



POSITION DESCRIPTION: Grand Superintendent of Ceremonies

APPOINTED BY: Grand Master

TERM OF APPOINTMENT: Annual Appointment generally for 3 years and for a maximum of 6 years.

RESPONSIBLE TO: Grand Master

FUNCTIONAL RELATIONSHIPS: Divisional Grand Masters
Executive Director
Grand Secretary
Grand Directors of Ceremonies

POSITION SUMMARY:

The Grand Superintendent of Ceremonies shall superintend and co-ordinate the organisation, administration and operation of all and any ceremonial occasions over which the Grand Master or his appointee will preside, including but not limited to the Installation of a Grand Master, the Constitution and Dedication of a new Lodge, and the Consecration of a Lodge room.

He shall also superintend and advise Grand Directors of Ceremonies in the discharge of their duties on visits by the Grand Master or his appointee to ensure that all such occasions function in a dignified, orderly and efficient manner.

PREFERRED EXPERIENCE:

The Grand Superintendent of Ceremonies is required to have fulfilled the role of Grand Director of Ceremonies and have significant experience of ceremonial matters as practiced by Freemasons NZ.

GENERAL REQUIREMENTS:

- Strong effective guidance on ceremonial matters of Freemasons NZ to all members, in particular the Grand Master and Grand Secretary.
- Ensures that proper ceremonial practices are in place and understood.
- Develop and supervise training programs for Grand Directors of Ceremonies.
- Be responsible to organise, in consultation with the Grand Master and Grand Secretary, arrangements for rehearsing and preparation of the Grand Installation by the host division.
- To be a member of and provide guidance and assistance to Committees of Grand Lodge relating to ceremonial or ritual matters.

- This role requires early planning of a successor. The Grand Superintendent of Ceremonies shall discuss identification of his successor with the Grand Master half way through his term.

LEGAL PROVISIONS:

Refer to Management of the Craft Part XII CR 76 in the Book of Constitution.

DELEGATIONS:

Generally, there are no delegations or provisions to exercise authority unless specifically delegated by Grand Master or by the Board. When undertaking any such delegated activity, expenses shall be covered within the appropriate Grand Lodge budget.

Travel and associated expenses shall be approved by the Executive Director.

The Grand Superintendent of Ceremonies has no authority to commit financial expenditure in undertaking this role except:

- i. as provided under Rule 219g where the Board may from time to time determine what expense it will allow to any Officer or Brother, or
- ii. where specifically included in the approved Grand Lodge or Division annual plan and budget,

and then only with the authority of either the Grand Master, Executive Director or the Transitional Divisional Grand Master as appropriate.


EXCEPTIONS:

The foregoing paragraphs are intended to describe the duties that the appointee will be expected to undertake in this position.

It should not be regarded as a complete and exhaustive list and does not prevent the addition, alteration, or deletion of duties from time to time in accordance with the needs of Freemasons New Zealand as may be approved by the Board of Directors.

It is inherent that the principles and tenets of Freemasons must be upheld to the highest standards and recognises that we are a membership driven organisation where members give their time freely for the advancement of Freemasonry through their respective Lodges, Geographic Regions and Divisions.

APPROVED:

Authorised signature:	
Name:	Warwick Bell
Position:	Chair, Board of Directors
Resolution:	2.6 February 2025
Date:	2 February 2025