

LIVINGSTON LODGE # 76 F&AM
Officers Handbook of Instruction and Operations



To: All Officers and members of Livingston Lodge #76 F&AM

Subject: Officers Manual

Please use and review this information. Many Past Masters and other members have tried to make it comprehensive and useful for you.

As you read it, realize that each office is a stepping-stone to the next. The tasks you learn this year will assist you in the years to come and will better the advancement of those who follow you. The details outlined her-in are specific for each office and include the tasks while the lodge is in session and when we are at rest. Officers weather elected or appointed are tasked with serving the lodge members, this undertaking should not be considered lightly and should only be entered into by those who are willing to go the extra mile to serve others.

Where duties are listed for an office please understand that it is reasonable to have others assist in most details. Different persons have varied talents and are glad to assist if asked. Also please realize that as you enter an office you are following many before you eager for a challenge and seeking light.

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WORSHIPFUL MASTER

The Worshipful Master has the right to delegate authority to others but the ultimate responsibility for what is or isn't accomplished is his.

The Master or his designee should greet members and visitors at the door.

The Master:

- Is responsible for the fraternal and physical quality of the lodge.
- Will give proper instruction and encourage brothers to practice their work.
- Will conduct regular and efficient officer meetings.
- Will receive committee reports monthly.
- Review the book of constitutions and the lodge by laws.
- Preside over the lodge when in session.
- Charge the brothers to practice out of lodge what has been taught in the lodge.
- Will serve as Chairman of the Finance Committee, which also includes the Sr. and Jr. Wardens.
- Makes officer appointments as needed.
- Assures that memorial and funeral services are performed properly.
- Monitors the welfare of Masonic Widows.
- Appoints candidate investigating committees.
- Represents the lodge at Grand Lodge.
- Reports to the lodge on the results of the Grand Lodge session.
- Must preside in the East for the conferring of one each of EA, FC and MM degrees during the year.

Committees:

Budget and Finance
Building Association
Masonic Home
Benevolence

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SENIOR WARDEN:

The Senior Warden:

- Will preside in the absence of the Worshipful Master
- Must be familiar with the duties of the Worshipful Master
- Will plan his year as Worshipful Master
- Will conduct the Fellow craft Degree.
- If presented will act as Breakfast Committee Chairman, 3 times during the year.
- Coach the Junior Warden on technical duties of his office.

Committees:

Auditing
Building Association
Long Range Planning
DeMolay Advisors board
Examination of Visitors
Candidate Proficiency
Benevolence
Budget and Finance

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JUNIOR WARDEN:

The Junior Warden:

- Will preside over the lodge when at refreshment.
- Will serve refreshment for each meeting and meals on Master Mason Degree sessions.
- Oversees the Entered Apprentice Degree during the year.
- Is responsible for venison acquisitions and processing until the guest night dinner.
- If active will act as Breakfast Chairman for at least 2 months.
- Oversees the guest night dinner, generally held the 2nd Saturday in February.
- His duties will include,
 - Ensuring the meal is prepared
 - Ensuring the meal is served by stewards
 - Ensuring the dining room is set up properly by stewards
 - Organizing a guest speaker
 - Ensuring proper clean-up is accomplished by stewards
 - Collecting funds from dinner, to be used through the year.
 - Paying out receipts for bills from guest night dinner and other meals served to the lodge.
 - Keeping an accurate account of funds received and paid out,
- Will if possible, serve Howell Melons in August.
- Will organize Service of Steak and Oysters for December (Annual Meeting Night dinner)
- Will take charge of and organize the Past Masters, Life Member and Widows Dinner, normally held 2nd Saturday in May. (adhere to the same detail list as guest night dinner)

Committees:

Building Association
Long Range Planning
Budget and Finance

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TREASURER:

The Lodge Treasurer will:

- Receive monies from the secretary and give a receipt thereof.
- Keep an accurate account of all monies
- Immediately deposit monies received into the proper account.
- Pay out monies by order of the master and the consent of the brethren
- Give a financial report at all stated communications
- Advise the master of any monies available for investment,

Committees:

Budget, Finance & Investments
Benevolence
Others as appointed

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SECRETARY:

The lodge Secretary will:

- Observe the will and pleasure of the master in recording the proceedings of the lodge, transmitting a copy to the Grand Lodge when required.
- Receive all monies paid into the lodge, giving them to the treasure and taking his receipt thereof.
- Keep an accurate account of the membership and the personnel actions that requires.
- Prepare the monthly report and send to the Grand Lodge by the 10th of the month.
- Forward change of address information to Grand Lodge monthly.
- Send out due's notices and monitor collection of members dues.
- Prepare the annual report including the lodges financial statement for the IRS.
- Receive and answer all correspondence with the Grand Lodge.
- Conduct all correspondence with the Grand Lodge.
- Prepare and mail invitations to Past Masters, Life Members and Widows for the PM, LM and Widows dinner.
- Be the keeper of the Blue Book and By-Laws along with the rules for this lodge.

Committees:

Budget, Finance & Investment
Masonic Home
Benevolence
Education & Membership

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CHAPLAIN:

The Chaplain will:

- Be prepared to assist the Master in opening and closing.
- Give the prayer in the second section of the Master Mason Degree.
- Be prepared to offer prayers in his own words on special lodge occasions, such as refreshment and special public meetings.
- Ensure he has memorized the following-
 - Opening and closing prayers.
 - Scripture readings in the three degrees.
 - Prayer in Second Section of the MM Degree.
 - Closing prayer in the funeral service for Masons.

Committees:

As appointed

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SENIOR DEACON:

The Senior Deacon:

- Will attend the Altar and lesser lights during opening and closing.
- Will learn and perform the proper handling of the American Flag.
- Will know how to receive and conduct candidates for degrees.
- Will know the floor work of all degrees.
- Will memorize his duties for Opening, closing lodge, as well as purging and accessing the lodge.
- Is responsible to greet and properly introduce visiting members and Dignitaries.
- Is responsible to know the balloting procedures.
- Will learn and know the duties of the Wardens and Master and be prepared to fill them if necessary.
- Will drape the Altar when necessary and as required
- Is responsible for set up and tear down the Lodge room ensuring all items are present and in working order. (This task may require him to use stewards to assist)
- Is responsible for the paraphernalia needed for ceremonies conducted out of the building, such as Funerals, Memorials, and other public activities.
- Will solicit the entertainment for the guest night and PM, Life Member, and widows' dinner.
- Will work with the Junior Deacon to solicit door prizes and table prizes.
- Should work closely with the Junior Warden on dinners and events to ensure consistency of events for upcoming years.
 - Along with the Junior Warden and Junior Deacon deliver dinners to the home bound members from the PM, LM and Widows dinner.
- Is responsible for the acquisition and processing and proper storage of venison following the Venison Dinner. This will be used at the Venison Dinner during his year as Junior Warden.

Committees:

Candidate Proficiency
Auditing
Long Range Planning
Entertainment
Masonic Home

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JUNIOR DEACON:

The Junior Deacon:

- Will guard the inner door and ensure the lodge is properly tiled
- Will report alarms to the Master as appropriate
- Will know how to admit visitors and members during degree work without disturbing the work in progress.
- Will properly announce dignitaries and other special visitors wishing entrance to the lodge.
- Will admit those persons properly vouched for by order of the Master.
- Will assist the Senior Deacon in the escort of dignitaries.
- Will sound the alarm to call the brethren back to Labor, when the Master sounds the gavel.
- Will assist the Senior Deacon in draping the Altar, conducting balloting processes and purging the lodge.
- Will learn the work of the Senior Deacon and be prepared to advance at anytime to assist or replace the Senior Deacon,
- Will assist the Senior Deacon in soliciting door prizes.
- Will assist in the kitchen with major meal and in the delivery of meals to homebound members and widows.

Committees:

Will chair the Breakfast committee 3- times in his year.

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STEWARDS:

The stewards:

- Will assist the Deacons in setting up and tearing down the lodge.
- Will assist the Junior Warden with preparing, serving, and cleaning up after refreshment for meetings and meals.
- Will physically prepare candidates for degree work.
- Will perform proper floor work during degrees to ensure proper atmosphere for the candidate and presentation to the brethren,
- Be prepared to advance to Junior Deacon if needed.

Marshall:

The Marshall:

- Will lead the lodge in all public marches and presentations inside and outside of the lodge.
- Will assure the manner, dress and appearance of the brethren and the dignity and skill of performance during public marches and presentations.
- Be prepared to advance if needed.

TILER:

The Tiler:

- Will ensure the attendance record book is posted prior to communications and secured upon completion.
- Will communicate with the secretary when the need arises to replace or repair the attendance record book
- Will guard the outer door against intrusion from improper persons and will allow none to pass unless properly vouched for, properly clothed and after assuring permission of the master.
- Will Physically prepare candidates for degrees.

Committees:

Hospitalers
Examination of Visitors
Attendance

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EDUCATION OFFICER:

The education officer will:

- prepare and present trainings or seminars on the special activities of the Lodge, protocol or regulatory items from the Masonic Blue book, Masonic history, and current active affairs of the lodge.
- Provide instruction to candidates and members as the need arises.
- Serve as the advisor to the WM and Wardens on items of Masonic Law and lodge protocol.
- Serve as chairman of the lodge education committee and will ensure that a continuous plan of instruction is available for upcoming years.

Committee Assignments and duties

Masonic Home:

Worshipful Master
Senior Deacon
Secretary

This committee is responsible to ensure that at least one visit is conducted to the home each year, bringing greetings from the lodge and its membership. They will attend to the needs of members of this lodge and their widows who are housed in the home, whenever possible ensuring their comfort and continued feeling of belonging to this lodge family.

Candidate Proficiency:

Senior Warden
Senior Deacon
Education Officer
Appointed Mentors

This committee is responsible to ensure that candidates for each degree have made suitable advancement in preceding degrees, to ensure that proper mentoring is conducted and that brethren are informed and aware of methods and resources available for personal growth in seeking further light.

Long Range Planning:

Senior Warden
Junior Warden
Senior Deacon
Other Master Masons as appointed

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This committee is responsible for planning repeat and new events for the lodge, helping to broaden our footprint in the community. Events may be in conjunction with other lodges, York, or Scottish rite groups and OES chapters. Planning for events should begin no later than 4 months prior to the registration close of the event.

Committee members should focus on community activities like.

Art in the park

Masonic milestones and Celebrations

Masonic Open house

Presentations and events supporting our local

-First Responders

-Scouting organizations

-- Meetings & Membership programs

--Awards presentations & Courts of Honor

--Pinewood derby or relative activity

Holiday Parades

■ Memorial Day (activities around these events)

▪ Cemetery flags and marker placement

▪ Head Stone cleaning or Cemetery clean up

■ Independence Day

■ Veterans Day

Community Festivals

Major Holiday specials

■ Trunk or Treat

■ Food basket gathering

■ Christmas gift giving

▪ Students and families identified by school resource advisors

School Scholarships and graduation ceremonies

▪ Working with school system for scholar ship participants

Publicity

Marshall

Web designer & Web master/s

Other as appointed

This committee is responsible for preparing and presenting public information on events and activities of the lodge using available means, including public signs, papers, flyers, advertisements, and electronic communications. They will ensure the public is informed and welcomed and that the dignity of the lodge is protected in all public signs and notices.

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De Molay Advisors

Senior Warden
Others as Appointed

This committee will ensure that the Lodge is properly represented with local Chapters. They are responsible to ensure the Masonic Youth are educated in accordance with the rules and By-Laws of De Molay and that proper invitation is made to youth who come of age to be admitted to the Masonic Fraternity.

Examination of Visitors

Senior Warden
Tiler
Any Past Masters (as appointed)

This committee is responsible to ensure that all visitors are properly vouched for or examined if necessary and that if a person is found who can not be vouched for that they are cordially and properly removed from the lodge. This committee will use formal documentation such as Dues cards, or other Masonic documentation matched to valid state or government issued identification to ensure that persons are who they claim to be. The use of the Masonic test oath or other variations of validation of membership is at the discretion of the committee.

Auditing:

Senior Warden
Senior Deacon
Other Master masons as needed or appointed

This committee is responsible to ensure that documentation is properly completed by the Secretary and Treasure and that a yearly audit is conducted prior to the Annual meeting. This committee will report on the findings of their audit at the annual meeting including recommendations for correction of errors noted if necessary.

Attendance:

Tiler
Secretary
All Stewards

This committee is responsible that all persons attending a communication have recorded their name and lodge affiliation, including lodge number and position for visitors on the attendance record book. This committee is also responsible to assist the Examination Committee with visitors and Deacons when purging the lodge if necessary.

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Hospitalers:

Tiler
Others as assigned

This committee is responsible for the greeting and care of brethren and visitors. Seeking out the needs and presenting them to the lodge for brethren, widows, and orphans as necessary.

Benevolence

Worshipful Master
Senior Deacon
Secretary
One appointed Past Master

This committee is responsible for safeguarding the funds allocated to assist distressed brethren, their widows, and orphans. They will review all requests for assistance individually and will help as determined necessary in the means of physical or monetary offerings. In the event of monetary offering's, they will determine the requestor's ability to repay and determine a proper accounting therein. This committee has the right to allocate funds to a requestor even if they determine said person can not repay.

Lodge Education:

Chairman Education Officer (generally a past master)
Senior Warden
Senior Deacon
Secretary

This committee is responsible to ensure that brethren have the necessary information accessible to learn more of masonry and to study the varied rituals of both private and public duties.

Budget Finance & Investment

Worshipful Master
Secretary
Senior Warden
Junior Warden

This committee is responsible for the yearly budget and to ensure that the assets of the lodge are properly allotted. They will ensure that all expenditures are afforded due diligence and that the brethren are given due and timely notice of changes to make proper and educated decisions.

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Entertainment:

Senior Deacon
Junior Warden

This committee is responsible to ensure that proper and fitting entertainment is available at special events, such as the Lodge Christmas party, Summer event with OES, Guest Night and Past Masters, Life Members and Widows dinner. They are also responsible to seek out entertainment for other Special occasions as necessary.

Historians:

As appointed

This committee is responsible to ensure that historical facts and events of this lodge are recorded and safeguarded.

Trestle board & Web Site: (in conjunction with Masonic Building Association)

Worshipful Master
Web Master
Others as appointed

This committee is responsible to ensure that accurate and timely information is provided to the editor of “The Trestle Board” and the Web Master to ensure that all brethren can remain updated on events and activities of our Masonic family.

Building Association

Worshipful Master
Senior Warden
Junior Warden

This committee is responsible to represent the interest of the lodge in the preservation and maintenance of our building. For specific details of duties refer to the By-Laws of the “Pinckney Masonic Building Association”. (PMBA)

Widows and Orphans:

Junior Warden
Secretary
Junior Deacon

This committee is responsible to assist the Widows and Orphans of the brethren when possible with daily life issues and to ensure their continued sense of belonging to the lodge and this fraternity where possible.

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Special areas of interest for degree work

Entered Apprentice Degree.

Working Tools (24-inch gauge and common gavel)
Apron Presentation
Basket- This task is assigned to the lodge secretary
Charge
Lecture

Fellow-craft Degree:

Working Tools (plumb, square and level)
Charge
Lecture

Master Mason Degree

Working Tools (all implements of masonry, indiscriminately, but more especially
the trowel)
Charge to the Brethren
History
Lecture
Bible Presentation

Degree Team
Speaking Fellow-craft parts
Ruffians
First base (Jubela)
Second base (Jubelo)
Third base (Jubelum)

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Recurring and Important Events

Monthly Communications- First Tuesday of each month

Lodge Fellowship & Instruction- Generally 2nd or 3rd Tuesday of each month

Degree Work- Generally Third Tuesday of each month when no instruction is needed or as needed

Annual Meeting- First Tuesday of December (Steak and Oyster Dinner)

Date this year _____ {enter year and date in pencil}

Installation of Officers- First Saturday after the First Tuesday of December (Open to the public)

Date this year _____ {enter year and date in pencil}

Christmas Party for Children & Grand-Children w/Santa- Generally first Sunday of December

Date this year _____ {enter year and date in pencil}

New Year's Eve Party w/ OES chapter 145 (Adults)- December 31st

Date this year _____

Guest Night Dinner- Generally early in February

Date this year _____ {enter year and date in pencil}

Scholarship Fund Raiser-

Date this year _____ {enter year and date in pencil}

Past Masters, Life Members and Widows dinner- Generally 2nd Saturday in May

Date this year _____ {enter year and date in pencil}

Summer Party for Masons and Stars

Date this year _____ {enter year and date in pencil}

Trunk or Treat w/Pinckney 145 OES-

Date this year _____ {enter year and date in pencil}