

# The Grand College of the Royal Arch Knight Templar Priests and Order of Holy Wisdom

## District 40 (Sussex)

Ill. Kt. Pt. Jim Clapperton P.G.II Pillar. District Almoner

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### Guidelines for KTP Almoners District 40.

The roles of the District Almoner and Tabernacle Almoners are to support our members and to supplement (where needed) that which is already being carried out by the other Masonic Degrees and Orders, should additional assistance be required.

**In ALL cases strict confidentiality MUST be observed.**

#### The DISTRICT Almoner.

- To Liaise with **ALL** Tabernacle Almoners and assist when required.
- To Liaise with the District Recorder / Treasurer for agreement when expenditure may be required in excess of £100.
- To Liaise with the District Treasurer regarding the reimbursement of expenses.
- To prepare a yearly return, including the returns from the Tabernacle Almoners and submit to the Executive.

#### The TABERNACLE Almoners.

- To be pro-active within their own Tabernacles, communicating regularly with all the members and assisting in all cases of illness or distress.
- To contact all Knight Priests and Pillars who do not attend a meeting, especially when **no** apology is sent.
- To determine reasons and resolve, if possible, or report back to the Recorder, or where necessary to the District Almoner.
- To ensure an Almoners report is included **on the agenda** for each meeting.
- To report to the District Almoner, on those Knights Priests etc. who may be ill, distressed and in need of immediate help.
- To provide a copy of each report to the Tabernacle Recorder and the District Almoner at least 7days prior to the meeting.
- To immediately inform the District Almoner when a Knight passes to the Grand Tabernacle above.
- It is also part of your duty to develop a relationship with the Knights immediate family, so that when the Knight is called to higher service, you are in a position to be of assistance in any KTP involvement with the funeral arrangements and the retrieval of all and any regalia, as appropriate.