



## 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 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, with whom you come in contact, and should not 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 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:** Your District's Constitutional Conference, participate in the Memorial Service if requested by the District Chaplain. Open and close all Unit meetings with a prayer. Attend the installation of Unit Officers. 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. Check with your District Chaplain for the way in which he/she would like to receive them, US Mail or Email. The Department Chairman will accept this form via email. Her information is at the end of this document. **Do not** send that 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's roster. You can fill out this form 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 them 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<sup>st</sup>. Unit Chaplains ARE NOT responsible for a mid-year report. The District Chaplain must send the year-end report 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 [alafl.org](http://alafl.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 and show **PASSION!**

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 Blessed and wonderful year.

Department Chaplain Karen Marks

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PS: Contact me at anytime