

The Charity Steward. The Charity Steward's jewel is a trowel. It is a symbol of secrecy and fraternal care. Where the Almoner's work is to dispense of alms so it is the Charity Steward's work to collect money for Masonic Charities. His work is not the easiest. Many Brethren find it difficult to ask others for money. It is a particular type of individual who makes a really effective Charity Steward!



The Lodge Mentor. A recently introduced office, the jewel is two chisels in saltire surmounted by a chain. The role of the Lodge Mentor is to ensure that all new Masons, and those progressing towards the Chair, are properly mentored. He does this by appointing a Personal Mentor to each candidate and liaising with the Personal Mentors on a regular basis.

From the foregoing, you can see that Freemasonry provides many opportunities for Brethren to gain enormous satisfaction in their lives by carrying out administrative duties on behalf of their Lodges. Whatever your circumstances, after you have been raised to the Degree of a Master Mason and you are unable to progress through to the Master's Chair at present, or have no ambitions to do so, you may like to consider volunteering for one of the administrative offices. You are unlikely to regret it!



District of Cyprus Mentoring Programme

A series of Fact Sheets for a
Fellow Craft

FC 04
**The "Administrative" Officers
of the Lodge**

Making a daily advancement in Masonic knowledge

What is meant by 'administrative'?

The Officers of the Lodge can be divided into three different categories; those who are progressing to the Master's Chair, those who administer the affairs of the Lodge and those who look after the ceremonial of the Lodge.

In this fact sheet we look at those Officers who administer the affairs of the Lodge. They do not have to be Past Masters of a Lodge but you will often find these Officers to be such. Their progression through the Chair has possibly left them with a desire to put something back into the Lodge and to use the valuable experience of Freemasonry which they now have.



The Chaplain. The Chaplain's office is to administer the spiritual needs of the Lodge. His jewel is the open book on a triangle surmounting a glory. The open book represents the Volume of the Sacred Law, which is always open on the Worshipful Master's pedestal when the Brethren are at labour in the Lodge. The Volume of the Sacred Law is the greatest of the three great, though emblematical, lights in Freemasonry. Without it the Lodge is not perfect. The Chaplain's place in the Lodge is to the immediate left of the Immediate Past Master. In each of the Ceremonies, the Blessing of the Almighty is invoked on our proceedings. It is, therefore, the duty of the Chaplain, as far as may be possible, to attend all the meetings of the Lodge, in order that he may exercise his sacred office in the devotional portions of our Ceremonies



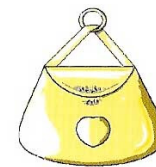
The Treasurer. The Treasurer's jewel is a key. Like the Worshipful Master, the Treasurer has to be elected annually by the Brethren of the Lodge. His duty is to receive all fees, dues, etc., and to pay from the Lodge all current expenses, also any sums which may be voted by the Brethren for the purposes of charity. His accounts must be fairly entered in a book which should be opened at every meeting of the Lodge, that the members may know how their subscriptions have been applied and how the balance stands.



The Secretary. The Secretary's jewel is two pens in saltire, tied by a ribbon. His duty is to issue the summons detailing all matters of business which may be brought forward in the Lodge, to attend the Lodge punctually, and to enter the proceedings in the minutes for confirmation at a subsequent meeting of the Lodge. He is required to keep a correct register of the names and addresses of all the members and make returns to the District and Grand Lodges. He must also keep a true account of the payments of all fees, dues and subscriptions, giving notice to every member who is in arrears.



The Assistant Secretary. The Secretary of a Lodge has a lot of work to do and it is therefore permitted to appoint an Assistant Secretary. The jewel of the Assistant Secretary is two pens in saltire, surmounted by a bar bearing the word 'Assistant'. His office is to assist the Secretary and you will find that Secretaries use the Assistant Secretary in ways which vary from Lodge to Lodge.



The Almoner. The Almoner's jewel is a scrip-purse upon which is a heart. At most Lodge meetings, alms are collected for Masonic Charities. Symbolically the Almoner's work is in dispensing those alms. In practical terms he keeps in touch with members and former members of the Lodge as well as the widows and dependants of deceased Brethren. He will visit them when they are in poor health, and he will petition the Masonic Charities to provide help for them when they are in need. His is a very important office within the Lodge and he is the one to contact should you know of a Brother or the dependants of a Brother who are in need or indeed if you yourself are in need. It is not everyone who can undertake the duties of this office. It requires a very special type of person and, if he is working as he should, you will find that he carries on his work with compassion and in the utmost confidence.