

**El Paso
Scottish Rite**

Serving all Bodies

Almoner

Statutory Duties :

1. Almoners shall report to the Sovereign Grand Inspectors General or Deputies of the Supreme Council in the Orients each January, showing their yearly total receipts and disbursements, amount on hand, and any investments.
2. The Almoners shall be included in the bonds of those handling funds for the Bodies, with protection in line with the operations.
3. Contributions shall be verified by the signatures of any two officers at the time of collection and deposited in checking bank accounts.
4. Disbursements for all purposes shall be made by check signed by both the Almoner and either the Secretary or the Treasurer.

Bylaws Duties:

The Almoner shall make disbursements from the Almoner's fund for charitable purposes, namely the Texas Scottish Rite Hospital for Children Transportation Fund. He shall work independently of the Bodies, reporting only to the Personal Representative and General Secretary in this Valley and giving an annual accounting to the Auditing Committee or Auditor, showing receipts, disbursements, amounts on hand, and any investments. Disbursements from the Almoner's fund shall be made by check and signed by the Almoner or the General Secretary if the Almoner is not available.

Fraternal Duties:

1. Assure that the box of fraternal assistance is available at all stated meetings, Reunions and other fraternal activities where appropriate.
2. Arrange for sympathy cards to be sent to the families of deceased members.
3. Arrange for "get well" cards to be sent to sick and/or infirm members.

Administrative Duties:

1. Collect alms at stated meetings and Reunions and pay them over to the Treasurer for deposit.

2. Coordinate with the Secretary's office for the dispensing of alms to needy individuals and approve all such disbursements.

3. Maintain a list of sick and/or infirm members for distribution at stated meetings.

Guidelines:

SELECTION OF AN ALMONER

A new Almoner should be selected with much thought and care before he is recommended and nominated by the Brethren for election.

The following questions should be given consideration:

- What kind of man is he?
- What is his background?
- Is he married and are he and his wife known for their acts of charity?
- What is his personality and is he well suited to meet people?
- Is he cautious and successful in business?
- Has he a good mind and is he capable of good judgment?
- Is he active in church and other civic affairs and other organizations?
- Is he going to be able to give the time that is required to make his duties a success?

ASSISTANCE FOR THE ALMONER

The Almoner should not have to do the job all by himself. He should have an assistant who has been trained and is experienced in the Almoner's duties and who is capable of acting in the Almoner's absence or illness. This will allow for the continuity and orderly function of the Almoner's office. Always, of course, it should be understood that the Almoner himself is primarily responsible, and that a qualified assistant, though he may be capable of acting individually, acts under the Almoner's supervision. The Almoner should be bonded, just as those handling funds for the Bodies are, with adequate protection for his operations.

HANDLING CALLS FOR HELP

When the Almoner receives a call from a Master Mason in distress, he should refer him to his Blue Lodge. We sometimes forget that everything starts at the Blue Lodge level.

When a call for assistance comes from a Master Mason who is temporarily traveling through the area, this call should be referred to the Masonic Services Bureau.

DISBURSEMENTS

It is fundamental that all properties of the Almoner may be disbursed or used only for charitable purposes, namely the Texas Scottish Rite Hospital for Children Transportation Fund (per the El Paso Scottish Rite Bylaws). These properties consist of contributions to the Box of Fraternal

Assistance. Contributions shall be verified by the signatures of the General Secretary and deposited into Almoners bank checking account. Disbursements for all purposes shall be made by check signed by both the Almoner or the Secretary. It is important that the Almoner's fund not be diverted to other than charitable purposes, not only in light of the above, but because such a diversion would imperil the tax-exempt status of the charitable fund.

LIMITATIONS ON ALMONER'S FUND

Each Almoner should transfer annually to the Lodge of Perfection of his respective Valley, for charitable purposes, that portion of his properties which exceeds the approximate sum total of the immediate past year's disbursements of the Almoner. The Lodge of Perfection should hold, earmark and invest these portions of the Almoner's Fund, in accordance with our Statutes, so far as applicable, as a special charitable fund and for the Almoner's charitable purposes, and should replenish to the Almoner there from such portion of said special charitable fund as may be needed from time to time for charitable purposes; provided, however, that if the total of said funds of the Almoner and of the Lodge of Perfection so held exceeds the sum total of \$25,000, then the excess should be transferred to the Scottish Rite Foundation of the Orient in which his Valley is a part. Each January, Almoners should report to the Sovereign Grand Inspector General or Deputy of the Orient the yearly total receipts and disbursement, amounts on hand, and any investments. The Internal Revenue Service has confirmed that the Almoner's Fund should be included on the Valley's Form 990. The Secretary should make sure this is done.

Skills and Expertise:

- Respected by membership
- Patient
- Sympathetic heart