

**AMERICAN LEGION AUXILIARY
CHAPLAINS: PLAN OF ACTION 2018-2019**

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 Michele DeGennaro's theme this year is All In for Veterans; So let's begin by being ready to jump in and help our Veteran's 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, 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.
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 (Form can be found on www.alafl.org, then Quick Links, Forms and Resources, Unit Forms, then Deceased Member Form. **Do Not wait until the end of year to send names, please send daily or monthly. Cutoff of names is going to be May 28, 2019. Names received after that date will be in the following year's service.**
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 5479127, Orlando, FL 32854-7917)**
7. Visit sick members in Veterans Hospitals and 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. 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 Handbook Guide. **Prayer Books must reach the Department Chaplain thirty (30) days before Convention, which is May 28, 2019.** Remember to center (Vertically and Horizontally) 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 in alphabetical order by last name and centered on page.
10. Include your Juniors in all ceremonies.
11. **Unit Chaplain's Year End Report must be to District Chaplain by April 1, 2019.**
12. **District Chaplain's Year End Report must be to Department Chaplain by April 15, 2019.**

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