

**GRAND LODGE
CARE COMMITTEE
South Australia & Northern Territory**



**LODGE CARE OFFICER'S &
CARE COMMITTEE'S
HANDBOOK**

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GRAND LODGE CARE COMMITTEE

The Chairman of Care presides over the Grand Lodge Care Committee.

AIM

To encourage and develop the procedures of Care within Freemasonry, to ensure that brotherly love and relief are carried out in strength to members of the Craft, widows, widowers and their families.

METHOD

To provide guidelines and assistance to the Lodge Care Officers and Lodge Care Committees in the following areas of care.

- Contact with sick members and families of deceased members.
- Encourage and assist lodges in supporting and contacting absent members.
- Encourage and develop “Twinning of Lodges”.
- Encourage transfers of lodge memberships where members have a geographical residential change.
- Form and support district Widows Associations and assist widows of deceased members of the Craft.
- Support and advise widowers and their families.
- Advise on the admission to the Masonic Homes and Aged Care complexes.
- Advise members or their families in times of difficulty or distress.
- Provide information on the availability of services for members or their families who are in financial difficulties either through trauma, unemployment, or other cause.
- Suggest sources of Benevolence either through the Freemasons Foundation or elsewhere.
- To consider and, if necessary, to support local community groups. (Not community action groups).
- Assist in the formation of individual Lodge Care Committees.
- Utilize the Freemasons Home Hosting Panel where country or interstate members or their families require emergency accommodation.

COMMUNITY CARE

The Care Committee encourages all lodges to make their resources available to provide care and assistance in the event of a National or State disaster or when an emergency takes place.

This is in accordance with Grand Lodge policy.

MEMBERS OF THE GRAND LODGE CARE COMMITTEE

The Care Committee consists of the following:

- The Chairman of Care - Chairman, Care Committee.
- The Deputy Chairman of Care – appointed by the Chairman of Care.
- The Grand Chaplains of the Craft, Mark and Chapter.
- One nominated representative from each District.
- The Grand Superintendent.
- The Grand Almoners of Mark and Chapter.
- The Immediate Past Chairman of Care.
- The Chairman of Care may appoint any person who may be of assistance to the Care Committee.
- A representative of the Masonic Widows Association.

INDIVIDUAL LODGE CARE COMMITTEE FORMATION & RESPONSIBILITIES OF THE LODGE CARE COMMITTEE

The Chairman should be the Lodge Care Officer.

The members of the Lodge Care Committee shall be selected by the Chairman with the concurrence of the Worshipful Master and consist of persons who are skilled in the process of visitation and care.

A Grand Lodge Care Committee representative will be available on request and is able to offer assistance and advice.

To assist in maintaining the image of the Craft in caring and fostering brotherly love and relief, as follows:

- Caring for Carers within the Craft and within the community.
- Support widows, widowers and their families.
- Lodge Care Officer to report to the lodge regularly on widows and brethren.
- Contact absent members.
- Encourage members to participate in Lodge Twinning activities.
- Encourage brethren to maintain their membership in cases of residential change of address.
- Advise on admission to the Masonic Homes and Aged Care Complexes.
- Advise members or their families in times of difficulty or distress.
- Provide information on the availability of services for members or their families who are in financial difficulties either through trauma, unemployment, or other cause.
- Suggest sources of benevolence either through the Freemasons Foundation or elsewhere.

ASSISTANCE TO MEMBERS AND FAMILIES IN FINANCIAL DIFFICULTIES AND DISTRESS

Before looking at the type of assistance which is available and where it is obtainable, it is well to remember that there is a general reluctance on the part of people to seek assistance when they are in need.

It may be well to remember the four “Cs”.

CARING. CONSIDERATION. COMPASSION. CONSOLATION.

Care Officers are **NOT** social workers so they should seek advice from the various Community Services such as:

1. *Family & Youth Services (Part of the Department of Human Services Dept.)*
This Department can provide significant information on a wide range of subjects, and provides a Financial Support Service on availability of concessions.
2. *Centrelink:* For assistance on Aged Pensions, Health Care and Financial Information Services (free service).

Other available services are listed in the front pages of the Telephone Directory.

A SPECIAL FUND HAS BEEN SET UP FOR LIMITED CASH ADVANCES FOR FAMILIES IN NEED.

FOR URGENT ASSISTANCE PLEASE CONTACT THE GRAND SECRETARY.

Telephone: 08 8223 1633

Facsimile: 08 8224 0755

Email. glsa@freemasonrysaust.org.au

or

After hours: Chairman of Care. The telephone number is listed in the Year Book.

**CONTACT WITH ABSENT AND SICK BRETHREN
AND
FAMILIES OF DECEASED MEMBERS**

A concern of all lodges should be the members who do not regularly attend meetings, or have ceased attending altogether.

The duties of the Lodge Care Officer are becoming increasingly demanding and as such the welfare of the members of the Craft should be the concern of all active Freemasons, not only the concern of the Lodge Care Officer. Lodges are therefore encouraged to form a "Care Committee" with the Lodge Care Officer as chairman.

It is suggested each Care Committee member be allocated not more than 10 members.

The Care Committee is urged to implement a record system of all its members, widows and families and to keep it up-to-date. Refer to suggested format. This information would be of most value to all Care Committee members.

A similar list as printed, could be used when a member extends an apology with a column to register the reason for non-attendance.

The Secretary or a nominated brother and the Tyler during the course of the evening could make a note of those attending and advise the "Carer" responsible for those brethren. The "Carer" in turn should then make it his responsibility to contact those brethren who were absent, either by telephone or in person as soon as possible.

This may be done either monthly or bi-monthly.

The families of deceased brethren could be allocated on the same basis as the brethren.

The Care Committee should meet on a quarterly basis to discuss any alterations that may be necessary to their records as a result of deaths, clearances, new members, etc.

SUGGESTED FORMAT

MEMBERS PERSONAL DETAILS/CONTACT HISTORY

Lodge No.....
 Name..... Rank.....
 Address.....Postcode.....
 Date of Birth:.....
 Phone No..... Wife's Name:.....
 P = Present:
 Reason for non-attendance/action taken: as listed below:
 A = Apology: S = Sickness: V = Visit: H = Holidays: H/V = Hospital Visit: P.C. = Phone Contact:

Year	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sept	Oct	Nov	Dec
2009												
2010												
2011												
2012												
2013												

HOME HOSTING PANEL:

To provide emergency accommodation for country, interstate and overseas members or their families, when a brother or a family member is admitted to an Adelaide or suburban hospital in an emergency.

RESPONSIBILITY OF A TWINNED LODGE:

Where a country member's Lodge is twinned with a suburban lodge. It is expected that these families will be consulted before using a member of the "Home Hosting Panel".

The same will apply where the brother has friends or relations in suburban Adelaide who are willing to provide accommodation before using a member of this Panel.

City members and their families who are ill or who are involved in an accident in a country area.

If this occurs in an area where there is a Freemasons Lodge it is expected that the lodge members can be relied upon to assist.

MASONIC WIDOWS:

We ask that all Lodge Care Officers ensure widows are aware of this service.

CONTACT FOR ASSISTANCE:

Grand Secretary – Phone: 08 8223 1633.

Fax: 08 8224 0755

Email: glsa@freemasonrysaust.org.au

After hours: Chairman of Care.

The telephone number is listed in the Masonic Year Book.

COUNSELLING:

Whenever Lodge Care Officers or members of a Care Committee have a concern in relation to a brother:

THEY MUST REFER THE MATTER TO THE GRAND CHAPLAIN OR CHAIRMAN OF CARE WHO WILL ARRANGE FURTHER ADVICE AND ASSISTANCE WITH A QUALIFIED COUNSELLOR SHOULD THIS BE THOUGHT NECESSARY.

The task of the Lodge Care Officer is to be a brother – this will mean a patient listening ear, a still tongue and being supportive of whatever professional medical or health care that may be necessary

The Lodge Care Officer must affirm and encourage the lodge members in what they do best – that is, providing support for the brethren in grief and distress.

FORMATION OF MASONIC WIDOWS' ASSOCIATIONS.

Introduction:

There is a great need to provide interest and caring for the vast number of Masonic Widows within the Grand Lodge Jurisdiction of South Australia and Northern Territory

The formation of District Masonic Widows' Associations provides a solid basis of fellowship for our widows and also provides the Craft with another strong arm in its ongoing commitment of caring for widows of deceased members.

The Masonic Widows' Associations are active, productive and self-supporting, providing an excellent vehicle for fellowship, interest and caring for our Masonic Widows.

Formation and Management:

District Masonic Widows Associations can be formed with representation from lodges within the district or from advice from Lodge Care Officers who may identify that a need exists.

There is a need to know the numbers of widows to who may consider joining a proposed Association, together with available Lodge Care Officers willing to support this initiative.

It is suggested each lodge within the district or complex, contribute sufficient funds towards the establishment phase of a newly formed Widows Association and that the Lodge complex be provided to the widows on a rent free basis.

A business meeting of interested widows should take place to form the Association, and elect officers before setting a date for an inaugural meeting.

The broad concept of a formalized Masonic Widows Association is to invite widows to a meeting on a monthly basis.

- An executive of widows should be constituted with a President, Secretary, Treasurer, a Meeting Programme Director and a Publicity Officer.
- Meetings should be formal, incorporating association programming of events and a guest speaker. (Duration of 20 to 30 minutes).
- A basket luncheon, coffee, tea in addition to entertainment could follow.

Lodge Care Officer's and individual Lodge Care Committee's Role:

The Care Committee's role is an important aspect of the success of a Masonic Widows' Association. A brother (not necessarily the Lodge Care Officer) should be responsible to roster brethren for arranging transport and liaise with the Secretary or President of the Widows Association with regard to transport and the setting up of the hall, serving of refreshments and general washing up and cleaning after the meeting.

The Role of a Lodge:

Formation of Widows' Association: Individual lodge's need to show their support of the Masonic Widows Association in its establishment phase, and subsidize the cost of the inaugural meeting, luncheon, refreshments, mailing, etc., until the Association becomes self-sufficient. Remember, it is the lodge's responsibility to continue to support the Widows' Association in their District.

As these ladies have supported us in the past, continuous support by the brethren is essential and it may be necessary to delegate, form rosters, etc. to meet this responsibility.

Support for Individual Widows: The Lodge should present the widow with a Widow's Pin, involve her in some of the lodge social activities and ensure that she is included on the mailing list to receive a copy of the "South Australian Freemason".

The Freemasons Foundation's Role:

In the Masonic Widows Association establishment phase, The Freemasons Foundation will provide administrative support such as invitations, production of newsletters, advice in consultation with the Chairman of Care on its Constitution and Charter, promotion of the association to the Community and the Craft, arrange for and/or advise on guest speakers and general support to Lodge Care Officers and lodges during the establishment phase.

Conclusion:

The formation of active Masonic Widows Associations within the Jurisdiction of the Grand Lodge of South Australia and Northern Territory can be seen as an arm of Freemasonry. The Lodge Care Officers support and active input into the formation of Widows Associations within the District is essential and must be ongoing.

MASONIC WIDOWS ASSOCIATIONS



Meeting Information:

Metropolitan:

ADELAIDE WIDOWS & WIDOWERS: First Wednesday 10.30am, Basement, Masonic Centre 254 North Terrace, Adelaide.

NORTHERN WIDOWS: First Monday 11.00am, Northern Masonic Centre 565 Regency Rd, Broadview.

SOUTH-WESTERN WIDOWS: First Wednesday 11.00am, Noarlunga Downs Masonic Centre, Dyson Rd, Noarlunga.

WESTERN WIDOWS: Second Tuesday 10.30am, Semaphore Masonic Centre Semaphore Road, Semaphore.

EASTERN WIDOWS: Second Wednesday 10.30am, United Eastern Masonic Hall, Fisher Street, Tusmore.

MASONIC HOMES WIDOWS: Fourth Thursday 10.00 am, Alexander Russell Hall, Masonic Memorial Village, 91 Diagonal Rd. Somerton Park.

PARA DISTRICTS: First Thursday 10.00am, Para Districts Masonic Centre Phillip Highway Elizabeth South.

Country:

MOUNT GAMBIER WIDOWS: Third Tuesday 11.00am, Mt Gambier Masonic Centre.

MURRAY BRIDGE WIDOWS: Fourth Wednesday 2.00pm, Murray Bridge Masonic Centre.

WHYALLA WIDOWS: Second Tuesday 2.00pm, Whyalla Masonic Centre.

FLEURIEU WIDOWS: Fourth Monday 11.00am, Grosvenor Hotel, Victor Harbor. (Not an association but 26 members meet regularly).

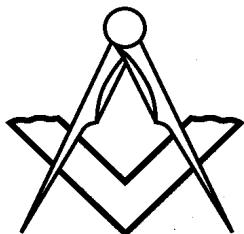
TWINNING OF LODGES

The object of Twinning is to promote fraternal relations within Freemasonry as it encompasses many of the principles to which Freemasons aspire.

To assist in your endeavours the objectives are set out hereunder:

1. Twinning should be arranged between a country and a metropolitan lodge.
2. Having made the decision to twin with another lodge (this decision should be made in open lodge by both lodges) arrange to hold a Twinning Ceremony as approved by the Board of Management, and to reaffirm every 3 years.
3. Visit each other's lodge whenever practical during the year, such as an installation, thereby not only enjoying one another's company, but developing maintaining and supporting a bond between the country and metropolitan lodges.
4. The lodge having the greatest number of candidates should endeavour to make one or more of these candidates available to the lodge having the lesser number of candidates for Passing or Raising. This can be arranged for regular or special meetings upon reaching mutual agreement regarding the date of such Passing or Raising and on other aspects that may be pertinent. Ensure that a dispensation is obtained for this to occur.
5. Provide the services of each other's Lodge Care Officers or any other assistance that can be afforded to members, for example, hospital visitation, assistance with transportation or accommodation to a brother or his wife/partner in the case of hospitalization or other emergencies. Please also refer to the section on Home Hosting.
6. Encourage brethren who change their address and move into the "area of influence" of the other lodge to join that lodge.
7. Endeavour at every opportunity – if necessary, creating opportunity - to motivate non-attending brethren to become active again in their own lodge.
8. Arrange and attend joint social functions to enable wives/partners and their families to mix and enjoy each other's company.
9. Assist each other in projects such as the raising of funds for Masonic Benevolence where practicable.
10. Generally forward the interests of both lodges and promote the good of Freemasonry amongst the brethren and their families.

Certificate of Twinning



This is to Certify... that Lodgeand Lodge.....
both being Lodges holden under the Grand Lodge of Antient, Free, and Accepted Masons of South Australia and Northern Territory Incorporated, have joined in a (Re-Enactment) Ceremony of Twinning for a period of Three Years commencing on this day....., and thereafter as is mutually agreed. The Brethren of these Lodges, with the help of the Great Architect of the Universe, the guidance of the Grand Master, and Grand Officers, and their own endeavours, will support and maintain the aims and objects of Twinning and solemnly pledge themselves:

To visit each other's Lodges wherever practical each year, for fellowship, and the maintenance of the Bond of Friendship, instituted by the Twinning Ceremony. To assist each other's Lodges in the conduct of our Craft Ceremonies, by providing Candidates and officers where practical, for the mutual benefit of both Lodges. To assist each other's Lodge in such other Masonic and social endeavours as will further enhance the Bond of Friendship between our two Lodges.

S.M.I.B.



Worshipful Master
Lodge.....

Worshipful Master
Lodge.....

Dated thisat

TRANSFER OF LODGE MEMBERSHIP

Loss of membership can be caused by the movement of members from one district to another. This may result in a brother losing contact with Freemasonry and suffer a subsequent loss of interest that could result in a request for a clearance.

As a means of overcoming this situation, “Declaration for Joining/Affiliating” and “Monthly Lodge Meeting Report” forms for use by Lodge Secretaries are available from the Grand Secretary’s Office.

Lodge Secretaries are requested to use these forms and inform the Grand Secretary of brethren who change their address, so that the secretary of the lodge nearest the brother’s new place of residence may be contacted.

It is often possible for Lodge Secretaries to introduce a transferring brother to his new lodge by direct contact with the relevant Lodge Secretary.

HOLDING LODGE. **(The Lodge of the Continuing Link).**

Background:

The Holding Lodge has been established by Regulation 53 for Freemasons resident in South Australia and the Northern Territory, who for various reasons have ceased to be honorary or subscribing members of a Lodge, to enable them to remain a member of the Craft, thereby ensuring continuous membership. The Lodge is not a Warranted Lodge and is not empowered to conduct regular meetings.

Membership:

There are three categories of membership:

1. Full members.
2. Temporary members.
3. Other categories as may be approved by the Board.

1. **Full Members:**

The Financial Members of Constituent Lodges who have been nominated by their lodge as being unable to continue their active membership by reason of age, infirmity or other reason approved by the Board.

2. **Temporary Members:**

- a. The Financial Members of Constituent Lodges that have surrendered their Warrant.
- b. The Financial members of lodges holding a Warrant from a sister Grand Lodge who have taken up permanent residence within the jurisdiction of this Grand Lodge.

3. **Other Members:**

The Board may approve such other categories of membership.

Subscriptions:

Members of the Lodge shall pay such subscriptions as may be determined by the Board from time to time. As at April 2009 they are:

1. Full Member: Grand Lodge dues plus \$10.00 with power to remit.
2. Temporary Member: Grand Lodge dues plus \$10 for postage and administration.

How to become a member:

1. **Full Members:**

After a Constituent Lodge has resolved to nominate a brother for membership of the Holding Lodge, it shall apply to the Administrator in writing on the form available from the Grand Secretary or Administrator.

2. **Temporary Members:**

2.1 When a Lodge surrenders its Warrant, all financial members of the lodge shall then become Temporary Members of the Holding Lodge, they must, however, complete and sign an application form that shall be made available by the Lodge Secretary unless they have previously notified the Administrator in writing that they do not wish to become a member of the Holding Lodge.

2.2 A Financial Member of a lodge from a sister Grand Lodge who has taken up permanent residence within the jurisdiction of this Grand Lodge may apply for membership.

Period of Membership:

1. **Full Members:**

Shall continue for so long as they are unable to continue active membership or for life, as the case may be.

2. **Temporary Members:**

Shall remain members until they join or affiliate with a Constituent Lodge or until the expiration of six calendar months from the date on which they became a member of the Holding Lodge, whichever is the earlier.

Clearance from the Holding Lodge:

A clearance Certificate will be issued to a member in good standing who tenders his resignation from the Lodge in writing.

The Administrator:

On invitation, the Administrator is available to attend executive or lodge meetings of those lodges that may be about to surrender their Warrants or amalgamate with other lodges and advise members of the existence and purpose of the Holding Lodge.

All correspondence should be addressed to:

The Administrator

South Australian & Northern Territory Holding Lodge

The Freemasons, P.O. Box 19, Rundle Mall, Adelaide, S.A. 5000

Tel. 08 8223 1633; **Facsimile** 08 8224 0755.

Email: glsa@freemasonrysaust.org.au

MASONIC HOMES INC. AGED CARE COMPLEXES.

The Masonic Homes provide a wide range of types of accommodation and care services for the aged community.

Accommodation is offered in independent living units and in hostels and nursing homes where low and high care is provided. The Homes also have serviced apartments and small cluster independent living units in suburban Adelaide.

Where appropriate, aged persons can also access in-home support services and access the Day Therapy Centre at Somerton Park.

Lodge Care Officers should avail themselves of information available from the Masonic Homes Head Office to obtain a full understanding of services that are available. This is particularly important, as the organisation is now very large and is continually expanding the level and types of care offered to clients.

As a basic outline, the following should be of value.

Independent Living Units:

Persons requiring independent living accommodation must be capable of living independently without close supervision. It is expected that people moving into independent living units can still cook for themselves, maintain daily hygiene tasks and generally be fit enough to keep their units clean and tidy and live in a reasonably independent manner.

To apply for independent living unit accommodation, it is necessary for an applicant to complete an application form and have an interview with the Admissions Officer. At the interview, applicants are given the opportunity to discuss their particular needs. At this interview they will receive information about the Homes and the services that are available for residents. It is important to stress to anyone interested in applying for accommodation that priority is given to people in need. Affiliation with any organisation or a person's financial status plays no part in the selection process. Likewise, the length of time on a waiting list does not have any bearing on the allocation of units.

Independent living units are available at all four Masonic villages. At Somerton Park there are 234 units, at Ridgehaven 148, at Colonel Light Gardens 22, at Brighton Village Estate 29, at Hillside Gardens 24, at Old Reynella 65 and at Fullarton 4.

Enquiries about independent living units should be directed to the Manager Real Estate Services on 8152 6200 or 1300 132 132.

Tiwi Gardens Village, Darwin:

The Tiwi Gardens Village provides accommodation in the form of one or two bedroom units, all with a separate study. Based on a resident funded scheme, there are 64 homes in Tiwi in a tropical village setting surrounding a central swimming pool, spa and community room.

Enquiries about Tiwi Gardens Village should be directed to The Manager Real Estate Services on 8152 6200 or 1300 132 132.

Small Cluster Homes:

The Masonic Homes have two groups of 2 and 3 bedroom homes at Somerton Park and Fullarton. All services are delivered from Somerton Park to these units, which are designed for independent living. These units are available on a resident funded basis.

Enquiries regarding these units should be directed to The Manager Real Estate Services on 8152 6200 or 1300 132 132.

"Angulong" Serviced Apartments:

The Homes currently operate 32 serviced apartments at Somerton Park. These are allocated on a resident funded basis. Residents who are accommodated in "Angulong" are provided with hotel type services such as bed making, cleaning, etc. with all meals being provided for a single fee. There are additional levels of personal support that can be offered to residents on a fee-for-service basis.

Enquiries regarding these units should be directed to the Manager Real Estate Services on 8152 6200 or 1300 132 132.

Aged Care Facilities:

Since the introduction of the Aged Care Act 1997, the terms hostel and nursing home have been replaced by low care and high care.

Low Care Accommodation:

Low care accommodation is for aged persons who need closer supervision with day-to-day living. Residents living in low care accommodation are people who live independently but may need assistance with showering, dressing and medical supervision. All meals are provided in low care and a 24-hour call bell is placed by each bed and in the bathrooms.

Low care accommodation is available at both Ridgehaven and Somerton Park Villages and is provided in the form of bed-sitter rooms with en-suite bathrooms. Small dining rooms cater for groups of approximately 12 residents.

To qualify for low care accommodation, the Aged Care Assessment Team must assess the applicant. These teams work from four major public hospitals in Adelaide and from most country hospitals. To obtain assessment, the applicant should ask their General Practitioner to arrange for a visit from team members who will interview and assess each person in their own homes.

Once the assessment has taken place and approval for low care has been obtained, an application form from the Masonic Homes should be completed and returned along with a copy of the approval. The application form is held by the Low Care Supervisor who will contact the applicant when a suitable vacancy arises. Again, selection is based on the degree of need of an applicant and not on financial status or connection with any organisation.

Entry bonds and fortnightly low care fees must follow Commonwealth Government guidelines and are set according to the individual's financial status.

Low care enquiries should be directed to either The Manager, Somerton House on 8294 2822, or The Manager, Ridgehaven House on 8397 0100.

High Care Accommodation:

The Masonic Homes have three high care facilities, one at Somerton Park, one at Heathfield in the Adelaide Hills and one at Ridgehaven. All cater for residents in need of full nursing care. Again, assessment must take place by the Aged Care Assessment Team before an application for accommodation can be made.

Fortnightly high care fees must follow Commonwealth Government guidelines and are set according to the individual's financial status.

All high care enquiries should be directed to either The Manager, Somerton House on 8294 2822, or The Manager, Ridgehaven House on 8397 0100, or The Manager, Hillside Lodge on 8131 0002.

Community & Residential Services:

Community and Residential services are provided from Somerton Park to surrounding local government areas to enable residents to remain in their own homes. The provision of these services is complex and requires individual assessment of each prospective client.

The Masonic Homes provide special services to war veterans and their dependants. All enquiries for community services should be directed to the Manager Community and Residential Services on 8294 2822.

Day Therapy Centre:

The Somerton Park complex contains a Day Therapy Centre that provides various levels of services such as physiotherapy, occupational therapy and podiatry to clients from a defined area in the western suburbs. All applications to the Day Therapy Centre should be directed to the Day Therapy Centre Supervisor on 8294 2822.

THE FREEMASONS FOUNDATION

Background:

The Freemasons Foundation was successfully launched in March 1989 in order to create a formal structure within which, Freemasons Benevolence could work effectively, together with the establishment of the Trevor Prescott Memorial Scholarship.

The principal objective of the Foundation is "Caring for the Community" by extending aid and support to persons in need and to charitable organisations, whether associated with Freemasonry or not.

Since its formation the Foundation has been making steady progress in its endeavours to increase its membership base to give the Foundation a solid working capital base for its ultimate viability. The greater the capital base, the more can be done for the needy in the community on behalf of the Freemasons of South Australia and Northern Territory in the future.

How the Foundation is governed:

The Foundation is governed by a Board of Management, some of who are appointed by the Grand Master, while other Board members are elected by the membership of the Foundation in each category of membership (Patron, Governor, Fellow and Member).

Operation:

The Freemasons Foundation is an established charity endorsed by the Australian Taxation Office, which operates five major funds in the interests of community charity within Australia. The funds are:

- The Freemasons Charity Fund.
- The Freemasons Appeal Fund.
- The General Fund.
- The Educational Purposes Fund.
- The Trevor Prescott Memorial Scholarship Fund.

The Freemasons Charity Fund:

This is a Deductible Gift Recipient (D.G.R.) ancillary fund established by trust deed and endorsed by the Australian Tax Office. It can only be used to support other D.G.R. charities or organisations that have Australian Tax Office endorsement.

In general, these may be public hospitals, aged care facilities, universities or other charities such as, Legacy, The Anti Cancer Foundation, Royal Flying Doctor Service, The Peter Nelson Leukemia Fund and others providing these organizations have D.G.R. endorsement.

Donations made to the fund of \$2 or more are deductible to the donor in the year they are made. Membership donations, which are also tax deductible, are deposited in this fund.

The Freemasons Appeal Fund:

The Freemasons Appeal Fund is a "necessitous circumstances fund" and can only be applied for the relief of persons in necessitous circumstances. Similar to the Charity Fund it has Australian Tax Office endorsement and is established by separate Trust Deed. The Australian Tax Office has strict guidelines as to what constitutes necessitous circumstances, with a specific emphasis towards financial necessity, and how the funds may be applied.

The common method of relieving necessitous circumstances is by direct distributions of money or goods to the person. Examples of these are the Christmas Hamper, Bushfire and Flood Appeals. This fund can also distribute money or goods to other organisations endorsed as a necessitous circumstances fund by the Australian Tax Office who care for people in these circumstances. Similar to the Charity Fund above, donations made to this fund of \$2 or more are tax deductible to the donor in the year they are made. Membership donations, which are also tax deductible, are deposited in this fund.

The General Fund:

This is the administration fund for managing the day-to-day work of the Foundation.

The Educational Purposes Fund:

This charitable fund, while income tax exempt, is not a deductible gift recipient fund and therefore donations made to it are not tax deductible. The Australian Tax Office has ruled that while providing financial assistance towards education may be charitable, it is not benevolent and thus cannot be funded from the Foundation's tax-deductible funds.

The Foundation administers a number of fully funded and partly funded Lodge scholarships that are a powerful public relations tool that promotes Freemasonry and Masonic values to the community. Depending on the strength of the Educational Purposes Fund and the support it receives from lodges through fund raising, the Foundation will match a lodge's contribution towards funding a scholarship, dollar for dollar, to a maximum contribution of \$500 by either party.

Applications for Assistance:

Applications for assistance may be made at any time, but will only be considered if they are sponsored by a lodge or a recognised Masonic body and have been submitted on the appropriate forms. Three separate forms are required:

1. Application for Assistance.
2. Lodge Report.
3. Lodge Assessment.

The Benevolence Committee, a standing committee of the Foundation, considers applications that make appropriate recommendations to the Foundation's Board of Management.

Under no circumstances does the Foundation approve of any grants for assistance without involving a lodge or recognised Masonic body. Copies of the "*Guidelines For Lodge Sponsored Benevolence*" are available from the Foundation.

Lodges can Sponsor or Support an Application for Assistance:

A lodge may either sponsor or support an Application for Assistance.

The Foundation is precluded by legislation from being a mere channel of funds between a lodge and a particular charity. Therefore, a lodge cannot make a payment to the Foundation in return for an undertaking that the money will be passed on to a designated charity.

To comply with Australian Tax Office legislation, grants must be made directly to the applicant. Some lodges are under the impression that subsidies are available from the Foundation in support of "their" charity. This is not the case.

Commissioning of Grants:

The Foundation Executive Director, in consultation with the Lodge associated with the particular request, arranges for assistance and the commissioning of the grant.

Bequests: Free Wills and Advisory Service:

The Foundation has a Wills and Bequests Advisory Service that is available at no cost to people to assist them in planning their gift or bequest. Its volunteer legal practitioners will be pleased to discuss their plans and thereby help people implement them in accordance with their wishes and in the best interests of the Foundation.

How to Support the Foundation:

Supporters of the aims of the Foundation are invited to join by making a financial commitment in any of the following ways:

- By an immediate gift of money, or a promise of money, in installments over an agreed period.
- By a promise of a bequest of money or property in a will.

There are four categories of membership of the Foundation:

Category	Cash	Bequest
Member	\$500	\$2,000
Fellow	\$2,000	\$4,000
Governor	\$10,000	\$20,000
Patron	\$25,000	\$50,000

The Grand Master's Christmas Hamper Appeal:

Each year, the Grand Master launches a Christmas Hamper Appeal to raise funds to meet the demands of the many needy families within our communities.

All lodges and members are actively encouraged to raise funds and support the Christmas Hamper Appeal, co-ordinated through the Freemasons Foundation.

Cash donations are accepted throughout the year at any Masonic Lodge or at the Foundation's premises, 2/262 Grange Road, Flinders Park, Adelaide (Tel: 8443 9909)

The quality food hampers are aimed at providing all ingredients for a family Christmas treat and are distributed throughout South Australia and the Northern Territory.

Cash donations over \$2 to the Christmas Hamper Appeal are tax deductible.

The Trevor Prescott Memorial Scholarship:

The Scholarship is known as the Trevor Prescott Memorial Scholarship.

The elements of the Scheme are as follows:

- The Scholarship is open to all Australian citizens who are residents of South Australia or the Northern Territory and under the age of 30 years as at the 30th of June in the year of application. Although (except in special circumstances) awards will not be granted to applicants under the age of 18 years of age, preference will be given to those whose major contribution in their field of study, occupation or calling lies before them.
- Scholarships are open to all who wish to obtain experience, knowledge or skill in an approved field of endeavour in Australia or overseas and close on the 30th of June each year.
- There are no prescribed qualifications, academic or otherwise.
- Preference is not given to a Freemason or to a member of his family.
- The Foundation's Board of Management shall determine the value of the Scholarship.

How to Apply: Application Forms and further information are available from:

The Executive Director,
The Freemasons Foundation,
2/262 Grange Road,
Flinders Park, S.A. 5025
Telephone: 08 8443 9909
Facsimile 08 8443 9928

<http://www.masonic-foundation.asn.au/>