






Most Excellent High Priest		Represent Joshua, the first high priest of the after their return from Babylonish captivity.
Jewel		Jewish High Priest Miter
Objective	<p>You are the head of a Chapter of Royal Arch Masons You are elected at an annual election of officers, and exercises all the powers usually given the Master of a Lodge. You are one of the representatives of his Chapter at all annual convocation of the Most Excellent Union Grand Chapter. You are not subject to trial by his Chapter while serving as High Priest.</p>	
Responsibilities:	<p>Insure the chapter is upholding, preserving, observing, and enforcing the:</p> <ul style="list-style-type: none"> <li>a. Bylaws of the Chapter</li> <li>b. The Constitution, Bylaws and Regulations of the Grand Chapter</li> <li>c. The Ancient Customs of Freemasonry.</li> </ul>	
	Preside at all convocations of his chapter.	
	Cause to be issued all summonses and notices which may be required.	
	Respond or cause a response to all Grand Chapter and DDGHP correspondence.	
	Convene his chapter convocation whenever he deem proper.	
	Have a copy of the constitution and by-laws of the grand chapter on his station whenever the Chapter is open.	
	See that all officers of his chapter faithfully perform duties of their respective offices	
	Appoint all officers of the chapter whose election is not provided for in the by-laws.	
	Appoint all committees.	
	Fill any and all vacancies.	
	Discharge all executive functions of his chapter.	

	Perform such other duties as long as it does not conflict with the Constitution and By-laws Grand Chapter and the by-laws of his chapter.	
	Chair the executive committee to plan activities for the chapter.	
	Chair the Long Range Planning Committee.	
	Perform Ritualistic duties of his office.	
	Attend the annual convocations of the Most Excellent Union Grand Chapter.	
	Whenever the High Priest shall receive notice of the intended visitation of the Most Excellent Grand High Priest or the District Deputy Grand High Priest, he shall convene his chapter, extend the proper courtesy, and have all by-laws and records ready for inspection if required.	

Excellent King		Represents Zerubbabel, a Prince of Judah, who was the leader of the first colony of Jews that returned to rebuild the temple.
Jewel		Level, surmounted by a crown
Objective	You assist the Excellent High Priest in the proper discharge of his duties and preside over the convocations of the Chapter in absences of the Excellent High Priest.	
Responsibilities:	<ol style="list-style-type: none"> <li>1. Work with the chapter in upholding, preserving, observing, and enforcing the: <ol style="list-style-type: none"> <li>a. Bylaws of the Chapter</li> <li>b. The Constitution, Bylaws and Regulations of the Grand Chapter</li> <li>c. The Ancient Customs of Freemasonry</li> </ol> </li> </ol>	
	2. Be prepared to ascend to the position Excellent High Priest at any time.	
	3. Work with the executive committee to plan activities for the chapter.	
	4. Chair the Long Range Planning Committee.	
	5. Perform Ritualistic duties of his office.	
	6. Perform all other duties as assigned from Excellent High Priest, Deputy, and Grand High Priest.	
	7. Attend the annual convocations of the Most Excellent Union Grand Chapter.	

Excellent Scribe		Represent Haggai the Prophet
Jewel		Plumb, surmounted by a turban
Objective	You assist the Excellent High Priest in the proper discharge of his duties and preside over the convocations of the Chapter in absences of the Excellent High Priest and the King.	
Responsibilities:	1. Work with the chapter in upholding, preserving, observing, and enforcing the: <ul style="list-style-type: none"> <li>a. Bylaws of the Chapter</li> <li>b. The Constitution, Bylaws and Regulations of the Grand Chapter</li> <li>c. The Ancient Customs of Freemasonry</li> </ul>	
	2. Be prepared to ascend to the position Excellent High Priest at any time in the absent of the Excellent High Priest and King.	
	3. Chair the Membership Committee, and take charge of candidates at all Festivals, ensuring an excellent experience, provide guidance, and work with other officers to ensure all patents, jewels, and rituals are provided for them.	
	3. Work with the executive committee to plan activities for the chapter	
	4. Serve on the Long Range Planning Committee.	
	5. Perform Ritualistic duties of his office.	
	6. Work with the secretary to insure written communication is completed and sent in a timely manner.	
	7. Perform all other duties as assigned from Excellent High Priest, Deputy, and Grand High Priest.	
	8. Attend the annual convocations of the Most Excellent Union Grand Chapter.	

Excellent Treasurer		
Jewel		Cross Keys
Objective	You shall receive from the Secretary all monies belonging to the Chapter.	
Responsibilities:	<ol style="list-style-type: none"> <li>1. Work with the chapter in upholding, preserving, observing, and enforcing the: <ol style="list-style-type: none"> <li>a. Bylaws of the Chapter</li> <li>b. The Constitution, Bylaws and Regulations of the Grand Chapter</li> <li>c. The Ancient Customs of Freemasonry</li> </ol> </li> </ol>	
	Pay all orders directed by the Chapter when signed by the High Priest and maybe countersigned by the Secretary.	
	Work with the executive committee to plan activities for the chapter.	
	Serve on the Long Range Planning Committee.	
	Keep a correct account of receipts and disbursements and make a full report thereof when required to do do by the Chapter.	
	Turn over all monies, books, papers, and other property pertaining to his office in his possession to his successor when installed and qualified, or as the Chapter may direct.	
	Before entering upon the duties of his office he shall give a bond, running to the Trustees of the Chapter, and conditioned upon the faithful discharge of the duties of his office, shall receive compensation as the Chapter from time to time may direct.	
	Such bond shall be secured from a responsible surety company, authorized to do business in the State of Florida and the premium therefore shall be paid out of the funds of the Chapter.	
	Perform all other duties as assigned from Excellent High Priest, Deputy, and Grand High Priest.	
	8. Attend the annual convocations of the Most Excellent Union Grand Chapter when required.	

Excellent Secretary		
Jewel		Cross Pens
Objective	The Secretary shall keep a correct record of the proceedings of the Chapter.	
Responsibilities:	<ol style="list-style-type: none"> <li>1. Work with the chapter in upholding, preserving, observing, and enforcing the: <ol style="list-style-type: none"> <li>a. Bylaws of the Chapter</li> <li>b. The Constitution, Bylaws and Regulations of the Grand Chapter</li> <li>c. The Ancient Customs of Freemasonry</li> </ol> </li> </ol>	
	Keep a correct account with each member	
	Receive all monies due to the Chapter and pay the same over to the Treasurer, taking his receipt therefore.	
	3. Work with the executive committee to plan activities for the chapter.	
	4. Serve on the Long Range Planning Committee.	
	Issue notices and summons whenever required so to do.	
	Shall communicate to the Grand Secretary all rejections, suspensions, expulsions, and reinstatements by the Chapter, and make reports to the Grand Chapter when required.	
	Shall take charge of the Seal, books, papers, etc., belonging to the Chapter, and shall deliver them over to his successor, or to a committee appointed by the Chapter, whenever called upon.	
	Keep a correct list of all members, and shall report to the Chapter each year a statement of all unpaid balances, with the names of the delinquents; and inform all committees of their appointment, and the purpose for which they are appointed.	
	Every Mark Master must, immediately after his admission as such and before he receives the Royal Arch Degree, select his Mark and have the same recorded in the Book of Marks, kept by the Chapter for that purpose.	
	Before entering upon the duties of his office he shall give a bond, running to the Trustees of the Chapter, and conditioned upon the faithful discharge of the duties of his office, shall receive compensation as the Chapter from time to time may direct.	

	Such bond shall be secured from a responsible surety company, authorized to do business in the State of Florida and the premium therefore shall be paid out of the funds of the Chapter.	
	5. Perform Ritualistic duties of his office.	
	6. Work with the secretary to insure written communication is completed and sent in a timely manner.	
	7. Perform all other duties as assigned from Excellent High Priest, Deputy, and Grand High Priest.	
	8. Attend the annual convocations of the Most Excellent Union Grand Chapter when required.	

References:

- Guide to the Royal Arch.
- MEUGC Administrative Handbook
- MEUGC Constitution