

SENIOR WARDEN

AHIMAN REZON

2015 Edition page 325, ARTICLE 122

It shall be the duties of the Wardens to assist the Worshipful Master in the government of the Lodge, and in his absence to preside according to seniority, unless through courtesy they relinquish the rights of presiding to a Past Master present. In the absence of all three of the warrant officers the Lodge cannot open unless the Grand Master, on account of the death, disability, or removal from the jurisdiction of the warrant officers, shall have appointed some member of the Lodge to serve as Acting Master, whose authority shall continue until the return of some one of the warrant officers, or until the expiration of the term of the Master and if the Worshipful Master be absent, the Wardens, according to seniority, or a Past Master of the Lodge according to seniority if neither Warden is present, shall be empowered to convene the Lodge for the sole purpose of holding a Memorial Service or Burial Service.

UNDERSTUDY THE MASTER

- 1- Pay particular attention to business areas, finance, etc.
- 2- Make a thorough study of all functions of the Lodge.
- 3- Make a listing of Lodge Members and Past Masters who are proficient in the work and can be called on for lectures, charges, presenting of Apron and Working Tools. Try to get as many as possible involved with the work, other than the Officers.
- 4- Always have a current edition of the Ahiman Rezon available to assist the Master should he need something looked up.
5. Remember your primary duty is to strengthen and support the authority of the Worshipful Master.
6. Study the Lodge of the Future Series of Lessons that the Grand Master has put out for us to plan for the Future of the Fraternity.

COMMITTEE APPOINTMENTS

- 1- This is an area of utmost importance as good committees under proper leadership and motivation can really make your Lodge come alive.
- 2- Make sure they are functional and that active Brethren are assigned to committees, not just nice guys that never do anything.
- 3- Committee Members should always be asked to serve prior to being placed on the committee.

Strengthen and Support the Duties of the Senior Warden

- 1-Your Masonic Education Committee has several books that can assist you in the performance of your duties.
- 2-The new made Master Mason needs good information to grow within our Fraternity and to understand it, give him good material to read. Without knowledge of our craft the New Mason will not develop nor will he be interested in our Fraternity and he will leave us never to return.

GENERAL INSTRUCTIONS – Leadership

- 1- Greet/Welcome members and visitors and make them welcome by personal contact.
- 2- Assist the Deacons and Tiler before lodge is opened, checking dues cards/ vouching for all who come in, avoid embarrassing anyone if at all possible during the opening of the Lodge.

- 3- Have the Junior Deacon assist you in tying the apron on the Entered Apprentice, when there are two or more.
- 4- Wear your Apron with Collar and Badge properly.
- 5- If a Brother becomes ill during a meeting, bring it immediately to the Master's attention, so He can call the Lodge to refreshments and the Brother can be cared for.
6. Encourage/teach your Lodge Officers one by one mentoring/good counsel on how to properly do the Ritual.

ALTAR SUGGESTIONS

- 1- You are in charge of the candidates at this stage of the work. Know what you are to do, don't expect or let someone from the sideline do your duties.
- 2- Speak clearly and directly to the candidates.
- 3- Be sure that before giving the candidate the instruction to kneel, his hands have been extended to the altar for support while he is in the process of kneeling.
- 4- Make sure the candidates are properly positioned and are comfortable at the altar before turning them back over to the Master. Don't be afraid to talk to the candidate.
You should instruct the conductors when to return to their seats.
5. You should instruct the conductors when to return to their seats. At the point of the obligation only, Worship Master, Wardens, Deacons, Stewards and candidates should be around the Altar in proper form.

COURTESY

If you plan to be out of town, as a courtesy to your Master, let him know so that in the event of a funeral or other emergency, he will not be wasting time trying to locate you. Encourage all officers to communicate in this manner.

Wardens Workshop for 2018

There will be two Grand Master's Workshop for Senior and Junior Wardens due to the large number of Wardens attending.

Charleston S.C , Scottish Rite Center

The first meeting will on March 3rd, 2018 registration will begin at 8:00 AM the meeting will start at 9:00 AM.

District for this meeting:

1-2-3-4-5-6-7-8-9-10

25-26-27-28-29-30

Greenville S.C. Scottish Center

The Second meeting will be on March 10th, 2018 registration will begin at 8:00 AM the meeting will start at 9:00 Am

For Districts:

11-12-13-14-15-16-17-18-19-20-21-22-23-24

If you cannot make the meeting that you have been assigned you can change to the other meeting. This meeting is for you, it will assist you in the advancement in your lodge leadership.

GENERAL SESSION

1. The Grand Lodge Building

- a. Our Grand Secretary M.W. Brother Jerry Carver PGM has issued an open invitation to anyone wishing to visit your Grand Lodge. It is located at 1445 Pisgah Church Road, (exit 51, 1-20 west toward Augusta from Columbia, turn right at stop sign go approximately two miles, the Grand Lodge is on the right) Lexington, SC. It is open from 8:30 am. until 4:00 p.m. Monday through Friday and visitors are welcome. Phone 803-808-4377.
- b. The Grand Lodge Library, is located at the Grand Lodge building and it has a large selection of books on Freemasonry. You are urged and invited to take advantage of this source of information. I would advise you to call before going if at all possible to make sure someone is available to let you in.

2. Instruction

- a. Grand honors—public and private—when and how to give them.
- b. Proper attitude of prayer and response.
- c. Proper manner to give the due guards and signs of each degree.
- d. Proper method of wearing the apron.
- e. Proper decorum in the tiled lodge.
- f. Proper method of entering or leaving an open lodge.
- g. Proper method to address the Master of a lodge.
- h. Proper Masonic Protocol in introducing Grand Lodge officers and Brethren.
- i. Importance of a Masonic Education Committee.
- j. Master's responsibility to attend the Grand Master's Workshop for Worshipful Masters.
- k. Master and Warden's responsibility to attend Grand Lodge Annual Communication.
- l. Explain the three (3) votes each lodge has at the Grand Lodge Annual Communication.
- m. District wide concurrent jurisdiction.
- n. Encourage the importance of visitation within the district and neighboring districts.
- o. Encourage the importance of studying the red book and the Ahiman Rezon.
- p. Encourage proficiency of all three degrees.
- q. Encourage the importance of attending and participating in the Funeral Services.
- r. Encourage the importance of attending the District Inspirational Meeting.
- s. Encourage use of the Lodge of the Future Lesson Plans in your Lodge. These are found WWW.SCGRANDLODGEAFM.ORG UNDER THE RESOURCES.

Masonic Education Committee

Grand Master's Edict NO.1

Lodge Security Committee

This edict is to be read at the lodges regular communication

In response to the escalation of violence in the United States and around the World in recent years, Most Worship Brother William B. Rogers, as a Grand Master issued his Edict No.1, in February of 2016, to establish a procedure for Lodges to Secure their membership during meetings and gatherings. It is my desire to clearly communicate the continuation of that Lodge Security Procedure with my Edict No.1 for the purpose of continuing to protect our membership.

By the power vested in me as Grand Master of Masons of South Carolina, I hereby issue Edict No.1, which continues the same provisions of the prior Most Worshipful Brother Rogers' Edict no.1, with some additional provisions. This Edict continues to allow with the permission of the Worshipful Master of each Lodge and at his discretion, to appoint a Lodge Security Committee of three or more members, who confirm in writing their willingness to serve the Lodge for the purpose of determining the Lodge Security Policy. Committee Members are to be selected from the Lodge membership who attend regularly and hold and maintain a valid South Carolina Concealed Weapons Permit,(CWP) or Current Law Enforcement Officers who are willing to serve.

The Lodge Security Committee members may bring a concealed firearm (legal handgun only no rifles are permitted) to all Lodge meetings upon notifications to the Worshipful Master. The Lodge Security Committee shall also determine the best actions to secure the perimeter of the Lodge Building with door locks, video cameras, during meetings in order to protect against unauthorized intrusion.

Further, Uniformed Law Enforcement Officers are permitted to attend all Lodges Meetings with their service weapon when properly carried within the Lodge.

All of the authorized Security Committee and Uniform Law Enforcement Officers will be Immune from Charges regarding the breach of section 248 of the Ahiman Rezon, so far as "bringing things offensive or defensive into the Lodge". In all cases, no Lodge Security Committee Member or Uniform Law Enforcement Officer are not permitted to be armed while participation in the conferral of degrees.

**Grand Master
Michael D. Smith Sr.
signed July 12th,2**

WORDS OFTEN MISPRONOUNCED AND MISUSED

AFFABILITY: Pleasant and easy to talk to.

ARTIFICER: A skillful maker of things; skilled craftsman.

BABEL: A city in Shinar in which Noah's descendants tried to build a tower to heaven and were prevented from doing so by a confusion of tongues. Genesis 11: 1-9.

BANEFUL: Causing distress, death or ruin.

CAVILING: To object when there is little reason to do so.

CIRCUMAMBULATION: Walking around a central point.

CONDESCENSION: The act of descending voluntarily to the level of the person that one is dealing with.

CONFLAGRATION: A big destructive fire.

DEBAUCHERY: Extreme indulgence of one's appetites, especially for sensual pleasures.

DOTAGE: Feeble and childish state due to old age; senility.

EDIFICE: A building, especially a large, imposing one.

EUNUCH: Any man or boy lacking normal function of the testes, as through castration or disease.

EXUBERANCE: The state or quality of being in great abundance.

IMMEMORIAL: Extending back beyond memory or record; ancient.

IMPIOUS: Lacking reverence for God.

IMPRECATED: To pray for or invoke evil upon.

INNATE: Existing naturally rather than acquired.

INCLEMENCIES: Rough, severe, stormy times.

INCULCATE: To impress upon the mind by frequent repetition or persistent urging.

INTRINSIC: Belong to the real nature of a thing; not dependent on external circumstances.

INUNDATION: To cover with water, as with a flood, deluge.

INVETERATE: Firmly established over a period of long standing.

INVIOULATE: Not violated; kept sacred or unbroken.

LICENTIOUSNESS: Disregarding accepted rules and standards; morally unrestrained.

OBDURATE: Hardened and unrepentant not giving in readily; stubborn.

OBTUND: To make less acute.

PERJURED: Guilty of perjury.

PURPOSE: Something one intends to get or do; intention; aim. Often the word proposed is erroneously used.

PUTRID: Decomposed; rotten and foul-smelling.

RECANDED: To withdraw or renounce.

RECAPITULATE: To repeat briefly, as in an outline; summarize.

REPAIR: To go or to betake oneself.

SANCTUM SANCTORUM: Holy of Holies.

THE THREE-CORNERED THRESHING FLOOR OF ORNAN, THE JEBUSITE A Jebusite was a person from Jerusalem. The Three-Corned Threshing floor was a field where Solomon had the Temple built.

TILER: Symbol of secrecy; protection from intrusion. The word comes from "tile", the ceramic product used to cover a roof and make it wind, rain and light proof. The tiles cover a house or temple. He who places them is a tiler. The tiler of a lodge "covers" the lodge against intrusion. Especially does he guard against the "eavesdropper" and the "Cowan". The eavesdropper climbs up the outside of a building and listens to what goes on within through the opening between walls and roof – the "eaves" left for ventilation. If it rains, he receives upon himself the "droppings" from the roof or eaves. The "Cowan" (a Scotch term) is an un instructed Mason; a Mason who builds walls without mortar or cement; an unskilled workman.

UNABATED: Not abated or diminished.

UNSULLIED: Not to become stained, tarnished or defiled.

VICISSITUDE: A condition of constant change or alternation.

VIZ: Latin word videlicet meaning namely.

Order of Business

Date:

Opening

Welcome Guests and Past Masters

Reading of the minutes

Reading communications

Presenting and conferring petitions

Treasurer's report

Report of committees on petitions

Balloting

Unfinished Business

New Business

Reading rough minutes

SCHEDULE FOR CONFERRING DEGREES

Brother: _____

Entered Apprentice Degree

Worshipful Master

Senior Deacon

Apron Lecture

Working Tools

Lecture

Charge

Fellowcraft Degree

Worshipful Master

Senior Deacon

Working Tools

Lecture - Winding Stairs

Wages - Letter "G"

Charge

Master Mason Degree

Worshipful Master

Senior Deacon

Working Tools

King Solomon

Send Off

1st "J"

2nd "J"

3rd "J"

Lead Fellowcraft

Wayfaring Man

Raised by

Lecture

Charge

LODGE INVESTIGATING COMMITTEE
Most important Committee of them all to Protect our Fraternity
Suggested Procedures

AHIMAN REZON Section 96, Reception of Petition

Upon the reception of such petition a committee of three shall be appointed to inquire into the mental, moral and physical qualifications of the petitioner, whose duty it shall be to report thereon at the next Regular Communication. In order to be "favorable," the report of the committee must be unanimous. Except under dispensation from the Grand Master, the balloting must be at a Regular Communication. If elected, the Degree may be conferred at a Special Meeting or at a Regular Communication.

Let us present six little words which may help a Brother who finds himself a member of this important committee. WHO, WHAT WHEN, WHERE, WHY, and HOW. The following will give you an idea of some of the questions that spring from these key words.

WHO is he?	(Not just his name) does he know? does he associate with?
WHAT	are his reasons for petitioning? is his profession? is his standing in the community? is his general reputation at work? is his attitude toward GOD?
WHEN	did he become interested in Freemasonry? did he come to this district?
WHERE	does he live? did he come from? does he spend his leisure time?
WHY	is he seeking membership? did he wait until now? is he petitioning your Lodge?
HOW	does he intend to serve Freemasonry? does he intend to conduct himself? has he lived in the past

In addition to the preceding suggestions, there are a few DON'TS, which should be considered.

DON'T look at a man and think he is all right.

DON'T think he will reform.

DON'T be guided through his own reports.

DON'T be afraid to ask questions.

DON'T report until you are satisfied.

DON'T leave your work of investigation until the last day.

DON'T let the other two-thirds of the committee do your work.

DON'T forget he may be a Master of the Lodge someday.

Meet with Petitioner at his Residence,

Meet wife/girlfriend/ what do they think about him coming into the Fraternity.

Tell them about the long commitment that it takes to be a member of our Fraternity, example number of meetings per month.

Tell about dues, long term commitment to the Fraternity encourage them to ask questions now so that they have a good understanding of what will be expected of them.

Let the Petitioner know from the start that a Background Check will be made on him, ask him outright if he has a criminal record if so:

What was he Charged with.

Was it a Felony

What County or State

Remember that when the Petitioner enters our Fraternity his Character will be a reflection on each of us as an individual and to our Institution through association.

The most important responsibility and Duty for a Brother is to be on an Investigation Committee, when a Brother is assigned to this Committee he should remember that he is there to ensure that the Best qualified men will enter our Fraternity.

Some whom wish to be initiated into Masonry are not qualified because of their Character, Reputation within the community, do not believe in God and are not men of Honor.

Question to ask yourself and the petitioner what is the reputation of our Fraternity worth and how is it received in the WORLD AT LARGE.

Read: Pages 106-108 of the 2015 Edition of the AHIMAN REZON

Finally, keep sacred and inviolable the mysteries of the order, as these are to distinguish you from the rest of the community, and mark your consequence among Masons.

If, in the circle of your acquaintance , you find a person desirous of being initiated into Masonry , be particularly attentive not to recommend him unless you are convinced he will conform to our rules , that the honor ,glory and the reputation of the institution may be firmly established and the world at Large convinced of its good effects.

FUNERAL: GRAVESIDE/ MEMORIAL SERVICES

Always be prepared, they come unexpectedly.

Remember, the Black Funeral Book is not recommended and is now out of print. The Black Book can only be used when conducting a Graveside service with a body present. The White Memorial Book can be used at any time. It can be used at the Funeral Home, at the Home of the deceased, at the Church or at the Graveside with or without a body.

Worshipful, you should always be prepared for this service, it is your responsibility, and the Lodge promised this service to the Brother when he first came into the Fraternity. If you cannot present this ceremony from memory, please be able to read it well and with emphasis and meaning. Read it over and over again until you know it and can pronounce all the words properly and clearly. **DO NOT**, completely depend on one brother. Although he may have conducted your Lodge's Funeral/Memorial services for the last number of years, there is no guarantee that he will be available the next time that a Funeral/Memorial Service is necessary.

It is essential that the Funeral/Memorial Services be conducted as reverently and proficient as possible. It should be conducted with the greatest reverence in memory of the deceased Brother and as a Memorial before the world. Due to poorly conducted services in the past, some families will not request the service for their Love d One. This is one of the few times that we can carry our Masonry to the public. The impression we make will have lasting effect on those in attendance. Make sure that the family is contact and made aware that a Masonic Funeral/Service is available. There have been instances where the family of a deceased Brother waited for the Lodge to contact them regarding the Masonic service and became upset when they were not contacted.

[Never remove the Apron from the casket once it is placed on the Casket, Never place the Apron on the Casket if the U.S. Flag is draped on the Casket also never place the evergreen on the Casket that is draped with the U.S. Flag.]

FOR THE LODGE

1. Keep an updated list of retired Brothers who can attend Funeral/Memorial Services during the day in order to have good attendance. Have a designated Brother maintain a list of retired Brothers, or call list from all of District's Lodges to be called when there is a Masonic Funeral/Memorial service for a Brother in the District.
2. Have clean white aprons on hand for use only at Funerals and Memorial Services.
3. Replace all worn and tattered aprons.
4. When a Brother learns of a Brother passing away he should contact the Master, and lodge Secretary to verify that the deceased Brother was in good standing.
5. When hearing of a death, the Master should contact the family and make them aware of what the deceased Brother is entitled to as a Mason.
6. Have the lodge Secretary, contact the designated Brother maintaining the call list and inform him of the order of service. Do not assume that they already know.
7. The Lodge must be opened on the Master Masons Degree and at refreshment while the Services are being conducted. Remember, only Master Masons that are in good standing at the time of their passing are entitled to Masonic Rites. Only Master Masons in good standing are permitted to participate in Funeral/Masonic as a Mason.

Lodge Officers

Name and Address

Lodge name and number	_____	Date	_____
Worshipful Master	_____		
Senior Warden	_____		
Junior Warden	_____		
Treasurer	_____		
Secretary	_____		
Senior Deacon	_____		
Junior Deacon	_____		
Steward	_____		
Steward	_____		
Chaplain	_____		
Tiler	_____		

Brief General Guidelines for a Masonic Banquet

Note: The head table is always to have a skirt around the perimeter. The host Lodge should have a podium.

1. The guideline for seating at the head table indicates that the Worshipful Master should be seated at the center of the table; his Lady sitting at his left. When a speaker's podium is on the head table, the Worshipful Master should sit to the left of the podium with his Lady seated to his left.
2. The Grand Master should be seated at the immediate right of the Worshipful Master or to the right of the podium; the Grand Master's Lady is seated at his right. The Deputy Grand Master should be seated to the right of the Grand Master's Lady with his Lady seated at his right. The Junior Grand Warden should be seated to the right of the Deputy Grand Master's Lady with his Lady seated to his right. If the Guest Speaker is someone other than a Grand Lodge Officer, the Guest Speaker and his Lady would be seated between the Grand Master's Lady and the Deputy Grand Master.
3. The Senior Grand Warden should be seated to the left of the Worshipful Master with his Lady seated on his left. Past Grand Masters and other Grand Lodge Officers and their Ladies should be seated to the left of the Senior Grand Warden's Lady according to their station and as space permits. If the head table's space is limited compared to the dignitaries in attendance, it is quite appropriate to have another table designated for Past Grand Masters and Grand Lodge Officers other than the Grand Master and his Lady. It is impractical to try to cover all of the possible dignitary seating variations that may arise in these brief guidelines. It is the Worshipful Master's prerogative to determine the appropriate designated seating for all of the dignitaries attending his Lodge's events in accordance with protocol and as is practical.
4. A separate table should be arranged for other honored guests such as Widows.
5. The Worshipful Master or his designated Master of Ceremonies should give the welcome, call on the appropriate person for the invocation, and lead the pledge of allegiance to the Flag. He should also introduce the Guests at the head table and at the honored table(s) in accordance with protocol.
6. Name cards should be placed at each seat on the head table and at each seat on any other reserved table. The tablecloths should have ample overhang. A portable speaker's stand or podium should be available for the speaker.
7. A host committee should be appointed to greet the honored guests. They shall inform the guests of all the arrangements and escort them to their respective places to be seated. If the banquet is to be served buffet style, those seated at the head table and other honored guests should be placed at the head of the line.

GUEST SPEAKER

1. The speaker should be engaged as far in advance of the event as possible. Invitations to your speaker should always be in writing, not via e-mail. Should it be necessary to engage him by telephone, a letter confirming the telephone invitation and acceptance should always follow?
 2. If your speaker is a professional, ask him about the fee to be charged and if he will require a hotel or motel accommodations.
 3. Before your meeting, let him know whether the dress will be formal or business attire. Also, advise where, when, and the number of attendees.
 4. The Worshipful Master and his Lady, or some other couple should greet and look after the speaker and his Lady until they are seated at the table.
 5. The program should not be so long that the audience is tired before the speaker is introduced. Also, don't make the introduction too long.
 6. Do not have anything after the speaker, except a few appropriate words of appreciation to him and the benediction.
 7. If your speaker is a professional, you should know in advance the amount of his fee, and have a check or currency in an envelope ready for him. The envelope containing the fee for professional or honorarium for non-professional speakers should not be handed to him publicly, but handed to him privately and inconspicuously.
 8. If your speaker is not a professional, the chances are that he will not set any fee for his services. What to do now?
 - a) Remember that what he is doing is not easy, that it takes time and energy and puts him to a good deal of trouble and expense.
 - b) Offer to make reservations for him and his Lady and treat them as honored guests, c) have a check or currency in an envelope in an amount sufficient to cover his travel at \$0.15 per mile, plus an honorarium.
- NOTE: GRAND LODGE OFFICERS, SPEAKER BUREAU MEMBERS AND MASONIC EDUCATION MEMBERS RECEIVE NEITHER MILEAGE NOR FEES FROM GRAND LODGE FOR THESE MEETINGS.**
9. If the speaker is a local person, perhaps a member of the Lodge or someone whom you feel would be embarrassed if you offer to pay him, and then present him with a suitable gift that would be enjoyed by him and his Lady immediately following the completion of his address. This could and probably should be done at the time the Master of Ceremonies expresses appreciation for his address.
 10. Remember that the Grand Lodge does not and cannot pay the expenses for speakers, Grand Lodge Officers or any others, for Ladies Nights or any other social occasions. These are strictly up to the Lodge.
 11. It is proper for the Worshipful Master and the Lodge to write a note to the guest speaker after the meeting to express appreciation for his services.