possess ability, skill and industry to meet the demands upon you. You will be in the most constant correspondence with your Masonic Brethren throughout the world. On you devolves, in a large degree, the good name and credit of the Masons of Wisconsin. Your capability for the prompt and faithful execution of the trust has no doubt induced your Brethren to elect you to this important office. Let your carriage and behavior be marked by the promptitude and discretion that will at once reflect credit on yourself and honor on the body whom you represent..."

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the personal representative of the Grand Master, whenever he, the Deputy Grand Master or other Senior Grand Lodge Officers are unavailable, at Local, State and National functions or as deemed necessary.
3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:
  - a. Progressive Line Officers Member, Expenditures Committee
  - b. Nominating Committee
  - c. Personnel Committee
  - d. Executive committees.
  - e. Board of Service & Assistance – Voting Member
  - f. WMBAB – Voting Member
  - g. Code Revision
  - h. Fraternal Relations with Prince Hall
  - i. Unfinished Business
5. Per The Wisconsin Masonic Code Chapter 25, you are responsible for overall administrative supervision.
6. You are responsible for handling all concerns and request pertaining to the Craft in Wisconsin and all matters pertaining to other Grand Jurisdictions. You will consult with the Grand Master on matters, which need his attention and approval.
7. You will be required to assist, guide, and give council to the Staff of the Grand Masonic Center. The Staff of the Center reports to you and you will therefore be responsible to see that Annual performance reviews are conducted.

8. It is your responsibility to assist and give council to the constituent lodges of Wisconsin.
9. You will be responsible for Grand Lodge computer operations and seeing that the systems are maintained and up to date, you will also manage the Grand Lodge Web page.
10. You will assist the Grand Treasurer in handling the financial concerns of the Grand Lodge and recommend to him any improvements, which you may deem necessary to improve the overall operations of the Grand Lodge.
11. You will keep and file minutes of the Full Staff Meeting, Summer Staff, and Progressive Line Officers.
12. You will assist the Grand Master in preparing meeting agendas and organizing meetings.
13. All contracts for the Grand Lodge of Wisconsin will require your signature.
14. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.
15. Always carry your collar, apron and name tag as well as a copy of the Masonic Code of Wisconsin, which is available on the Grand Lodge website.
16. When the Grand Master is out of State you will assist the Deputy Grand Master in any decisions, which may come before the Grand Lodge. It will be your duty to assist him in those matters, which relate to the Grand Master.
17. You may be requested to visit other Jurisdictions as the Grand Masters personal representative.
18. You are to mentor and guide the upcoming officers, whispering good council and helping them to avoid the pitfalls in the road to Grand Master.

## W.: Senior Grand Deacon

" .. as messenger for *the* Grand Officers and *useful* assistant in our ceremonies, your position is of great value and importance. Vigilance and zeal are necessary requisites of your office ... "

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
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3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:
  - a. Progressive Line Officers Member,
  - b. Expenditures Committee
  - c. Nominating Committee
  - d. Executive Committees
  - e. Wisconsin Masonic Foundation – Voting Member
  - f. Fraternal Relations with Prince Hall
  - g. United Masonic Board For DeMolay - Member
  - h. Youth Funding Committee
  - i. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
5. You and the Senior Grand Steward are to report to the Senior Grand Warden for assistance and direction, and assist him in all his duties.
6. You will assist the Senior Grand Warden with the Lodge Excellence Award and promote its use and completeness when submitted.
7. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.
8. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.
9. You may be requested to visit other Jurisdictions as the Grand Masters personal representative.

## W.: Junior Grand Deacon

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2. You will be the personal representative of the Grand Master, whenever he, the Deputy Grand Master or other Senior Grand Lodge Officers are unavailable, at Local, and State functions or as deemed necessary.
3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:
  - a. Progressive Line Officers Member,
  - b. Expenditures Committee
  - c. Nominating Committee
  - d. Executive Committees
  - e. Board of Service & Assistance – Voting Member
  - f. Grand Lodge Planning – Chairman
  - g. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
5. It will be your responsibility to assist, guide and give council to the Junior Grand Steward.
6. You and the Junior Grand Steward will assist the Junior Grand Warden with his duties if requested and promote the youth groups while performing your duties and visitations.
7. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.
8. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.

## **W.: Senior Grand Steward**

" . it is your duty to superintend the tables during the hour of refreshment. It is therefore indispensably necessary that you yourself be temperate and discreet in the indulgence of your own inclinations, carefully observing that none of the craft transgress the due bounds of moderation in the enjoyment of their pleasures ... "

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the personal representative of the Grand Master, whenever he, the Deputy Grand Master or other Senior Grand Lodge Officers are unavailable, at Local, and State functions or as deemed necessary.
3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:
  - a. Progressive Line Officers Member
  - b. Expenditures Committee
5. Nominating Committee
6. Grand Lodge Planning.
13. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
8. It will be your responsibility to assist, guide and give council to the Junior Grand Steward.
9. You and the Senior Grand Deacon will assist the Senior Grand Warden with his duties if requested.
10. You are to assist the Junior Grand Steward at all Staff meetings pertaining to hospitality and service.
11. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.
12. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge web site.

## **W.: Junior Grand Steward**

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3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:
  - a. Progressive Line Officers Member
  - b. Grand Lodge Planning
  - c. Member of certain committees of the Wisconsin Masonic Home, Inc. as outlined in the Grand Lodge Officers – Committee Membership Placement - placed in this publication.
  - d. Masonic Soccer – support through attending the games and serving on game committees
5. You will be responsible for hospitality at all full Staff meetings; the Senior Grand Steward will assist you.
6. You and the Junior Grand Deacon will assist the Junior Grand Warden with his duties if requested.
7. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.
8. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.

## W.: Grand Chaplain

" .. you will be required to lead our devotions at our Annual Communication and at public functions, as well provide the leadership for the District Chaplains. The services you perform will vitally influence the spirit of universal tolerance which distinguishes our institution. The Holy Writings we trust to your care ... "

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the personal representative of the Grand Master, whenever he, the Deputy Grand Master or other Senior Grand Lodge Officers are unavailable, at Local, and State functions or as deemed necessary.
3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:
  - a. Chaplain Corps.
  - b. Grand Lodge Planning
  - c. Service & Assistance

5. "You will be requested to lead our devotions at our Annual Communication and at public functions, as well provide the leadership for the District Chaplains. The services you perform will vitally influence the spirit of universal tolerance, which distinguishes our institution. The Holy Writings we trust to your care."

6. The District Chaplains should be diligently working to enhance the image of the Fraternity within their respective Districts, communicate with the clergy in their areas and assist lodges that require our help as they seek to understand God as they know Him to be.

7. Ambassador for Free Masonry

-Support the programs of the Grand Master and the Grand Lodge and be able to discuss them.

-Be conversant in our history and traditions.

-Develop knowledge of other faiths, so questions can be answered intelligently.

-Be present at as many Masonic functions as possible.

-Work with the District Chaplains to enhance the image of the fraternity within their districts.

-Be prepared to give the Masonic Memorial Service when asked.

#### 8. Qualities of the Grand Chaplain

-Harmony being the strength and support of all institutions, the role of the Grand Chaplain is not one of authority but of service. Services to the Grand Lodge as well as individual lodges.

-Be an example to all people of the tenets of Free Masonry.

-Have patience in dealing with hostile questions.

#### 9. Duties of the Grand Chaplain

-Write a monthly article in the Masonic Journal.

-Prepare the Necrology report for the Grand Lodge pre-proceedings and give it at Annual Communications.

-Conduct twice annual District Chaplains Meetings.

-Assigned to the Grand Lodge Planning Committee, and other Masonic boards and committees as assigned by Grand Lodge.

-Take part in ceremonies conducted by Grand Lodge.

-Conduct a worship service at full staff meetings for members of the Grand Lodge.

-Support the District Chaplains Clergy Night programs.

10. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.

## W.: Grand Lecturer

" ... yours is an important office of the Fraternity. You are the preceptor of the Fraternity and your own department should be as such as to give dignity and understanding to the Work. You should be proficient in the ritual of the Fraternity as it is the language you are called upon to teach. Your work with and through the District Lecturers will provide uniformity, perpetuity, character and impressiveness in our ceremonies. The Pure Work we trust to your care .... "

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the personal representative of the Grand Master, whenever he, the Deputy Grand Master or other Senior Grand Lodge Officers are unavailable, at Local, and State functions or as deemed necessary.
3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:
  - a. Esoteric Committee
  - b. Grand Lodge Planning
5. It is your duty to arrange, with the District Deputies and District Lecturers the Schools of Instruction and any other ritual work which may come before the Esoteric committee.
6. You will be responsible so see that the Grand Secretary is kept informed of changes in the Esoteric Work so that he may update the Pure Work and make a copy available to you.
7. The District Lecturers should have a complete knowledge of the work and you should meet with them periodically to determine changes, school dates, method of instruction and other factors, which may come before you and the District Lecturers from the Grand Master.
14. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.

Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.

## **W.: Grand Marshal**

“..your duties require energy, activity and quickness of perception. It is your province to arrange for all processions of the Grand Lodge and to be ready to receive and execute the orders of your superiors...”

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the personal representative of the Grand Master, whenever he, the Deputy Grand Master or other Senior Grand Lodge Officers are unavailable, at Local, and State functions or as deemed necessary.
3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:
  - a. Grand Lodge Planning
5. It is your duty to arrange for all processions at the Annual Communication, Full Staff Meetings requiring such, Cornerstone laying Ceremonies and Dedications and Rededication Ceremonies.
6. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.
7. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.

## **W.: Grand Tiler**

“..the importance of the duties of your place cannot be overrated. Care and watchfulness are indispensable requisite. In all cases, unless thoroughly satisfied with the character and identity of those seeking admission, let your doubts prevail. Ours is a sanctuary entrusted to you, faithfully and vigilant to guard. Irreparably injury might result from a negligent or careless discharge of your duty. Your place o outside the ...”

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the personal representative of the Grand Master, whenever he, the Deputy Grand Master or other Senior Grand Lodge Officers are unavailable, at Local, and State functions or as deemed necessary.
3. You are to assist in maintaining control over the general spending of the Grand Lodge.
4. You will be assigned to the following committees:  
Grand Lodge Planning
5. It is your duty to accommodate the Grand Master during his term of office.
6. You will be responsible for assisting at Full Staff Meetings as needed.
7. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.
8. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.
9. You may be requested to visit other Jurisdictions with the Grand Master.

## W.: District Deputy

"..It shall be the duty of the District Deputy to perform such services and duties as may be assigned to him by the Grand Master. He shall coordinate the activities of the Area Administrators in his district, work with the lodges in his district and enhance their communication with the Grand Lodge and to continue to improve their value in the community. You are the Grand Lodge liaison with your district, and whatever takes place in your district should be taking place with your knowledge. As District Deputy, you shall meet with each lodge in your district during the course of the year and forward a report of those visits to the Deputy Grand Master.."

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives.
2. You will be the personal representative of the Grand Master, whenever he, the Deputy Grand Master or other Senior Grand Lodge Officers are unavailable, at Local, and State functions or as deemed necessary.
3. You will be responsible for submitting an annual budget for your position and District team by December 15th of each year. This shall be sent to the Grand Treasurer with a copy to the Deputy Grand Master, additionally.
4. You will provide a 'State of the Craft' report by February 1<sup>st</sup>, with a copy to the Grand Master, Deputy Grand Master and Grand Secretary.
5. You will be assigned to:
  - a. District Deputies Committee
6. You will visit each of your lodges at least twice each year.
7. You will be responsible for conducting two District Meetings each year, spring and fall.
8. You and your district team are to meet frequently throughout the year to discuss matters relating to the lodges in your district. It is recommended that you hold a team meeting after each Full Staff.
9. The District Team will consist of:
  - a. District Deputy
  - b. Area Administrators
  - c. District Lecturer
  - d. District Chaplain
10. You will be responsible for assuring that your Area Administrators are performing to Code and that they are submitting the proper forms and reports to the Grand Lodge office when requested.
11. You are to encourage the lodges in your district to try new and innovative methods to increase membership, finances, fundraising activities, and community involvements.
12. You are to encourage your lodges to participate in the Lodge Excellence Award, LEA.

13. You should report to the Deputy Grand Master any concerns you have relating to your district, district team or specific lodges. It is preferable that this be done via email. Together you can work on solutions to the problems.

14. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation. Make sure you are in constant communication with the Grand Master and Deputy Grand Master.

15. Always carry your collar, apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.

16. See the District Deputy Handbook for additional duties and structure.

## Area Administrator

“ Yours is an office of high honor and responsibility. You are to officially visit each lodge in your area at least twice during your year and report each visit in a prompt manner to your District Deputy. Become conversant in the Masonic Code and the proceedings of the Grand Lodge. Remember, however, it is not your place or duty to make official decisions in or for lodges. Your answer should be in an advisory capacity. Serve as an ambassador of good will between lodges in your area and within the district.”

1. Your first priority is to assist the Grand Master in carrying out his duties and prerogatives. You will use your knowledge of Freemasonry to enhance the fraternity and your lodges. Your continued attendance at lodges and meetings and your dedication to Freemasonry is necessary.
2. You will be responsible to attend two district meetings and district team meetings. Additional, your attendance at the Annual Communication is required.
3. You are asked to visit your lodges in your area as frequently as possible to ensure correct and up-to-date information. You should be prepared to present a brief message when visiting a lodge. Preparation for this is essential.
4. You will meet periodically throughout the Masonic year with the District Deputy, to discuss matters relating to the lodges in your area and to receive information from the Grand Master. Remember you are the liaison between lodges and the Grand Lodge.
5. You will be responsible to perform according to the Wisconsin Masonic Code and see that the proper forms and reports are submitted to the District Deputy and the Grand Lodge when requested.
6. You are to encourage the lodges in your district to try new and innovative methods to increase membership, finances, fundraising activities, and community involvements.
7. You should report to the District Deputy any concerns you have relating to your lodges. It is preferable that this be done via email. Together you can work on solutions to the problems.
8. You are required to attend as many assigned meetings and functions as you can without interfering with your religion, family and vocation.
9. Always carry your apron and nametag as well as a copy of the Masonic Code of Wisconsin. All publications are available on the Grand Lodge website.
10. See the Area Administrator Handbook for additional duties and structure.

# **Grand Lodge Officers & Ladies**

## **Dress Code**

The dress code established for Grand Lodge Officers and their ladies is intended to provide uniformity at various functions they will be involved with during their terms of office. These are generally accepted dress codes and may be changed at the discretion of the Grand Master or his lady.

### **1. Annual communication**

- a. The first meeting to be held during the Annual Communication is the Past Grand Master's lunch. This will be attended by the Seated Grand Master and after lunch the Deputy Grand Master will join the meeting. Business suit for men and dress or pant suit for ladies.
- b. The luncheon with the new Grand Lodge Officers and their ladies with the Deputy Grand Master and the Senior Grand Warden. Business suit for men and pantsuit or dress for ladies. This event will be evaluated annually, as to its necessity, by the Progressive Line Officers and the Deputy Grand Master
- c. Annual Communication installation rehearsal. Casual
- d. Annual Communication photo session officers and ladies. Black Tux, Black Tie, Apron, and Collar. No nametags, lapel pins of the incoming Grand Master if received.
- e. Grand Masters Banquet/Representative Dinner. Black Tux, Black Tie for men and dress or pant suit for ladies, nametag and Collar.
- f. Grand Lodge Installation. Black Tie and Tux for Men, Apron, Collar, Name Tag for men and cocktail or "T" length dress for ladies.
- j. Grand Lodge Session: Black Tie and Tux for all Officers under Junior Steward, Progressive Line Officers, Grand Secretary and Grand Treasurer will dress in Morning Clothes, Apron, Collar, and Name Tag. Area Administrators, District Chaplains, and District Lecturers will dress in dark business suit or sport coat and tie.
- k. Ladies functions are casual.

### **2. Full Staff Meetings**

- l. Full Staff meetings can vary as to appropriate dress, as it will be determined by the Grand Master. Most Full Staff meetings are business casual (no jeans), but dress is at the option of the Grand Master. See your meeting notice for appropriate attire.

### **3. Summer Staff**

- m. Summer Staff meeting is always casual. This is a man only function that serves as a working and get acquainted meeting for the Grand Lodge Officers.

### **4. District Meetings**

- n. Attendance at a District Meeting is always business suit, or a sport coat and tie, Name Tag and Collar if requested.

### **5. Cornerstone/Dedication Ceremonies**

- o. As determined by the Grand Master, usually Morning Clothes, Apron, Collar, Name Tag. Non-progressive line Officers will wear black Tie and Tux, Apron, Collar, and Name Tag.

### **6. Special Occasions and /or Honor ceremonies**

- p. As determined by the Grand Master, always bring your Apron, Collar, and Name Tag.

### **7. Visitation to Other Grand Jurisdictions**

- q. Always check the invitation from the Jurisdiction you are visiting, as it will usually give the dress code.
- r. Banquets are usually Black Tie & Tux for men and cocktail or "T" length dress for ladies. Always wear your Name Tag. Collars are not usually worn, but the Grand Masters frequently wear a "Traveling Jewel" for the dinners.
- s. Morning clothes for the session, Apron, Collar, and Name Tag.
- e. Ladies should dress for the tours or functions as informed.

### **8. Other**

- a. Always carry your Apron, Collar and Name Tag.
- b. Bring the Greetings of the Grand Master and his Lady
- c. Have something prepared to say.

## **Grand Lodge Officers Supply Items**

1. Apron, Collar and carry case of your office.
2. Name Tag.
3. Wisconsin Multiple Letter Cipher.
4. Grand Lodge Stationery & Envelopes. Grand Master and Deputy Grand Master will have titles printed; all others will be Grand Lodge Officer
5. Business Cards

Items available on the Grand Lodge website

Grand Lodge Officers Handbook

Wisconsin Masonic Code

Wisconsin Masonic Handbook Book of Ceremonies

Directory of Grand Lodge Officers & Committees

Directory of Lodges

Expense Forms

## **Area Administrators & District Team Supply Items**

1. Name Tag.
2. Apron & Case
3. Wisconsin Multiple Letter Cipher
4. Business Cards
5. Grand Lodge Stationery & Envelopes – Not personalized
6. Calendar.

Items available on the Grand Lodge website

Grand Lodge Officers Handbook

Wisconsin Masonic Code

Wisconsin Masonic Handbook

Book of Ceremonies

Current Lodge Excellence Award Form

Directory of Grand Lodge Officers & Committees

Directory of Lodges

Expense Forms

Area Administrator's Lodge Visitation Report Area

Area Administrator's Handbook

**Wisconsin Masonic Home, Inc. - Grand Lodge Officers -  
Committee Membership Placement**

<b>Governance Committee</b>		
Grand Master	Deputy Grand Master	Senior Grand Warden**
<b>Finance &amp; Audit Committee</b>		
Senior Grand Deacon	Junior Grand Warden**	Grand Treasurer
<b>Planning Committee</b>		
Junior Grand Deacon	Senior Grand Deacon	
<b>Outreach Committee</b>		
Junior Grand Deacon	Senior Grand Steward	
<b>Oversight Committee</b>		
Junior Grand Steward*	Senior Grand Steward	