

**AMERICAN LEGION AUXILIARY
CHAPLAIN: PROGRAM ACTION PLAN 2016-2017**

A Unit, District or Junior Chaplain is one of the most fulfilling offices of any organization. There are many ways you can help your members in good times as well as bad times. Your caring spirit must be shown to all as you serve in this capacity.

Our Department President Kelli Becraft's theme this year is Navigating the Course for Veterans and their Families.

1. Open and close all meetings with prayer and/or inspirational thoughts. All prayers must be non-denominational. Example of resources: Chaplain's Prayer Book, American Legion Auxiliary National News, and prayers given to you by others or create your own. Be prepared to offer prayer at any Unit, Post or Community function.
2. Send Get well, Thinking of you, Sympathy, Congratulations, and other cards when appropriate.
3. Drape the Charter in the event of the death of a Unit member.
4. Hold a Memorial Service for deceased members at the end of the year. You may be called upon to hold a Memorial Service for a Unit member at the time of death by a family member.
5. Send Deceased Member Form to both **District** Chaplain and **Department** Chaplain. **Do not wait until the end of year to send names, please send daily or monthly.** Use the Deceased Member form in your packet or copy off the Department Website. Please make sure that the Unit number and District numbers are on the forms.
6. Promote and participate in the Four Chaplains Service, Flag disposal, and other patriotic ceremonies. **Do not send checks to Department Chaplain, they go directly to Department Headquarters (PO Box 547917, Orlando, FL 32854-7917).**
7. Visit sick members and Veterans in Hospitals, Nursing Homes or at their individual homes. Give them a Grace Card or inspirational poem, give a hug if possible and always have a smile. Ask if it is O.K. to say a prayer with them before you leave.
8. Assist with Initiation Ceremony of new members.
9. Compile a Prayer book for your Unit, District or Junior President, and you may submit it for the Mae Nally Award at Convention. There will also be an award for a District Prayer Book. All entries will receive a Certificate. Remember to keep all prayers non-denominational. Please follow all the rules for your Prayer Book, that are listed in the Unit Guide. **Prayer Books must reach the Department Chaplain thirty (30) days before Convention (June 1, 2017).** Remember to center (top/bottom and side to side) your prayers on the page and/or devotional thoughts, including the name of the person submitting the prayer or inspirational thought. Don't forget to list all who submitted prayers (not the authors) in alphabetical order and centered on page.
10. Include your Juniors in all ceremonies.
11. **Year-End Reports:**
Unit Chaplain's Year End Report must be to District Chaplain by April 1, 2017.
District Chaplain's Year End Report must be to Department Chaplain by April 15, 2017.
Prayer Book Deadline: June 1, 2017

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