



Role and responsibilities

The core role of the Lodge Almoner is to be the eyes and ears of the Lodge, ensuring the welfare of its members and of their widows and dependents. Good Lodge Almoners should in simple terms ;

- Maintain regular contact with sick or distressed brethren, their widows and retired members.
- Being alert to the needs and problems of Lodge members and their dependents.

The Provincial Almoner's role is to assist where necessary, assist inform, coach and support the Lodge Almoner.

Keep in touch

- Maintaining regular contact with sick or distressed Lodge members.
- Contact members who stop attending lodge meetings.
- Keeping in contact with members who have resigned from the Mark or RAM including maintaining regular contact with Lodge widows.
- Making contact with families of recently deceased brethren.
- Being alert to the needs and problems of Lodge members and their dependents.

Keep informed

- Being aware of the aims and activities Mark Benevolent Fund (MBF).
- Being aware of the Masonic charities and the support they offer.
- Having a basic knowledge of the range of support available from the state and from non-Masonic charities (e.g. armed services charities) and how potential applicants can obtain specific advice.
- Attending training and other events to keep up to date with developments affecting his responsibilities or the Masonic Charities.

Provide support

- Making new members welcome, in conjunction with the Proposer and Seconder.
- Ensuring that members, partners and dependents are aware of what support may be available, particularly Masonic support.
- Conducting visits and discussions with members who may need support.
- Assisting the Provincial Grand Almoner when required, e.g. with a request for visiting a Brother, widow or dependent from another Province.

Record-keeping and reporting

- Maintaining accurate records of all receipts and payments made. Maintaining records of all visits to Petitioners.
- Maintaining a record of the names and contact details of brethren, widows and dependents, including as far as possible the details of widows and dependents of resigned or excluded brethren.
- Reporting on the above to the members at each Lodge meeting, while preserving due confidentiality.
- Preserving confidentiality and observing data protection requirements at all times.