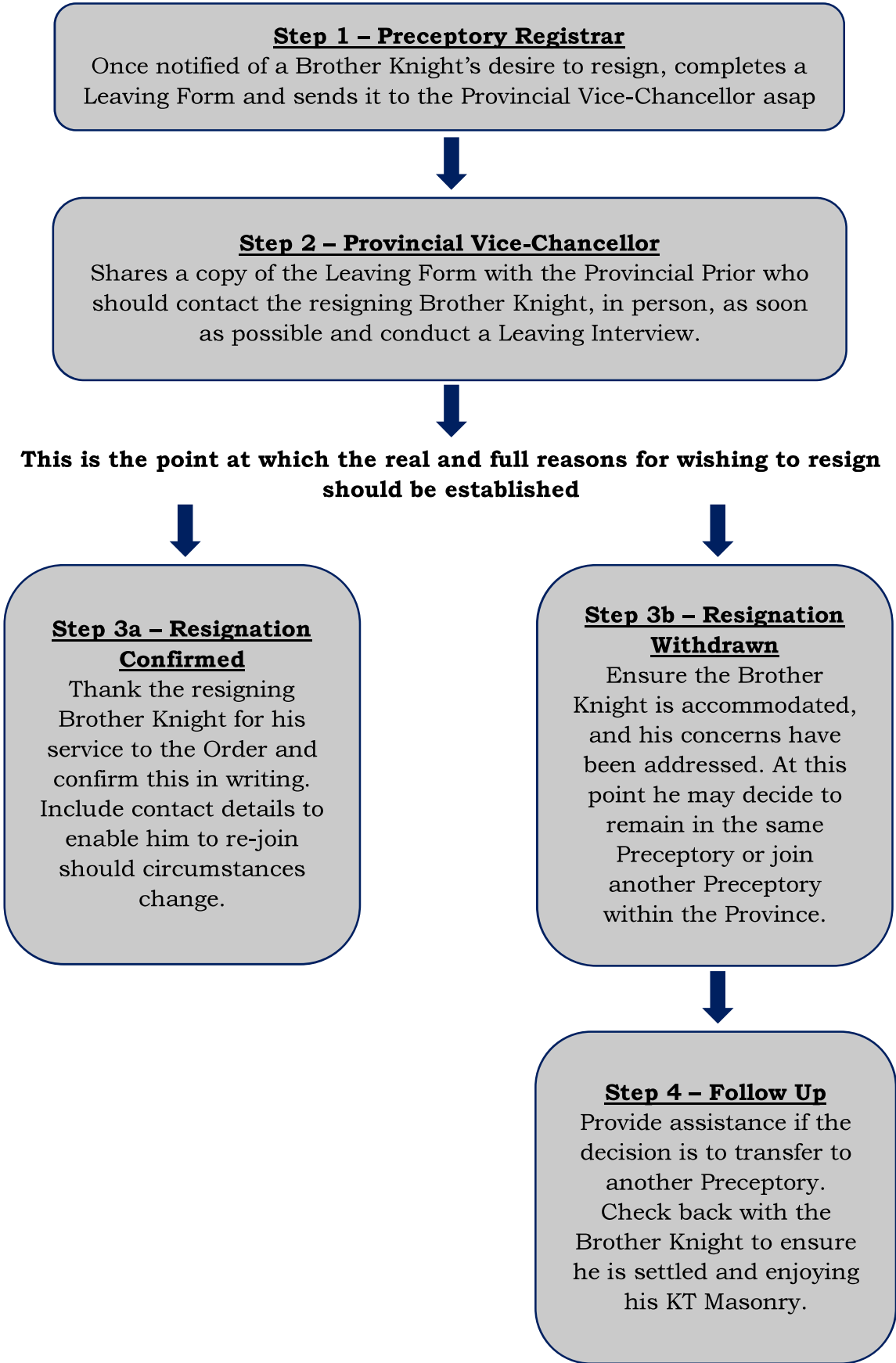




Resignation Process Flowchart



APPENDIX 2



Additional Notes to the Resignation Process Flowchart

Step 1.

Remember that the Provincial Prior can only intervene **before** the resignation is reported in open Preceptory otherwise, if the Brother Knight changes his mind, or can be encouraged to reconsider, he would need to apply to re-join.

Step 2.

In Provinces where a leaving interview is conducted it has proved to be far more successful when it is carried out by the Provincial Prior rather than a member of the Provincial Executive.

Step 3a.

Where possible, it is important to first establish the true reasons behind a Brother Knight's wish to resign. If he cannot be encouraged to change his mind, it is important to understand the reasons for his decision which might help in identifying if it is a common reason for other Knights choosing to leave.

Step 3b.

Prior to conducting the leaving interview, it would be helpful to have details of other suitable Preceptories to hand in case a transfer of membership is identified as being the most appropriate way forward.

Step 4.

If the decision is taken to transfer to another Preceptory, the Province's Relocation Officer can be asked to assist as if relocating a Brother Knight from another Province (outlined in the Relocation Process).

Whatever the Brother Knight decides (remain in the Preceptory or move to another in the same Province), it is important that the Provincial Prior remains in touch with the Brother Knight until he is sure he is settled and enjoying his KT Masonry.