

GRAND LODGE FREE & ACCEPTED MASONS OF TENNESSEE
LODGE OFFICERS TRAINING MANUAL

ORIGINALLY PREPARED BY THE ELECTED GRAND OFFICERS OF
THE GRAND LODGE IN 1985 WITH ASSISTANCE FROM
THE GRAND LODGE OF KANSAS EDUCATION COMMITTEE

REVISED BY

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Introduction

Freemasonry has always been a school that teaches many things and encourages members to improve themselves. When a member decides to take an active part in the work of the craft, he starts to get more out of his membership, he opens the door to acquiring new skills, improving old methods, developing new friendships, and strengthening old ones.

No Freemason should aspire to hold an office in his lodge unless he is willing to spend the necessary time preparing for the office and the many jobs he will be called on to perform. This is necessary, that he may not only serve the lodge well, serve each member, but also reap full benefits from serving as an officer, and he acquires that feeling of having done a job well. In the process, he will be improving his memory, learning to work with others, how to organize programs and accomplish goals, and improving himself as a public speaker. Officers of the lodge are a team and it is critical that they work together. A lodge where the officers are working as a team is successful, and the membership will know it. If any officers aren't performing their duties the whole lodge suffers. In emergency situations, the other officers can cover the missing officer's duties. However, if the problem continues, it needs to be addressed and resolved.

Average intelligence, a willingness to learn, a desire to serve, and to do a good job are the basic requirements for being a lodge officer. The ideal officer is one possessed of the basic characteristics to be successful in all walks of life, such as sympathy, understanding, and pleasant personality.

This manual has been prepared to aid you in preparing yourself to serve as an officer in your lodge and to assist you in understanding how and what you should be doing while performing your duties.

Once you have made a decision to serve your lodge as an officer, you should equip yourself with the tools that each officer will need for successful work:

1. The Tennessee Masonic Code containing the constitution and bylaws of the Grand Lodge and laws pertaining to the Lodge.
2. The bylaws of your Lodge.
3. The Tennessee Craftsman.
4. A Handbook to Masonry in Tennessee.
5. The Lodge Officers Training Manual and other educational materials.

The first two items contain the basic law of the craft that govern the Lodge and its members. These should serve as a constant reference throughout your service as an officer.

The third, fourth, and fifth items will aid you as you progress from station to station and learn the ritualistic and ceremonial work.

The last two items contain information with which you should become familiar so that you may be of assistance to candidates and new members when they ask Freemasonry questions.

As an officer, you will undoubtedly want to avail yourself of the various activities and information that is available. Visits and conversations with past masters of your lodge, the lecturer in your area, attendance at grand lodge sessions, masonic funerals, installations and visits to other lodges can be fruitful to your development as an officer. All you need is the time, the desire, and the willingness to learn to become a good officer.

The Brethren

Introduction

The Master's first responsibility is the welfare of the brethren. The program he presents should contain both entertainment and education for the members of the Lodge. All too often we hear the phrase, "this is an officers' Lodge." This means the officers, in their preoccupation with Lodge business and degree work, have failed to give proper consideration and attention to other members of the lodge. As an officer of your Lodge, do not forget where your primary responsibility rests.

A Greeting At The Door

When a brother, member, or visitor comes to your Lodge, he expects a friendly greeting upon arrival. The Master and his officers should plan to arrive at least one half hour before Lodge is scheduled to open and, be at the door to greet everyone, right up to the last minute. It should be stressed that each officer should exchange handshakes with every brother present. This means that everything (meals, Lodge preparation, etc.) should have been organized beforehand so the officers are free to spend that half hour talking to the members and visitors. Let each man know how much his presence is appreciated. See that each new member, or visitor, has a brother assigned to sit with him in Lodge and to see he is properly introduced.

Communication (emails, letters or voice) to the brethren

If you want to be remembered, communications is the key. Write an email or letter to the members of your lodge during your year as Master. This personal contact means more than you can imagine. In your

communications, include some highlights of your planned program for the year and some details of interest to the out of state members of your lodge. The cost is negligible for the benefits received and the reception will surprise you. How many communications have you received from the masters of the past?

Education of the Brethren

We ask our candidates, "what came you here to do?" Their answer implies they will have an opportunity to improve themselves in Masonry. How many such opportunities does your lodge present? Masonry has as a philosophy of life in the building of a more secure and durable society through the betterment of the individual man. True morality grows out of recognition that men must commit themselves to some fundamental principles of action and behavior if the fabric of civilization is to have any durable meaning. Without commitment to some standards of rectitude and justice, there can be no faith in the value of cooperative efforts to build a society, which will fit a definition of civilization.

Does your lodge do this? For too many years we have failed to properly educate our members. How often do we raise candidates in our lodges and then forget them or expect them to educate themselves?

Every candidate should be required to come back to the lodge after receiving a degree for the purpose of receiving an explanation of every aspect of the degree. Answer any questions on why they were required to do certain things and explain the symbolism and meaning of the key aspects of each degree

It is the responsibility of every master to see that his lodge program includes true Masonic education. We have a Masonic Educational Talk Award that is given when a brother of your lodge presents a talk in the lodge. The talk does not need to be long, 15 minutes of good education is better than a long drawn out talk that is boring. After he completes his talk, the secretary submits a form, and a CERTIFICATE IS ISSUED AND SIGNED BY THE GRAND MASTER.

Lodge Administration

Officers Meeting

The Master must insist that he and his Officers meet regularly to discuss the problems of the lodge, to divide the work assignments, and through group discussions, give frank and honest opinions how they can best help each other and the progress of the lodge. The meetings cannot be haphazard affairs. They must be planned. The Master should prepare an agenda for discussion and distribute it to those he expects to be present. At least several times a year the Master should call on-the chairmen of the committees and discuss any problems or concerns. It is well to establish a continuing program of events

proved successful in your lodge thus not destroying that which your predecessors have built. Give all new ideas a fair trial as gradual changes are more easily instituted and accepted than radical.

When you call an officers meeting, open promptly, conduct your business efficiently, and make sure each officer has an opportunity to speak. Set enough time to cover everything you need but do not go overly long.

Education of the Officers

A lodge is on the downgrade when there isn't any lodge officer training program. Officer training does not just happen; it is planned. If your lodge does not have such a program, you would be making a major contribution by starting such a program. The Past Masters of your lodge should be called upon to assist you in this effort. They would undoubtedly be delighted to be given a chance to help in such a project.

Such a program might include:

1. Duties and responsibilities while in office (such as who sets out the jewels and aprons and who washes and makes sure that the candidate uniforms are clean).
2. Requirements for advancement to the next station or office.
3. Parliamentary law in the lodge room.
4. Masonic history.
5. Available educational materials and where to obtain them.
6. Lodge finance.
7. Grand Lodge Structure. If you have a problem you need advice on, do not be afraid to call your district deputy chairman or your district chairman that is what they are for.
8. Pitfalls of the Master's chair.

Administrative Duties

To assist in the administration of a lodge, the following is offered:

Installation: This is the responsibility of the Master elect. You must decide if your installation is to be open or closed event. You make all the arrangements. Provide the installing team as much advance notice as possible.

Appointments: You appoint all non-elected officers. Take time to select the right people. Be certain each one knows what is expected of him. Never make an appointment without contacting the person first.

You are a member of every committee. There are five suggested standing committees and many other committees that you could use in your lodge. Remember to check with the chairmen of the committees periodically. Make sure each committee is accomplishing their duties.

Investigating committee: These are very important to the success of your lodge. See that a well-informed person heads this committee. A mixture of old and new members is recommended.

Funerals: Masonic funerals should be one of your prime concerns. You have to approve them. Be able to handle them well or have a good brother to handle them.

Stated Meetings: Plan your meetings and announce them well in advance. Keep in close contact with the secretary. Together you should work out the agenda for each meeting.

Education:

1) Educate your officers; maintain regular communications; keep them well informed of your plans.

2) Educate your Members, so they may have a greater appreciation for masonry and their lodge.

Encourage visitation between lodges and visitation of the sick and distressed.

Create a library if there is none. Encourage the use of it.

Avoid too many activities or ceremonies on the same evening. Spread out your programs and events.

Tell each new Mason that we do expect something of him. Give him some literature to read-some chore to do. Check his talents-put them to use.

Avoid conflicting dates with other lodges or appendant organizations as well as other community activities. This can be difficult, but avoid conflicts if possible.

Keep in close contact with all lodge Widows. This is a duty that should not be forsaken. Have a committee to check on them and any sick brethren.

Most of your questions can be answered by referring to the Tennessee Masonic Code. If not, consult with your Past Masters, District Deputy, or District Chairman.

Become familiar with all Grand Lodge events and periodically check the Grand Lodge Website for any announcements.

Committees and Committee Appointments

The Master of a progressive lodge does not have time to implement his lodge program alone; he must rely on his appointed committees. Committee appointments must be planned and set up by the Senior Warden prior to being installed as Worshipful Master. He will not, however, announce his appointments until he has been installed as Master. An appointment to a committee should not be made without first asking the brother, individually and specifically, if he is willing to accept the duty and tasks assigned.

Committees fall in several categories, namely:

1. Committees established by lodge bylaws.
2. Special committees are appointed by the master.

Qualifications to be considered in selecting brethren to serve on various committees are:

1. Talent or ability to perform the task assigned.
2. Interest in the particular work of the committee.
3. Deep sense of responsibility.
4. Willingness to give the time needed to carry out the duties assigned.
5. Ambition for leadership, organization and teamwork.

Standing Committees of each Lodge

Auditing committee: Whose duty it shall be to audit the books, vouchers, records, and all reports of the treasurer and the secretary, and report fully thereon as directed in the bylaws and at such other times as the master may direct.

Charity committee: Consisting of three Members of the lodge, who shall have authority during recess of the lodge to expend not more than the amount approved in the bylaws for that purpose.

Conduct committee: Consisting of three members of the lodge, whose duty it is to take cognizance of the conduct of the brethren within the jurisdiction of the lodge, reconcile differences which may arise among brethren, and when proper, prepare and prefer charges to the lodge for its action. This committee is one of the most important in that they should counsel a brother who is going astray and possibly solve problems before they fester and charges have to be filed.

Visiting committee: Whose duty it is to visit sick and distressed brethren and their families and sick and distressed widows and orphans of deceased brethren, and report to the Master and the lodge.

Inquisitorial or Interview Committee: Consisting of three or more members of the lodge, whose duty it is to interview each prospective Candidate from whom a petition for the degrees has been received, and obtain from him such information relative to his motives and moral fitness as may appear advisable. No ballot on such petition should be taken until after this committee has reported thereon.

Suggested Committees

The following is a suggested list of additional committees within a lodge:

1. Budget committee: Consists of three to five members, depending on the size of the lodge. (All lodges should operate from a budget prepared in advance. This is good business).
2. Lodge Membership Conservation Committee: This committee can be the most important to your lodge. Three to seven members are recommended with the following duties:
 - (a) Visit resident members in their homes to encourage lodge attendance and to promote masonic principles.
 - (b) Call on brethren who are in arrears with dues payments and report the cause to the lodge.
 - (c) Contact brethren whose progress in degree work has been delayed and report their reason to the master.
 - (d) Call on shut-in, sick, distressed and elderly brethren of the lodge.
3. Refreshment committee: Usually consists of the two stewards.
4. Lecture Committee: Usually past masters or proficiency card holders. This should be an active committee, teaching lectures to all candidates. Many lodges assign a Past Master to work with each officer of the lodge and encourage his progress.
5. Publicity Committee: This committee should be selected with care. Members should be well qualified and have some knowledge of the communications field. Programs should be instituted from programs sanctioned by the publicity committee of the Grand Lodge.
6. Funeral Service: This committee should not only see to the service and wishes of the family but also set up a method within the lodge to notify all of the brethren of the time and place of a Masonic service.

Some general rules for successful committee operations are:

1. Have active members.
2. Follow the planned agenda of the committee chairman.
3. Start on time; work your plan; adjourn on time.
4. Give advance notice of each meeting in writing. Members can have time to plan their affairs so that they can attend. No lodge can expect its members to set aside other matters for last minute special nights. Thus, allowing the members to arrange their schedules to be present; then a courtesy call reminding each member a day or two in advance.
5. Keep a written record of important items of each meeting.

In summary: Committees are appointed to facilitate the transaction of lodge business. There are two types: Standing and Special. Standing committees are those provided in the bylaws of the Lodge. Special committees are those referred to on a particular subject or report. All are appointed by the Master, and all report to him. The Master is an ex officio member of all committees. The number of members on a committee is determined in the bylaws of the lodge or by the Master.

Local talent can be fully utilized. Setting the craft to Work includes coordinating the talents of the largest number of brethren possible. The Master can have peace of mind, knowing that he has charted a course for the lodge wisely. He will have fulfilled the responsibilities of leadership, leaving nothing to the confusion of last minute snap judgements.

Duties of the Officers

The Worshipful Master

The Worshipful Master has been elected by his brethren to fulfil the highest honor that can be bestowed upon a Master Mason. No Mason should begin climbing the flight of stairs to the master's chair in the east without first pledging to himself that he will dedicate and devote all his energy and zeal to fulfilling his duties to the best of his ability. The trust placed upon him by the brethren should never be violated.

A respected and successful Master will:

1. Call the lodge to order at stated meetings at the time and place set in the bylaws.
2. Call the lodge in special meetings for degree work, emergency meetings, or social functions.
3. Preside at the meetings of the lodge. (When absent, the Wardens by rank will preside. If all three officers are absent, the lodge cannot be opened except as authorized in section 4.502.
4. Control all debate and preserve good order, as well as harmony, within the lodge.
5. Control the voting within the lodge and see that each member present casts a vote or is excused from voting.
6. Prohibit the discussion of political matters in the Lodge room.
7. Know the Ancient Landmarks, the Tennessee Masonic Code and the bylaws of his lodge.
8. Preserve the lodge charter as its lawful custodian.
9. See that communications are answered and degree work exemplified with dignity consistent with the requirements of the grand lodge.
10. Carefully select all appointive officers and committees of the lodge.
11. Sign all orders or vouchers drawn on the treasurer after lodge approval.
12. Fill temporarily all vacant stations and places with proficient members.
13. Read and discuss in lodge the proceedings of the Grand Lodge.
14. Grant masonic funerals and preside at the masonic burial or memorial service of a deceased member if requested, or cause the same to be done.
15. Make immediate personal contact with the family and offer assistance upon notice of the passing of a brother or a member of his family.
16. Represent the lodge at all Grand Lodge Annual Communications including district meetings, meetings on masonic education, meetings on ritual and schools of instruction.
17. Attend all degree rehearsals.
18. See that his successor is installed.
20. See that the Constitution and Regulations of the Grand lodge are obeyed.

When you are presented the gavel of your lodge, you are assuming the obligation of “ruling the craft with regularity,” not just “stumbling through a meeting.” The difference can be found in three words: (1) planning, (2) knowing, and (3) doing. In other words, it takes pre-planning, preparation, and work to be a skillful presiding officer.

The planning begins when you decide the purpose of the meeting. The “regular business” of the lodge must be conducted at a “stated meeting.” Thus, an “order of business” must be planned and prepared. Sometimes phone calls will be necessary to contact the officers, or committee chairmen, which have reports ready for presentation. The Master who leaves this to the secretary has a secretary for a master.

A successful presiding officer will:

1. Preside in an orderly and dignified manner.
2. Stick to the subject under discussion.
3. Govern with authority, but with justice.
4. Speak clearly and concisely so all can hear.
5. Avoid arguments and quarrels, but hear all sides.
6. Decide on a point of order and his decision is final.

Suggested order of business

Reading and approving of all unapproved minutes of previous meetings.

Reading and referring of petitions to proper committee

Committee reports on petitions

Balloting on petitions ready for vote

Set degree work

Bills

Treasurer’s report

Reports of Committees

Old and unfinished business

New business

Any Communications.

Disposing of such other business as may lawfully come before the lodge.

Short Educational Talk if not conferring degrees

The order of business is to serve as a general guideline for all meetings. The Worshipful Master should prepare an agenda for each meeting which will remind him of each item that should be brought to the attention of the meeting. This should be prepared with the Secretary so that he and the Master will be in complete communication throughout the meeting.

The Senior Warden

(Tennessee Craftsman)

It shall be the duty of the Senior Warden to look well to the West and serve as an assistant to the Worshipful Master in the government of the lodge. It should be for him, a year of planning. Keeping in mind that a primary duty upon reaching the Master's chair is "to set the craft to labor and give them good and wholesome instruction."

The obligations of the Senior Warden are:

1. Serve as Master in his absence.
2. Should be able to open, close, and confer all degrees.
3. Know the business of the lodge and have a working knowledge of all committee work, candidates in process, and upcoming events.
4. Help secure instructors for the candidates.
5. Attend all degree rehearsals.
6. Have a working knowledge of the finances of the lodge.
7. Have a reasonable knowledge of the codes, which relate to proper discussions, lodge procedure, lodge jurisdictions, masonic conduct, authority of the master, etc.
8. Observe the various brethren who would best fulfill the duties of a line officer, as next year he must appoint new officers. He should consider if:

- (a) He has the time to devote years of sincere application to the lodge?
- (b) Will the appointment conflict with his vocation?
- (c) Does his family support him in his endeavor to become a devoted worker and lodge officer?
- (d) Has he initiative and good personality?
- (e) Is he capable of memorizing and presenting the work and lectures?
- (f) Does he have leadership potential?

The Junior Warden

(Tennessee Craftsman)

The Junior Warden is primarily a liaison officer or coordinator of activities. This does not mean he takes the spotlight, but is a vital member of the team. Usually, the Master and the Senior Warden have more work to accomplish than time permits, and the Junior Warden is the one looked upon for assistance. Additionally, He is usually in charge of the kitchen, thus making sure the meals are prepared and served with the assistance of the Stewards.

The obligations of the Junior Warden are:

1. To serve as Master or Senior Warden in their absence.
2. Know the opening, closing and conferring of degrees.
3. Promptness and regular attendance at all lodge meetings and special social functions.
4. Assisting the senior warden in "special functions."
5. Carrying out any duties assigned by the Worshipful Master, such as:
 - (a) Supervision when the lodge is at refreshment.
 - (b) Serving on committees for the purchase of Lodge equipment.
6. Continued study of the Tennessee Masonic Code.

The Treasurer

(Tennessee Craftsman)

This officer is the lodge banker and should adhere to good business practice and habits. Receipts, records and monthly reports of expenditures and income are his responsibility and duty to the lodge.

It is his duty to:

1. Receive all moneys from the Secretary and issue a receipt for the same.
2. Keep a just and regular account of the same.
3. Pay out money only by order of the Worshipful Master and consent of the lodge.
4. Give an annual account to the lodge.
5. Deliver all lodge funds, books, vouchers and all documents to his successor.

The Secretary

(Tennessee Craftsman)

The duties of the Secretary and the importance of his office cannot be emphasized too strongly. Prompt attendance to all business, neat and complete minutes and records are a must for this office. A Secretary should never be late at the meetings, but be there in time to have everything in readiness, so the business may be conducted at the pleasure of the Master. The Secretary should familiarize himself with his duties in the Tennessee Masonic Code, the uniform code of bylaws and the Tennessee Craftsman. **Each secretary should have a Secretary's Handbook available from the Grand Lodge.**

It is his duty to:

1. Observe the will and pleasure of the Worshipful Master.
2. Record all proceedings of the lodge proper to be written.
3. Receive all moneys paid into the lodge.
4. Pay them over to the Treasurer taking his receipt therefor.
5. File all documents of the lodge.
6. Collect all dues of the lodge and issue receipts.

7. Make monthly and annual reports.
8. Keep an up-to-date register of all members.
9. Keep in trust the seal of the lodge.
10. Deliver to his successor all books, papers, records, vouchers, etc.

The Chaplain

(Tennessee Craftsman)

The textbook of the Chaplain is that great light in freemasonry which forever sheds its rays upon every lawful assemblage of masons.

He has the obvious duties to:

1. Open and close all meetings with prayer.
2. Attend all masonic funeral services and give the prayers of that service.

The Senior Deacon

(Tennessee Craftsman)

The Senior Deacon is the messenger of the Worshipful Master. His most important duty is to welcome visiting brethren and introduce them to the lodge members so that they will feel at home. Both ritual and floor work are a part of the required operation of this station.

He should be prepared to:

1. Introduce and accommodate the visitors of the Lodge.
2. Receive and conduct the candidates in all degrees.
3. Prepare the ballot box at the order of the Worshipful master.
4. Be able to give the senior deacon's lecture.
5. Proceed with the study of the Tennessee Masonic Code and the bylaws of the lodge.
6. Attend and participate in schools of instruction when held within the district.

The Junior Deacon

(Tennessee Craftsman)

It shall be the duty of the Junior Deacon to be the messenger of the Senior Warden. His duty is the custody of the door opening from the tiler's room. He permits no one to enter or retire without consent from the Master.

He should be prepared to:

1. Understudy the Senior Deacon that he may relieve him whenever necessary and prepare himself for advancement to the duties of the senior deacon.
2. Reach a high degree of proficiency with the rod and its use.
3. Assist in introducing visiting brethren and see that they are made to feel at home.
4. Proceed with a study of the Tennessee Masonic Code and bylaws.
5. Attend all called meetings of the lodge.
6. Carry out lodge assignments given by the Worshipful Master, Senior Warden, and Junior Warden.

The Stewards

(Tennessee Craftsman)

It shall be the duty of the Stewards to assist the deacons and other officers in the discharge of their duties.

It is their duty to:

1. Be early to arrive and set up the lodge for the meeting.
2. Become proficient in rod and floor work.
3. Prepare and introduce candidates.
4. Assist when the lodge is at refreshment under the direction of the Junior Warden.
5. Extend to visiting brethren such attention as circumstances may suggest.
6. Begin learning lectures for degree conferral.

7. Attend to such other duties as may be directed by the Worshipful Master or Junior Warden.

The Tiler

(Tennessee Craftsman)

The appointment of a Tiler for the lodge is of extreme importance. Just as the tiler's sword is used as a symbol to guard against the approach of cowans and eavesdroppers, so it should admonish us to guard our thoughts, words and actions, thereby preventing the approach of every unworthy thought, word, or deed and preserving a conscience void of offense toward God and toward man.

He should be prepared to:

1. Be prompt and early at all lodge meetings and see that all lodge paraphernalia is in place for all stated and special meetings.
2. See that all paraphernalia is kept clean and in good repair.
3. Welcome and accommodate all visiting brethren and act as host of the lodge.
4. Register all regular and visiting brethren and see that they are duly vouched for or examined.
5. See that all brethren in the lodge room are properly clothed.
6. Inform the Master of a visiting brother to be examined for admission.
7. See that all paraphernalia is put away at the close of Lodge.

The Trustees

The duties of the Trustees are assigned by lodge bylaws, or referred to them by the lodge or Master.

Marshall

Some lodges have a Marshall whose duties are assigned by the lodge and Master.

A Well-Organized Lodge

Annual meeting for the election of officers shall be held at the first stated communication in December. (The Lodge's annual report must be filed on or before January 10).

Ballot and balloting: A unanimous ballot is required except for restoration. Subsequent ballots may be ordered (a second ballot is advisable if one black ball appears) before any member present on the first ballot shall have left the room.

Objections can be filed with the master. Master must keep confidential and not identify who objected.

Petitions for restoration require two-thirds favorable ballots to elect on demit from a petitioners own lodge. Unanimous ballot on non payment of dues. Petitions can only be received at stated meetings.

Balloting on petitions can only be done at stated meetings.

There are three ways for the brethren to vote:

- 1) The raised hand is the general way to express the member's affirmation or negative decision on the Master's call. It is used in receiving petitions and ordinary motions in the transaction of business.
- 2) A written ballot should be used for the election of officers and where it is desirable to permit the brethren to vote without embarrassment.
- 3) The Ballot Box

Balls and cubes are used to vote on a petitioner. One cube rejects all petitions except for restoration. Balloting for restoration is done on slips of paper , see code book for further information.

The brethren may not enter or retire during balloting.

Dual memberships are handled in the same manner as petitions for membership. A unanimous ballot is required.

Committee reports are done only at stated communications.

Bylaws may be adopted not in conflict with Grand Lodge Constitution and Bylaws.

Charity must be authorized before it is extended.

Classes: Candidates must proceed singly in the work except for proficiency examinations, presentation of working tools; second sections of the degrees, the lectures and charges.

Communications: Stated communications are to be held as provided in the lodge bylaws.

Special communications may be called by the master at will.

Correspondence with lodges outside of Tennessee must be through the Grand Secretary.

Degrees: Conferral may begin the night the petitioner is elected. Twenty-eight days must elapse between degrees.

Dues:

- 1) Lodge dues shall be payable in advance, and shall be delinquent if not paid on or before January 1, of each year.
- 2) It is good policy to send notice of dues. If dues are unpaid by January 1, solicit payment early in the year.
- 3) The lodge may raise or lower its dues.
- 4) Dues for a partial year should be prorated on a monthly basis.
- 5) The lodge may remit or handle delinquents equitably.
- 6) Dues may be remitted or waived for inability to pay, or other cause, by a majority vote of members present at any stated communication. To suspend for NPD, charges must be preferred as specified in the Masonic Code.
- 7) Delinquent dues should be collected early in the year and not left till near the suspension deadline so that the brethren have every opportunity to be paid up. Every effort should be made to collect annual dues to retain all members.

Examination on the lectures may be in lodge opened on the degree in which the proficiency is required or before a committee. The vote may be taken in the degree examined or in the next higher degree.

Fees:

- 1) The amount of the fees for the degree may be fixed by the lodge, but cannot be less than \$60.00.
- 2) The manner of payment should be included in the lodge Bylaws and explained to the petitioner by the investigating Committee.

Investigation: The committee investigating a petitioner should be prompt and thorough. A majority of the committee must report. IF POSSIBLE GO TO HIS RESIDENCE.

Per capita tax must be paid by February 10th.

Special dispensations: Contingencies arising cannot be met except by special dispensations from the Grand Master. In making application, give full particulars, including names and dates.

The Synopsis of the Grand Lodge Proceedings is to be read at first stated meeting after being received.

Transfers:

- 1) Transfer of membership from one lodge to another may be handled directly with the other lodge if within Tennessee.
- 2) If the other lodge is in another state, the transfer must be handled through the Grand Secretary.

Trials: Charges and specifications for a masonic offense should be handled under the penal code. (title 6, Tennessee Masonic Code)

Vacancies in elective offices may be filled by special dispensation only. Secretary can contact Grand Secretary to facilitate this.

Appointed officers may be changed by the Master at any time.

Stated meetings: The ritual provides explicit duties on the opening and closing ceremonies, as well as conducting any degree work. Prepare yourself to perform those duties in a dignified and impressive manner.

Behavior: The brethren should not hold private conversation during the meeting, but should pay attention and assist in transaction of business. The use of violent, profane, or vulgar language by a brother would justify the Master in excluding the offender.

Brotherly love should prevail among all. Nothing should be said or done that may promote private piques and quarrels, or disturb the harmony of the lodge.

Special communications may be called at the will of the Master. Sunday communications may be called for funerals, St. John's day celebration or installation of officers between the hours of 2 p.m. and 5 p.m., but not for degree work or the laying of cornerstones.

Degree Conferral: Nothing should be given more serious consideration than the treatment of Candidates for masonry. When a Candidate arrives for his degree, greet him and make him feel welcome. While waiting for his work, he should be in the company of a brother at all times. Joking about the degree should never be included in the conversation.

First impressions are lasting: all participating in the degree work should be neat and clean. The garment to be used should be cleaned after each wearing.

There is much difference of opinion as to who may confer the degrees. While all activities and degree work are under the master's supervision and direction, an accepted rule is for the Senior Warden to have charge of the third degree, the Junior Warden the second degree, and the Senior Deacon the first degree. This system will develop proficiency.

Lodge Finances

One of the more important areas of lodge operation is the area of finance. Yet this is often one of the least considered by the lodge officers. Each year a budget should be prepared as a guideline for expenditures of the year. This will enable you to allocate your funds for the goals you have set for your year.

Past year's records and estimated income and expense will aid in setting the current year's budget. Prudent financial management may assist you in transferring your lodge into the hands of those who shall come after you in as good or better condition than when you received it.

Funerals

- 1) Every affiliated Master Mason is entitled to masonic burial by his lodge.
- 2) The masonic funeral or memorial ceremony, performed upon request, is an opportunity to show masonry to the public. It should be conducted only by those who are well qualified. For these ceremonies see the Tennessee Craftsman. Care should be taken not to stray from these ceremonies. Special care should be taken to not infringe upon the part of the minister in the service. Every consideration should be given to the family, the minister and those in charge of the funeral.
- 3) A Mason's obligation does not end with the funeral service. We are obliged to look after our brothers' widows and orphans in the years ahead.
- 4) Remember, the purpose of the service is to honor the memory of our deceased brother, and to comfort the family and friends. Prepare your group for this important service. It would be better not to give this service than to give it poorly.

Leadership

Introduction

- 1) Some brethren are “born leaders” others are “followers.” However, a brother can be taught to lead.
- 2) Our leaders are recruited from the fraternity and must receive proper training therein. They emerge among us because of talent, ability, skill, and enthusiasm demonstrated as occasions arise. These brethren unite men, contribute ideas and views, and influence others to follow suggestions.
- 3) Aggressive people with drive and determination are at times pushed into positions of leadership. While not actually seeking to lead, they yield to the pressures persistently applied for their direction and instruction.
- 4) Being a leader requires a considerable amount of work and time. In most cases, there is the feeling of duty toward his fellow men.
- 5) The leader draws from past experiences and gains knowledge in successful and progressive endeavors.

Basic requirements:

The leadership ability of a lodge officer depends on four basic requirements.

1. To associate with other people. This is the key and unlocks many doors to success. It requires a great amount of effort and is maintained with constant safeguards.
2. To understand. Recognize the ideas of the other brethren and their right to express them; then evaluate these for the good of all involved. It is also most important to have a thorough knowledge of the task being undertaken.
3. To utilize other’s capabilities. The mark of a leader is in delegating authority to those most competent to perform.
4. To speak. To stand before the lodge and express yourself in a clear, concise manner with an audible voice is of utmost importance. Speak with knowledge and authority; make it brief but cover the subject; and do not try to imitate others: be yourself.

Characteristics:

Contrary to the old idea that leaders are born and not made, the art of directing others can be taught and mastered. Look for men willing to learn and improve themselves in the following basic characteristics:

1. Energy: This comes from within. You cannot expect to lead others without it. Be willing to do everything that is requested of others. Look for future leaders with this quality.
2. Confidence: Look for men who have this characteristic and can instill it in others.
3. Desire: Look for one who rejects failure. He should project strength and enthusiasm.
4. Concern: Very few men will join with another unless they feel he really cares about them and their problems. Concern for others is a key quality of a good leader.
5. Morality: A stern code of ethics is necessary for good leadership. Without it, a man is unsure of himself and will not make a good lodge officer.
6. Faith: Look for a man with a strong faith. One must have this quality in himself, in others with whom he associates and most important, in God.

It is impossible to find all of the above-mentioned characteristics in one person. Observe anyway; all will have a certain degree of each trait. In selecting your appointed line, rate each man under consideration. This will prove interesting and helpful to you. A poor appointment for the line will affect the lodge for several years.

Leadership and pride in an organization will filter down from above and rarely seep up from below. Also, the good leader will say “we” instead of “I.” The spirit of “we” is created by involving all possible into a total program.

Motivation:

Motivation can be defined as the reason for a person wanting to do something. Personal desires can be divided into two general groups.

1. The physical or primary needs such as water, food, air, sleep, or that which is vital in order to survive.
2. The social and spiritual needs.

Freemasonry’s appeal is to the spiritual nature of men for the following reasons:

1. Association with others.
2. Feeling of "belonging."
3. Identification with something worthwhile.
4. Satisfaction of being useful and of service to others.
5. Recognition because of merit.
6. Achievement of goals.
7. Desire to accomplish something worthwhile.
8. Desire to be useful.

These elements will exist to some degree in any leader. He must also recognize these basic reasons for people doing things and also use them to interest members in helping the lodge. When the leader encourages a member to take part in a project or program of the lodge, he is also urging the brother to help himself in social and spiritual needs.

Activity produces good leaders, and a good leader will inspire activity.

Planning:

The secret of success lies in the planning. Remember the 6 Ps; PRIOR PROPER PLANNING PREVENTS POOR PERFORMANCE. The success that you have as master of your lodge will depend on the preparation you make as a warden. In Tennessee, we urge every Junior Warden to develop a plan for his year as master before he is installed as Master.

Usually a meeting is a success because of the detailed planning that has gone into it beforehand. One of the basic purposes of Freemasonry is to promote knowledge as well as growth of the man, and the Master is, himself, responsible for the accomplishment of this goal since it is his special duty to set the craft to work.

There are several important reasons why planned programs pay:

1. Lodge funds, which are frequently limited, can be spent judiciously.
2. Membership activities can be balanced so that various cross sections will fill a specific interest.

This is a very important consideration in building attendance. If the brethren feel their respective interests have been given adequate consideration, they will be boosters for the entire schedule.

3. Each committee will have ample time to plan details, arrange for speakers, and do the many things necessary for a successful season.
4. Members can have time to plan their affairs so that they can attend. No lodge can expect its members to set aside other matters for last minute special nights.
5. Local talent can be fully utilized. Setting the craft to Work includes coordinating the talents of the largest number of brethren possible.
6. The Master can have peace of mind, knowing that he has charted a course for the lodge wisely. He will have fulfilled the responsibilities of leadership, leaving nothing to the confusion of last minute snap judgements.

Some general rules to remember:

1. Don't waste a meeting. A meeting worth having is worth doing well.
2. Start on time and close on time. Make out a timetable so you can check progress. Closing late is as much a mistake as opening late.
3. What is good enough for your lodge is good enough for your neighbors. Be certain that several nearby lodges have copies of your program, and make them welcome to all activities.
4. Picking the man for the job is just as important as the job itself.
5. Do you have a regular planned lodge program?
8. What are your annual events such as 50 year, widows' night, past masters?
9. What are your special events?
10. Do you have ladies nights? Family night?
11. Do you make planned visits to other lodges?

Courtesy to invited Speaker:

When a Speaker is expected at your lodge he should be given specific directions for reaching your meeting place; and it should be the assigned duty of a brother (appointed by the Master if he is unable to attend to it) to meet the guest on his arrival. Courtesy to invited speakers is long remembered and poor manners to them are seldom forgotten. Don't let your Speaker arrive at the lodge room (or banquet hall) and wait vainly for some sign of recognition, then have to introduce himself, and inquire for the Master. The brother who meets him should "remain by him."

Moreover, it may serve you well to remember that he is, as a rule, giving freely of his time, talents, and energy, to fill the appointment, and should be shown every thoughtful courtesy that can be extended to him. Don't make him sit through a long, drawn out period of entertainment before giving him the opportunity of contributing that for which you invited him. If he is to speak after a stated meeting eliminate all unnecessary matters from the business meeting. He should be properly introduced when he is presented, not only his name, but where he is from, his connection with masonry and perhaps the circumstances of his being invited to speak. If his journey involves payment of his expenses by the lodge, his check should be ready for him before he leaves. He should not be embarrassed by having to ask for it.

If his address has been the principal event of the evening, his talk should close the program. No anticlimax of "a few remarks" should be given by any brother, except possibly the grand master if he is present.

Remember the thank you. A prompt note after the event to the speaker and outstanding helpers is always recommended.

Masonic Resources

District Deputy Chairman

Each county in the state has one or more district deputy chairman. Their duties are to assist the lodges in their respected territories in any problems they may have. They report to the District Chairman, which reports to the Grand Master. Any advice or problems should reported to them and they will report to the District Chairman.

District Chairman

The District Chairman is the eyes and ears of the Grand Master in his district. He will contact the Grand Master and advise him of any problems he is made aware of.

AS A RULE OF PROCEDURE, PLEASE CONTACT YOUR DISTRICT DEPUTY AND DISTRICT CHAIRMAN BEFORE CONTACTING THE GRAND LODGE; THEY WILL CONTACT THEM ANYWAY FOR THEIR OPINION ON SOLVING ANY PROBLEMS.

The Grand Lodge

The Grand Lodge of the Ancient and honorable fraternity of Free and Accepted Masons of the State of Tennessee (that is the official title of the Grand Lodge) is a corporation which controls, as the supreme authority, the three degrees of symbolic masonry in the state of Tennessee. It possesses and exercises original, sole, and exclusive control over all matters of masonic legislation within its jurisdiction, subject in all things, however, to the provisions of its constitution, the mandates of which are superior to its edicts and reports, and to the rulings of Grand Masters. Its enactments and decisions upon all questions are the supreme masonic law of the state, when not in conflict with the ancient landmarks of masonry, nor in violation of the reserved rights of the lodges. (3.101)

The personnel of the Grand Lodge, consists of Masters and Wardens of lodges, Past Masters, Grand Officers, etc., as fully set forth in the Tennessee Masonic Code. The annual communication of the grand lodge is held regularly at Nashville on the 4th Wednesday in March. The Grand Master is authorized to call a special meeting whenever, in his opinion, it may be necessary. Due notice, of course, is given to all chartered lodges in Tennessee.

The Grand Lodge of Tennessee was organized in 1813. The lodges in existence in Tennessee prior to that time were under the jurisdiction of North Carolina; and, from 1803 to 1813, the Grand Lodge was known as the Grand Lodge of North Carolina and Tennessee. With the forming of our Grand Lodge, the Grand Lodge of North Carolina issued what is called a Charter, but which was rather a formal release of jurisdiction, as no Grand Lodge has the power to charter another Grand Lodge and the Grand Lodge of Tennessee was formalized on December 27, 1813. As of 2017 we have 310 lodges, with more than 35,000 members. Andrew Jackson, seventh president of the United States, was Grand Master of the Grand Lodge of Tennessee from October 7, 1822 to October 6, 1824. James k. Polk, the eleventh president, was a member of our Columbia Lodge; and Andrew Johnson, the seventeenth president, was a member of our Greenville Lodge. John Sevier, our first governor, was a Mason, and many of the governors who have served since that time have been members of Tennessee masonic lodges.

The Grand Lodge is governed by the Grand Master.

The office of the Grand Lodge is located in Nashville and is under the direction of the Grand Secretary.

Programs of the Grand Lodge:

District meetings. The Grand Lodge conducts these meetings each year. These meetings are under the direction of each district chairman unless otherwise directed. Every lodge officer should attend these meetings in their district and all brothers are welcome.

Masonic Widows' and Orphans' home of Tennessee Fund

A charter of corporation was issued in 1886 as the Masonic Widows' and Orphans' home. The home was located on a 220 acre dairy farm five miles out of Nashville. The dairy, along with the other farm products produced there, helped with the overall expense of the home. A school was established there to enable the children to receive a proper education.

The home operated with a capacity of 400 until the early 1930's, when it was phased out and our widows were given the opportunity to remain at home and still receive assistance. That practice is followed today, and is the envy of some of our sister jurisdictions who still maintain homes at considerable cost to operate.

While we often think that masonic charity is the responsibility of the lodge, section 5.301 of the Tennessee Masonic Code states that masonic charity is the responsibility of each Master Mason.

St. John the Baptist day (June 24) is known and must be observed as widows' and orphans' day. Lodges are requested to make special donations to the widows' and orphans' fund on that day.

PLEASE GO TO THE GRAND LODGE OF TENNESEE WEBSITE www.grandlodge-tn.org OR CALL THE GRAND LODGE OFFICE AT 615-255-2625

Supplies available from Grand Lodge

A complete listing is published from time to time, copies of which are always available. Lodge secretaries should write or call the grand lodge to order required items. The address is 100 7th Avenue Suite 4, Nashville 372023. And the phone number is **(615) 255-2625**.

REMEMBER WE ALL CAN LEARN SOMETHING FROM FREE MASONRY; WE JUST HAVE TO WORK AT IT.