

The Duties of the Wardens



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*Most Worshipful Union Grand Lodge of Florida,
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SENIOR WARDEN

The Senior Warden sits in the West and represents the column of strength which is representative of Jachin, the right-hand pillar which stood at door to King Solomon's Temple.



His jewel of office is a Level, a symbol of the equality which exists among the Craft while at labor in the Lodge. The term Warden is derived from the Middle English word "Wardein" and from the Anglo-French word, circa the 13th Century, "Gardein", meaning guard or guardian. The definition of the word Warden has many different meanings in today's world; however its basic meaning is one having care of or being in charge of something with supervisory duties or with the enforcement of specified laws or regulations. In Masonic terminology, he is the second Officer within the Masonic Blue Lodge. He presides over the Craft during the hours of labor. The Senior Warden's primary duty is to assist the Worshipful Master in opening and closing the Lodge. In the absence of the Worshipful Master, the Senior Warden presides over the Lodge.

SUGGESTED DUTIES OF A SENIOR WARDEN

DUTIES - GENERAL

It shall be the duty of the Wardens to assist the Master in the performance of his duties, and to discharge all those duties which ancient usage has assigned to their respective stations. During the absence of the Master, the Senior Warden, and in his absence the Junior Warden, shall succeed to and be charged with all the powers and duties of the Master.

DUTIES - SPECIFIC

1. To prepare the Senior Warden's Trestleboard items as requested by the Master;
2. To serve as Chairman of the Budget Committee;
3. To prepare the calendar for your year as Master;
4. To prepare an estimated budget for your year as Master (based upon the calendar above);
5. To consider brethren to be appointed to the line during your year as Master and to ask them if they will serve, whether or not you serve as Master. Discuss possible choices with the present Master and Junior Warden;
6. To consider brethren to be appointed as chairmen of committees and committeemen during your year as Master and to ask them if they will serve;
7. To attend the Annual Communication of Grand Lodge;
8. To attend all Lodge functions (Stated and Special Meetings, family night programs and other Lodge functions);
9. To make arrangement for your Installation as Master;
10. To attend the District Officer' Meetings;

RITUAL - GENERAL

1. To be qualified to give the work and lectures of the First and Second Degrees;
2. To be knowledgeable in those portions of the Constitution and Regulations of the Grand Lodge which relate to the government of a Lodge.

RITUAL - SPECIFIC

1. To learn the work and lecture, if possible, of the Third Degree and the ritual required to be qualified as Master;
2. To be qualified to give the work of the Senior Warden in the Third Degree;
3. To take charge of all Second Degrees;
4. To attend all degree practices designated by the Master;
5. To examine all candidates to see if they are properly prepared;
6. To review all signs, tokens, and words of the preceding degrees of all Second and Third Degree candidates prior to the start of the degrees.

JUNIOR WARDEN

The Junior Warden is the 3rd in line within the Masonic Lodge hierarchy and helps the lodge to run smoothly, both at labor and at refreshment.



In Freemasonry, the Junior Warden is an elected officer in the Lodge. His position is similar to a Vice-President. His Jewel of Office is the **Plumb**, which is a stonemason's instrument used for ascertaining the alignment of a vertical surface. It symbolizes **upright behavior** among Masons. He sits in the South (symbolic of the position of the sun at midday) and is responsible for the Brethren while the Lodge is at ease or refreshment.

It is his duty to arrange all meals for the lodge, and, typically, the Stewards act as his assistants in this responsibility. Symbolically, it is also his duty to make certain that the members do not convert their refreshment into intemperance or excess. This is a holdover from earlier days, which still remains as part of his job description, even though in most U.S. jurisdictions, alcohol is barred from the lodge.

SUGGESTED DUTIES OF A JUNIOR WARDEN

DUTIES - GENERAL

1. To assist the Master in the performance of his duties, and to discharge all those duties which ancient usage has assigned to their respective stations. During the absence of the Master, the Senior Warden, and in his absence the Junior Warden, shall succeed to and be charged with all the powers and duties of the Master.
2. To prefer charges against a Mason guilty of unmasonic conduct.

DUTIES - SPECIFIC

1. To be responsible for all dinners held at the Lodge;
2. To keep itemized receipts for all dinner expenditures and records of all income.
3. To keep attendance records of all dinner functions;
4. To work with the Stewards' on all supper functions;
5. To prepare a summary of monthly bills and present them to the Secretary at least one week prior to the Stated Meeting;
6. To serve as Chairman of the Care and Share (Sick and Distressed) Committee;
7. To prepare the Junior Warden's trestleboard articles, as requested by the Master;
8. To serve as an ex-officio member of the Budget Committee;
9. To attend all Lodge functions (Stated and Special Meetings, family night programs and other Lodge functions);
10. To attend the Annual Communication of Grand Lodge;
11. To begin the planning of the calendar for your year as Master;
12. To begin considering brethren to be appointed to the line during your year as Master;
13. To begin collecting articles and information for use in planning your Trestleboard articles during your year as Master;
14. To attend Schools of Instruction (Workshops and District Training);
15. To attend the District Officers' Meetings.

RITUAL - GENERAL

To be qualified to give the work and lectures of the First Degree.

RITUAL - SPECIFIC

1. To learn the work and lectures of the Second Degree and the ritual required to be qualified as Senior Warden;
2. To be qualified to give the work of the Junior Warden in the Second Degree;
3. To be qualified to give the work of the Junior Warden in the Third Degree;
4. To take charge of all First Degrees;
5. To attend all degree practices designated by the Master.