

Pendle Lodge 4703 - Duties of the Junior Warden

In the Lodge

- To check qualifications of unknown visiting brethren. If in doubt check with DC.
- To present explanation of working tools in all three degrees. Giving the extended version in the second degree
- To extend greetings to the Worshipful Master on behalf of the brethren of Pendle Lodge

At the social board

- Responsible for arranging the catering for each lodge except for Novembers Installation. You will work closely with the Treasurer on finance, with the Secretary re any official visits to the lodge and with the caterer on numbers to dine and also the menu. The current caterer is Maureen Howarth and she can be contacted on telephone number 01282 777 666
- Take charge of the stewards. Ensure they understand that meals should be served swiftly and courteously starting with the top table, then visiting brethren then the brethren of Pendle Lodge. They are also required to return to their seats and be part of the social board.
- You will wear the JW ostensible stewards jewel. This is the bottle opener originally used by W.Bro Jack Starkie back in 1972. Should be on back of JW chair. If not see Tyler.
- You are responsible for the whisky lists. You require **two bottles per lodge meeting**, one for the raffle and one that is opened and dispensed **after the Queens toast**. It is your duty only. Ensure you have an optic dispenser from the bar and issue every member and brethren with a shot. You are also responsible for organising the raffle of the other bottle. Utilise two stewards but remind them they have to respect any toasts that are being proposed and not to interfere with the proceedings.
It is recommended that you go around the brethren of the lodge and ask for volunteers to donate a bottle at the start of the year or whenever is necessary. It is worth reminding the volunteers at least a couple of weeks prior to his turn at a practice meeting.
- To propose the toast to the Provincial officers
- To propose a toast and give a short speech welcoming the visiting brethren
- To provide tea and biscuits at the Installation meeting. (this is likely your first duty)

Ladies Evening

- To give a speech and propose the toast to the ladies
- To present flowers to the Worshipful Masters wife

Festival of St John (meal after installation)

- To propose a toast and give a short speech welcoming the visiting brethren
- When you become SW present the JW stewards jewel to incoming JW with a short explanation of its origins and owner.
- To ensure all visiting Masters have complimentary wine of whatever choices are available, also include the organist and singer if not members of Pendle Lodge. (See Treasurer)

Christmas Lodge

- To supply Cheese, butter, and biscuits to suit dining numbers
- To supply Cheese, butter and biscuits on possibly two other occasions when fraternal visits take place from other lodges. (Talk to Secretary)