

AMERICAN LEGION AUXILIARY
CHAPLAINS: PLAN OF ACTION 2022-2023

A Unit, District or Junior Chaplain is one of the most fulfilling offices of our 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, Jane Hardacre's theme this year is C.O.L.O.R., Continue Our Legacy of Respect. So, let's begin by being ready to jump in and RESPECT ourselves, our God, our Veterans, Communities, Children & Youth and all Members by finding out their needs.

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 (Reflections Page) 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, Birthday, Thinking of you, Sympathy and Congratulation 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.
 - a. You may be called upon to hold a Memorial Service for a Unit member at the time of death by a family member. When performing a memorial ceremony for a member of a specified religion it is considered proper to use prayers of that religion in that ceremony.
5. Send Deceased Member Form to both District Chaplain and Department Chaplain (Form can be found on www.alafl.org, Chaplain's page, then Deceased Member Form. There is a fillable and printable version of the form for your convenience. It may be emailed to chaplain@alafl.org or USPS to 5023 Bridgeport Dr., Safety Harbor, FL 34695. Do Not wait until the end of year to send names, please send daily or monthly. Cutoff of names is June 1, 2023. Names received after that date will be in the following year's (2024) service. The

names will also be included in our monthly Department Newsletter, on the Chaplain's page, beginning in September.

6. Promote and participate in the Four Chaplains Service, Flag disposal, and other patriotic ceremonies. Do not send checks or donations to Department Chaplain, they go directly to Department Headquarters (1912-A Lee Road, Orlando, FL 32810).
7. Visit sick members in Veterans Hospitals and Nursing Homes or at their individual homes. Give them a Grace Card (available on Emblem Sales website or catalog) 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 an Initiation Ceremony of new members if your Unit has one.
9. Compile a Prayer book for your Unit or District President and you may also submit it for the "Mae Nally" award at Convention. All entries will receive a Certificate. Remember to keep all prayers non-denominational. Please follow all the rules, listed in the Unit Guide, for your Prayer Book. Prayer Books must reach the Department Chaplain thirty (30) days before Convention 2023. Therefore, they must be received by the Department Chaplain by **May 16, 2023**. Remember to center (Vertically and Horizontally) your prayers 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 in alphabetical order by last name. FOLLOW ALL RULES PRECISELY OR YOUR PRAYER BOOK WILL BE DISQUALIFIED.
10. Include your Juniors in all ceremonies.
11. Unit Chaplain's Year End Report must be to District Chaplain **by April 1, 2023**.
12. District Chaplain's Year End Report must be to Department Chaplain **by April 15, 2023**.

Ruth A. Burgess
Department Chaplain
5023 Bridgeport Drive, Safety Harbor, FL 34695

Cell – 727-744-3672
Home – 727-723-2822
chaplain@alafli.org