



DEPARTMENT OF FLORIDA

UNIT CHAPLAIN

Job Description: As a Spiritual Leader for the American Legion Auxiliary, Unit Chaplains conduct Memorial Services, deliver prayers at meetings, and assist your Unit members in any way you can during difficult times.

As Chaplains, you need to be ready at a moment's notice to be able to conduct a service or say a prayer. You should always show dignity and respect to all, with whomever you come in contact with. You should never be rude to anyone, regardless of religion or lack thereof. You may be asked to comfort someone or say a prayer with them for a friend or family member who is ill and you will 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.

Events you should attend: Unit Meetings (open and close all meetings with prayer)

Installation of Unit Officers, Memorial Services, and your District Constitutional Conference. You can also participate in Initiation Ceremonies at your Unit if conducted.

Participate in any local event: 911 ceremonies, Veterans Day, 4th of July, Memorial Day, etc. When requested, participate in the Four Chaplains Service if performed at your Post Home or elsewhere.

Other Duties: If

a Unit member passes from this life, you must complete and send a **Deceased Member Form** to the District Chaplain and the Department Chaplain. It is recommended that all forms be filled out on line and sent via email throughout Department. The Department Chaplain's email address is chaplain@alafll.org.

DO NOT SEND THIS FORM TO DEPARTMENT HEADQUARTERS!

Your Unit Membership Chairman must send a **Member Data Form** to Department to remove the deceased's name from the Unit Roster. You can also fill this out online and present it to your Membership Chairman if you wish.

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 membership numbers of the deceased. You will need this for the District Memorial Ceremony.

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

Deadlines: The Units must have their year end reports to the District Chaplain by April 1, 2027. Unit Chaplains ARE NOT responsible for a mid-year report. The District Chaplain must send their year end report to the Department Chaplain by April 15, 2027.

This form can be found at alafl.org – Quick Links – Forms & Resources – Unit Forms – there are forms for Members, Units, and Districts located at this site.

First and foremost, try to ALWAYS BE POSITIVE and SERVE our HEROES WITH DIGNITY AND GRACE.

We always remember “**For God and Country**” is the belief of the American Legion Family. When saying or writing prayers, it is the policy of the American Legion Auxiliary to be non-denominational!

God always comes first.

Have a wonderfully blessed year,

Department Chaplain Karen Marks

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chaplain@alafl.org

PS Feel free to call me anytime!