



**POSITION DESCRIPTION:** Grand Chaplain

**APPOINTED BY:** Grand Master

**TERM OF APPOINTMENT:** One 3-year term

**RESPONSIBLE TO:** Grand Master

**FUNCTIONAL RELATIONSHIPS:** Board of Directors  
Executive Director / Grand Secretary  
Transitional Divisional Grand Masters  
Grand Superintendent of Regions

**POSITION SUMMARY:**

The Grand Chaplain's role is principally a ceremonial role associated with the devotional portions of ceremonies when the Grand Master is in attendance.

It is expected the Grand Chaplain will also support and assist the three Transitional Divisional Grand Master and Grand Superintendents in their Division to fulfil their pastoral care and ceremonial responsibilities.

The position carries no express role within the provisions of the Book of Constitution unless appropriately delegated by the Grand Master, or appointed by the Board of Directors.

**PREFERRED EXPERIENCE:**

As this is a senior Grand Lodge officer role, the Grand Chaplain must be willing and able to carry out requests of a ceremonial nature of the Grand Master, the three Transitional Divisional Grand Masters and the Grand Superintendents. The appointee can be a Master Mason and is preferred to have experience in an ordained or similar role in their religion. He shall have demonstrated on-going contribution to his lodge in particular and preferably to the craft in general.

**GENERAL REQUIREMENTS:**

- To work to ensure an active awareness of matters relating to the Craft, particularly in relation to the devotional portions of ceremonies and events.
- To provide religious advice to the Grand Master, Board of Directors and Executive Director.
- To officially support the Grand Master, as and when requested, at any ceremonial activity, presentation, or other appropriate function to which the Grand Master has been invited.

- To assist where feasible the three Transitional Divisional Grand Master's with the devotional portion of any ceremonial activity, presentation, or other appropriate function which the Divisional Grand Master is officially attending or holding.
- To support their local Grand Superintendents, at any ceremonial activity, presentation, or other appropriate function at which their Grand Superintendent is officially attending.
- To fulfil the role of Grand Chaplain at the Grand Installation, dedication of a new Lodge and consecration of a Lodge room.

**LEGAL PROVISIONS:**

Refer to provisions provided for Grand Lodge officer roles in the Book of Constitution.

**DELEGATIONS:**

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

The Executive Director or Transitional Divisional Grand Master shall approve travel and associated expenses in accordance with the respective budget.

The Grand Chaplain 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, Regions and Divisions.

**APPROVED:**

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