

# AMERICAN LEGION AUXILIARY

## CHAPLAIN'S GUIDE

2017-2018

### INTRODUCTION

It is the belief of our organization that God should be at the helm and guide us in our work helping our Veterans, their families, our community and each other. We want to preserve our freedom to worship as we feel is right and not take that right away from others. You will find the office of Chaplain to be a rewarding one as long as you do not promote any one religion.

**PURPOSE:** Express by word and action, our founding principle of service to God and Country. To encourage all Units to celebrate diversity among people and faiths. To provide spiritual and emotional guidance when needed or requested, always showing dignity and respect for the occasion.

### PROGRAMS AND ACTIVITIES:

It should be the objective of the Chaplain to:

1. Pray for our members and leaders that they will do the job being asked of them this coming year.
2. Guide members through prayers that are appropriate for the situation.
3. Act as the spiritual ambassador of the organization.

Through bulletins and other means of communication the Chaplain should:

- a. Provide and promote the emotional and spiritual support needed for the Legion Family by sending e-mails, cards, and prayers to members throughout the coming year.
- b. Educate members on the diversity of all faiths and cultures.
- c. Reconnect with the master of might and promote our founding fathers' desire to create one nation under God.
- d. Be responsible for all invocations, benedictions and memorial services for deceased members at official meetings.
- e. Recommend educational materials that promote a spirit of unity and love.
- f. Provide fellowship and spiritual events to help the Unit grow spiritually throughout the year.

### **ALL PRAYERS AND DEVOTIONAL THOUGHTS MUST BE NON-DENOMINATIONAL.**

(Source: Guidelines for National Chaplain)

### **NON-DENOMINATIONAL MEANS "NOT RESTRICTED TO OR ASSOCIATED WITH A RELIGIOUS DENOMINATION."**

(Source: [www.answers.com/topic/nondenominational](http://www.answers.com/topic/nondenominational))

## **RESOURCES:**

1. Unit Guide Book
2. Guidelines for National Chaplain of the American Legion Auxiliary
3. National Constitution, Bylaws and Standing Rules of the American Legion Auxiliary
4. Chaplain's Prayer Book of the American Legion Auxiliary
5. For additional information go to [www.ALAforVeterans.org](http://www.ALAforVeterans.org) under Chaplain

## **DUTIES OF THE CHAPLIAN ARE:**

1. Opening and closing prayers at meetings.
2. Reporting on any members who are ill or who have passed away.
3. Signing and sending cards to members or a member's family, such as sympathy, get well etc.
4. Draping the Charter and/or performing a memorial service.
5. Assisting with Funeral Services if requested.
6. Encouraging members to attend churches of their choice.
7. Visiting members and Veterans in nursing homes or hospitals
8. Keeping in contact with all Gold Star Mothers and remember them on holidays.
9. Sending cards to member and Veterans on special holidays and occasions.
10. Helping your local community by volunteering.
11. Making a Prayer Book for your Unit or District. Have members send you a prayer or devotional thoughts to be used for the book.
12. SENDING at least ONE Prayer or Devotional thought to Department Chaplain: Mary Dubai, for Department President Deanna Cortright's Prayer book and with your permission I will send it on to the National Chaplain for our National President's Prayer Book.

District Chaplains: If you are holding a Memorial Service and wish a list of deceased members please contact the Department Secretary. You can also contact the Units in your District to supply you with this list.

Unit Chaplains: **NOTIFICATION OF DECEASED MEMBERS** must be made by your Membership Chairman by completing the "Member Data Form: and sending it to Department. Also, notification is sent to the Department Chaplain and if Units would like the name listed in the Unit mailing, please send the name on or before the 8<sup>th</sup> of the month. You may e-mail the information to me at [rdubay1@aol.com](mailto:rdubay1@aol.com) or mail to me at:

Mary Dubai

922 Huntington

Mt. Clemens, MI 48043

## DEPARTMENT AWARDS

### **LEONA PITMAN CITATION:**

To the Unit that has the most outstanding report for the year.

### **THE EDNA SCHUISTEMA CITATION:**

To the Unit submitting the best “Book of Prayers and Devotional Thoughts”.

### **THE EDNA CLARAHAN CITATION:**

To the District submitting the best “Book of Prayers and Devotional Thoughts”.

### **ALYS HUNT CITATION:**

To the Junior submitting the best “Book of Prayers and Devotional Thoughts”.

### **SERVICE TO GOD AND COUNTRY PROGRAM:**

To the Unit Chaplain for promoting the best Service to God and Country program. A separate form must be completed and sent to the District Chaplain for judging.

### **RULES FOR LEONA PITMAN CITATION:**

The Leona Pitman Citation is awarded to the Unit Chaplain who:

1. Promotes the most inspiring program.
2. Influences Junior and Senior members to attend the church of their choice.
3. Visits the sick and troubled, attending funeral services of deceased members.
4. Holds a Memorial Service for deceased members.

The answers provided on the Chaplain’s Annual Report Forms are the bases for the judging of these awards. The Annual Report Forms are to be sent to the District Chaplain by **March 30, 2018**. The District Chaplain will judge these reports and will forward the Name of the Unit/District entry for the awards along with the Annual Report Form they filled out to the Department Chaplain by **April 15, 2018**. **ALL BOOKS THAT HAVE BEEN REPORTED TO THE DEPARTMENT CHAPLAIN SHOULD BE BROUGHT TO THE DISPLAY AREA BY NOON ON THURSDAY, THE FIRST DAY OF THE CONVENTION FOR JUDGING.**

## **SERVICE TO GOD AND COUNTRY PROGRAM**

A special entry form will be mailed with the Annual Report Forms to be filled out by the Unit Chaplain. The questions will cover the following points of the program.

### **A. SERVICE TO GOD**

1. Prayers at Unit meetings and functions
2. "Back to God" movement, encourage members to attend Worship Services, daily family prayer, religious education classes for children.
3. Invite local religious leaders to speak at Unit meetings or functions.
4. Place a sign at Post to encourage regular worship.
5. Flags or other material presented to local churches.
6. Distribute "Grace Before Meals" cards to restaurants.
7. Visit shut-in members.
8. Report at Unit meetings on ill and hospitalized members.
9. Send cheer or condolence cards to members and their families.
10. Drape the Charter for the deceased member.
11. Hold a Memorial Service for all deceased members in May.

### **B. SERVICE TO COUNTRY**

1. Participate in services on Memorial Day, Veterans Day, Thanksgiving, etc.
2. Hold a special "Four Chaplains" program at Unit meeting, public area or in a church.
3. Encourage a spirit of brotherhood and service to God and Country in a community effort.
4. Work with local agencies on juvenile delinquency.
5. Raise the level of physical fitness of your community.
6. Any other type of community effort to better our community and country.
7. Promote youth programs such as Girl Scouts, 4-H, Junior Auxiliary, Special Olympics and any other programs that your local community may have.

All entries are to be sent to the District Chaplain by **March 30, 2018**. They will be judged at the District level and only the winner shall be submitted to the Department Chaplain by **April 15, 2018** with the green verification sheet attached, filled out and signed.

The Service to God and Country Citation will be awarded to the Unit Chaplain whose activities for the year cover the greatest number of points in the Service to God and Country Program.

**ALL ENTRIES MUST HAVE SENT IN THEIR ANNUAL REPORT FORM TO QUALIFY FOR JUDGING.**

## **RULES FOR THE BOOK OF PRAYERS AND DEVOTIONAL THOUGHTS FOR SENIORS**

Edna Schuitema Citation (Unit)

Edna Clarahan Citation (District)

- A. FORMAT OF BOOK:
1. COVER
    - a. White, 3 ring 9.5" x 11.5" binder/notebook
    - b. Must show the 2.5" American Legion Auxiliary Emblem
    - c. Cover may be illustrated (decorated)
  2. PAGES
    - a. 8.5" x 11" pages
    - b. Typed or printed – double spaced
    - c. If desired, illustrations may be used.
- B. CONTENTS:
1. TITLE PAGE: (VERY FIRST PAGE)
    - a. Must show 1.25" or 2.5" American Legion Auxiliary Emblem at the top
    - b. Dedication—"To or in Memory of \_\_\_\_\_".
    - c. Address, name, Unit Number or District Number and size of Unit/District
    - d. Name of Chaplain preparing the book
    - e. Name of the Unit/District President
    - f. Date (current year)
  2. SECTION 1
    - a. Title—PRAYERS
    - b. CONTENTS
      1. Prayers that are original or your favorite
      2. Original prayers—must be signed by author
      3. Favorite prayers must show:
        - a. The name of the author, and
        - b. The name of the person submitting it.
      4. Length of entry—1 page
  3. SECTION 2
    - a. Title—Devotional Thoughts
    - b. CONTENTS
      1. Verses, poems, quotations, favorite scriptures
        - a. Must include:
          - a. Name of author
          - b. The name of the person submitting it
      2. Favorite Scriptures
        - a. Must include:
          - a. The source, Book of the Bible, Chapter, Verse and
          - b. The name of the person submitting it
          - c. Length of entry—1 page
  4. LAST PAGE OF ENTIRE BOOK
    - a. Must list the name and number of Unit/District
    - b. Must list the names of all members participating during the current year
- C. RULES FOR JUDGING:
- |                            |   |
|----------------------------|---|
| 1. Required materials      | 2. CONTENTS (PRAYERS & DEVOTIONAL THOUGHTS) |
| a. FORMAT—10%              | a. ORIGINALITY—25%                          |
| b. TITLE PAGE—5%           | b. NEATNESS—25%                             |
| c. LAST PAGE—5%            | c. ARRANGEMENT—25%                          |
| d. MEMBER PARTICIPATION—5% |   |

**All entries must be sent to the District Chaplain by March 30, 2018. They will be judged at the District level and only the winner will be submitted to the Department Chaplain by April 15, 2018, ALL ENTRIES MUST HAVE SENT IN THEIR ANNUAL REPORT FORM TO QUALIFY.**

## **RULES FOR THE BOOK OF PRAYERS AND DEVOTIONAL THOUGHTS FOR JUNIORS**

### **ALYS HUNT CITATION**

#### **A FORMAT BOOK:**

1. COVER:
  - a. White 3 ring 9.5" x 11.5" notebook
  - b. Must show the 2.5" emblem of the American Legion Auxiliary
  - c. Cover may be illustrated (decorated)
2. PAGES
  - a. 8.5" x 11.5" paper
  - b. Typed or printed preferred—double spaced (may be done by senior or older junior member)
  - c. Illustrations may be used if desired.

#### **B. CONTENTS**

1. TITLE PAGE (VERY FIRST PAGE)
  - a. Dedications—"To or in Memory of \_\_\_\_\_."
  - b. Name, Unit Number or District Number, city and size of the Junior Auxiliary
  - c. Name of the Junior preparing the book
  - d. Date (current year)
2. SECTION 1
  - a. TITLE—PRAYERS
  - b. AGE GROUPS
    1. Age 6-12: Prayers should be simple, original and easily understood by children, illustrations accepted. Limited to 50 words.
    2. Age 13-15: Prayers should be thoughtful, clear and meaningful to this age, illustrations are accepted. Limited to 75 words
    3. Age 16-18: Prayers should be original and humble in respect and praise, illustrations are accepted. Limited to 100 words

#### **3. SECTION 2**

- a. TITLE—DEVOTIONAL THOUGHTS
- b. AGE GROUPS—As closely related to those under Prayers as possible
- c. CONTENT
  1. Verses, poems and quotations must include:
    - a. The name of the author, and
    - b. The name of the Junior submitting it, and
    - c. The reason for picking the selection
  2. Favorite scripture must include:
    - a. The source—Book of the Bible, chapter, verse
    - b. The name of the Junior submitting it
    - c. Length of entry—not more than one half page

#### **4 LAST PAGE OF ENTIRE BOOK:**

- a. Must list the name and number of the Junior Auxiliary Unit
- b. Must list the names of all the Juniors participating during the current year.

#### **C. RULES FOR JUDGING**

- |                             |   |
|-----------------------------|---|
| 1. Required materials       | 2. Contents (Prayers & Devotional Thoughts) |
| a. FORMAT—10%               | a. ORIGINALITY—25%                          |
| b. TITLE—5%                 | b. NEATNESS—25%                             |
| c. LAST PAGE—5%             | c. ARRANGEMENT—25%                          |
| d. MEMBERS PARTICIPATION—5% |   |

**All entries must be sent to District Chaplain by March 30, 2018. They will be judged at the District level and only the winner will be submitted to the department Chaplain by April 15, 2018. ALL ENTRIES MUST HAVE SENT IN THEIR ANNUAL REPORT FORM TO QUALIFY.**

