



2026-2027

Department of Florida District Chaplain Job Description

As a Spiritual Leader for the American Legion Auxiliary, it is your responsibility to inform the Unit Chaplains how to conduct Memorial Services, prayers and assist in any way you can during difficult times.

As Chaplains, you need to be ready on a moment's notice to be able to conduct a service or say a prayer. You should always show dignity and respect to all you come in contact with and should not be rude to anyone, regardless of religion. You may be asked to comfort someone or say a prayer with them for a friend or family member who is ill, and you never know when that will happen. The Chaplain always needs to be prepared to stop what you are doing and comfort that person or just speak with them in private.

The District Chaplain should travel throughout your District to assist a Unit Chaplain in whatever they need. It could be just attending a meeting to explain the Chaplain's position, how to do a Prayer Book, a Memorial Service or drape the charter. Expect calls from Unit Chaplains.

Events you should attend:

Every event at which the District President is presiding
Your District's Constitutional Conference, there conduct a District Memorial Service
Any District meetings as requested by the District President
Attend and assist the President at the installation of Unit Officers.
Initiations Ceremonies at Units if conducted
Any local event; 911 ceremonies, Veterans Day, 4th of July, Memorial Day, etc.

There is usually no budget for the District Chaplain. You should discuss this issue with your District President.

Other Duties:

You will receive Deceased Member forms from the Units. It is customary to send sympathy cards, as able, to the next of kin of the deceased. You must also create a means to track the names and Unit numbers of the deceased. You will need that for the District Memorial Ceremony.

It is customary to send get well, thinking of you and birthday cards as able. Ask your Unit Chaplains to keep you informed.

Deadlines:

The Units must have their reports to you by April 1st

The District Chaplain **IS NOT** responsible for a mid-year report

The year-end report is due to the Department Chaplain by APRIL 15th

The year-end report will flow very easily to the **Impact Report Form**. Encourage your members to look at this form at the beginning of the year so that they have a better understanding when it is time to complete the form.

This form can be found at al afl.org – Quick Links – Forms & Resources – Unit Forms – there are forms for Members, Units, and District located here.

First and foremost, try to **ALWAYS BE POSITIVE!** We always remember “**For God and Country**” is the belief of the American Legion Family. God always comes first.

Have a Blessed and wonderful year.

Keeping the Mission Auxiliary Serving Heroes in motion!

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PS: Contact me at anytime