

Almoner's Record Card (Craft)

Lodge name:

Lodge no.:

Brother's details

Partner's details

Name:

Date of Initiation:

Wife/Partner:

Date of birth:

Date of joining:

Date of birth:

Address:

Offices held:

Anniversary date:

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Rank:

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Membership of other Lodges etc.:

Next of kin/Family contact

Post code

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Name:.....

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Relationship:.....

Tel:

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Mobile:.....

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Email:

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Tel:.....

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Email:.....

Explanatory notes

Collection and retention of information: When collecting information for the Record Card the Almoner should explain they are acting as a representative of the Lodge and how the information provided will be used. The Almoner should assure the Brother that the information is for use solely within the Lodge and will not be circularised outside of the Lodge (save with the Brother's specific permission). The Record Cards should be retained in a safe place with the Almoner's Handbook and passed on with the Handbook as succession takes place.

Personal details: Name, address, etc. Self-explanatory

Details of Installation, birth dates, anniversary dates: Can be used as a prompt and reminder of any special events such as may be mentioned in the Almoner's Report (with the appropriate permissions, of course); also, at the Lodge's discretion cards and/or flowers can be sent to celebrate special occasions – Lodge finances permitting.

Masonic details, Offices held and Rank: These details are for the Almoner's information but when collating or updating this information can assist in generating conversation and in providing good background information.

Membership of Other Lodges, etc: Having a full list of a Brother's membership of other Lodges is exceptionally important. One of the most frequent complaints received from Masonic widows is that no sooner were they starting to recover from the death of their loved one when they received a Summons or subscription demand from another Lodge – unaware of his death. Armed with the list of a Brother's Lodge membership the Almoner can notify all other interested Lodges of a Brother's demise so as to ensure that the widow is not exposed to unnecessary distress.

Next of kin/Family Contact: This information is important whether the Brother is single, married or a widower. Brethren, or Masonic widows, may lose contact with the Lodge – they may move, enter residential care, fall ill, or pass on. If a Brother, or widow, falls off the radar, an

Almoner has the telephone number of a family member that he can contact to find out what has happened – and it may be in appropriate circumstances offer Masonic assistance. If a tragic accident should befall both the Brother and his wife together the Almoner will know who to contact to offer the Lodge's condolences. It is **important** that the family contact member is aware that his/her details are recorded and that his/her consent is forthcoming.

Almoner's Record Card (Chapter)

Chapter name:

Chapter no.:

Companion details

Partner's details

Name:

Date of Exaltation:

Wife/Partner:

Date of birth:

Date of joining:

Date of birth:

Address:

Offices held:

Anniversary date:

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Initiated:

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Rank:

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Other Lodges /Chapters.:

Next of kin/Family contact

Post code

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Name:.....

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Relationship:.....

Tel:

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Mobile:.....

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Email:

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Tel:.....

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Email:.....

Explanatory notes

Collection and retention of information: When collecting information for the Record Card the Almoner should explain they are acting as a representative of the Chapter and how the information provided will be used. The Almoner should assure the Companion that the information is for use solely within the Chapter and will not be circularised outside of the Chapter (save with the Companion's specific permission). The Record Cards should be retained in a safe place with the Almoner's Handbook and passed on with the Handbook as succession takes place.

Personal details: Name, address, etc.: Self-explanatory

Details of Exaltation, birth dates, Anniversary dates: Can be used as a prompt and reminder of any special events such as may be mentioned in the Almoner's Report (with the appropriate permissions, of course); also, at the Chapter's discretion cards and/or flowers can be sent to celebrate special occasions – Chapter finances permitting.

Masonic details, Offices held and Rank: These details are for the Almoner's information but when collating or updating this information can assist in generating conversation and in providing good background information.

Membership of Other Chapters, etc: Having a full list of a Companion's membership of other Chapters is exceptionally important. One of the most frequent complaints received from Masonic widows is that no sooner were they starting to recover from the death of their loved one when they received a Summons or subscription demand from another Chapter – unaware of his death. Armed with the list of a Comp.'s Chapter membership the Almoner can notify all other interested Chapters of a Companion's demise so as to ensure that the widow is not exposed to unnecessary distress.

Next of kin/Family contact: This information is important whether the Companion is single, married or a widower. Companions, or Masonic widows, may lose contact with the Chapter – they may move, enter residential care, fall ill, or pass on. If a Companion, or widow, falls off the

radar, an Almoner has the telephone number of a family member that he can contact to find out what has happened – and it may be in appropriate circumstances offer Masonic assistance. If a tragic accident should befall both the Companion and his wife together the Almoner will know who to contact to offer the Chapter's condolences. It is important that the family contact member is aware that his/her details are recorded and that his/her consent is forthcoming.