

**AMERICAN LEGION AUXILIARY  
DEPARTMENT of MICHIGAN  
CHAPLAIN'S GUIDE**

**2019 – 2020**

**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.
4. 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 cards, e-mails, 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 Units grow spiritually throughout the year.

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

(Source: Guideline 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 CHAPLAIN ARE:**

1. Opening and closing prayers at meeting.
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 members 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 prayers or devotional thoughts to be used for the book.
12. SENDING at least ONE Prayer or Devotional thought to Department Chaplain Kimberly Champion for Department President Georgia Downs' Prayer Book and with your permission, I will send it on to the National Chaplain for the National President's Prayer Book.
13. Completing and submitting the annual report form for your Unit/District by the deadlines found later in this Guide.

**District Chaplains:** If you are holding a Memorial Service and wish a list of deceased members, please contact the Department Secretary. You can keep a list from the Memory Garden each time a Unit Mailing comes out. Deceased members are listed by District/Unit. This information is available on the Department website if you do not have access to a Unit Mailing. You can also contact the Units in your District to supply you with this list.

**Unit Chaplains: NOTIFICATIONS OF DECEASED MEMBERS** must be made by your Membership Chairman by completing the "Member Data Form" and sending it to Department. **Also**, notification should be 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 or use USPS to mail me the information. If you email me the information ([kimberlychampion@att.net](mailto:kimberlychampion@att.net)), please be sure you receive a response from me that I have received it. The address for mailing it to me is:

Kimberly Champion

5515 Oak Park Drive

Clarkston, MI 48346

Should you wish to contact me by phone at any time during the year, my number is (248)425-1320. Please leave a message if I do not answer and I will get back to you.

All Chaplains (Unit and District) are expected to complete the Chaplain's portion of the Annual Report Form. The Unit Annual Report Forms are to be sent to the District Chaplain by **March 30, 2020**. The answers provided in the Chaplain's Annual Report Forms are the basis for judging of the awards which appear on the next page. 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, 2020**.

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

**ALL BOOKS THAT HAVE BEEN REPORTED TO THE DEPARTMENT CHAPLAIN SHOULD BE BROUGHT TO THE DISPLAY AREA FOR JUDGING BY NOON ON THURSDAY, THE FIRST DAY OF THE CONVENTION. BOOKS MUST BE SIGNED IN AND OUT WITH THE CONVENTION COMMITTEE.**

## DEPARTMENT AWARDS

### THE 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".

### THE 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.

Please provide a brief narrative outlining the Unit Program attached to your Chaplain's Annual Report for judging this entry. District Chaplains will select the best Unit program from the District and forward to the Department Chaplain for the judging of this award.

## SERVICE TO GOD AND COUNTRY PROGRAM

A special entry form will be mailed with the Annual Report Forms to be filed 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 materials 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 deceased members.
11. Hold a Memorial Service for all deceased members in May.

### 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 community type 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, 2020**. They will be judged at the District level and only the winner shall be submitted to the Department Chaplain by **April 15, 2020 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 for Units;**

**Edna Clarahan Citation for Districts**

**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 11.5" pages
- b. Typed or printed – double spaced
- c. If desired, illustration may be used

**B. CONTENTS:**

**1. TITLE PAGE (VERY FIRST PAGE)**

- a. Must show 1.25" of 2.5" American Legion Auxiliary Emblem at the top.
- b. Dedication – "To or In Memory of \_\_\_\_\_"
- c. Address, name, Unit 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 your original or your favorite
    - a) Original Prayers – must be signed by the author
    - b) Favorite Prayers must show:
      - 1. The name of the author, and
      - 2. The name of the person submitting it
  - 2. Length of entry – 1 page

**3. SECTION 2:**

- a. Title – "DEVOTIONAL THOUGHTS"
- b. Contents:
  - 1. Verses, poems, quotations,  
Must include:
    - a) Name of author
    - b) The name of the person submitting it
  - 2. Favorite Scriptures  
Must include:
    - a). The source – Book of the Bible, Chapter & Verse
    - 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/number of the Unit/District
- b. Must list the names of all members participating during the current administrative year

**C. RULES FOR JUDGING**

**1. Required Materials**

- a. Format – 10%
- b. Title page – 5%
- c. Last page – 5%
- d. Member participation - 5%

**2. Contents (Prayers & Devotional Thoughts)**

- a. Originality – 25%
- b. Neatness – 25%
- c. Arrangement – 25%

**ALL ENTRIES must be sent to the DISTRICT CHAPLAIN by March 30, 2020. They will be judged at the District level and only the winning entry will be submitted to the Department Chaplain by noon on Thursday. ALL ENTRIES MUST HAVE SUBMITTED THEIR ANNUAL REPORT FORMS TO DISTRICT AND DEPARTMENT TO QUALIFY.**

# RULES FOR THE JUNIORBOOK OF PRAYERS AND DEVOTIONAL THOUGHTS

Alys Hunt Citation

## A. FORMAT OF BOOK:

### 1. COVER:

- a. White 3 ring 9.5" x 11.5" notebook
- b. Must show the 3.5" 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 member or older junior member)
- c. Illustrations may be used if desired

## B. CONTENTS

### 1. TITLE PAGE (VERY FIRST PAGE)

- a. Dedication – “To *or* In Memory of \_\_\_\_\_”
- b. Name, Unit/District number, city and size of the Junior Auxiliary
- c. Name of the Junior preparing the book
- d. Date (current administrative 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 accepted. Limited to 75 words
- 3) Age 16-18: Prayers should be original and humble in respect and praise; illustrations 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, Chapter & Verse
    - b) The name of the Junior submitting it
  - 3) 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 administrative year

## C. RULES FOR JUDGING

### 1. Required Materials

- a. Format – 10%
- b. Title page – 5%
- c. Last page – 5%
- d. Member participation - 5%

### 2. Contents (Prayers & Devotional Thoughts)

- a. Originality – 25%
- b. Neatness – 25%
- c. Arrangement – 25%

**ALL ENTRIES must be sent to the DISTRICT CHAPLAIN by March 30, 2020. They will be judged at the District level and only the winning entry will be submitted to the Department Chaplain by noon on Thursday. ALL ENTRIES MUST HAVE SUBMITTED THEIR ANNURAL REPORT FORMS TO DISTRICT AND DEPARTMENT TO QUALIFY.**