

THE PROVINCIAL ROYAL ARCH CHAPTER OF EAST KENT

**MOST EXCELLENT GRAND SUPERINTENDENT
GEOFFREY GORDON DEARING**

**GUIDANCE FOR THE ROLE
OF THE HOLY ROYAL ARCH CHAPTER ALMONER**

BACKGROUND

It has been a standard practice in all Craft Lodges to have an Almoner whose duties are well recognised and link to “total welfare” of the brother and his family. The Provincial Royal Arch of East Kent has already established this practice in each of its Chapters but as time has elapsed it has been realised that the roles of the Almoner in Craft Lodges and Chapters may have different aspects and activities. This therefore is the first major step in announcing and recognising that difference and the synergy of the roles.

Essentially the differences are:

<u>Subject</u>	Craft Almoner	Chapter Almoner
Grants	Usually handles all such matters	To be referred to Craft Almoner
Official links to Charities	Yes	As above
Provincial Almoner	Official appointment	Official appointment
Absenteeism	Not usually actively involved	To be involved on a regular basis
Sickness	Involved	Involved on a liaison basis with the Craft Almoner
Assistance (that is to say the organisation of any form of assistance required, domestic or otherwise.)	Involved	Involved on a liaison basis with the Craft Almoner

RECOMMENDATIONS

All Royal Arch Chapters in the Province are to be encouraged to appoint a Chapter Almoner.

The primary role of the Provincial Chapter Almoner will be to liaise with Chapter Almoners with regard to what is required of them and their role within the Chapters, and to liaise with the Lodge Liaison Officers.

GUIDANCE FOR THE CHAPTER ALMONER

He should:

- Understand what is required of him, with regard his own members.
- Liaise continually with the Provincial Chapter Almoner
- Communicate with other Almoners as required, when becoming aware of problems of members of other Chapters.
- Know where to go for advice on a whole range of topics.
- Be able to work easily with members and their families.
- Be able to link with the mother Lodge Almoners directly, even outside our Province.
- Have the ability to work closely with the Scribe E and the banqueting steward for tracking absenteeism and over members' concerns at all times
- Be mobile and, preferably, to have e-mail access.
- Be able to present short updates on a regular basis to the Chapter and the respective Lodge Almoners.

KEY ELEMENTS OF THE ROLE

Primarily his duties would not normally include the health and general welfare of the Companions. However, he should:

- Follow up on absent brethren after 2 missed meetings maximum and to contact the member's Lodge Almoner to appraise the situation. Also contact any long serving companions who have had prolonged periods of non-attendance and make every effort to encourage their return, to regenerate their interest in the Holy Royal Arch. (Wherever possible, personal contact should be made with absentees.)
- Having established the reasons, decide what help, if any, can be given and in what form.
- Update the Chapter committee on the situation.
- With the Scribe E, ensure there is a tracking process in place for attendance at all meetings.
- Inform the Chapter, on a regular basis, what is happening in the Almoner's domain:
 1. In the Chapter
 2. In the Province, and
 3. In Supreme Grand Chapter
- If the absent member is not a member of this Craft Province, then ensure contact is made with his mother Lodge's Province.