

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: CHAPLAIN
(Updated 2/8/24)

Officer: Elected Position

Purpose: The unit Chaplain will express, by word and action, our founding principle of service to God and country.

Duties and Responsibilities:

The unit Chaplain is responsible for the following:

1. Attend all Board and Regular meetings.
2. The Chaplain is the inspirational leader of the unit.
3. The Chaplain will provide spiritual and emotional guidance to members and their families as needed.
4. The Chaplain is responsible for presenting the invocation and benediction at the executive board and as well as the General meetings.
5. The Chaplain shall stay in close contact with the President and other officers and members of the unit.
6. The Chaplain will participate each year in May at the District meeting to represent all members who have passed away that year. The Chaplain will place a flower for those at the memorial ceremony.
7. The Chaplain shall send out cards when needed for the death of a member, or death of a member's family. Get well cards to those who are ill or have had surgery. Birthday cards to Executive Board members. Thinking of you cards when needed. Flowers when instructed to do so by the Unit President.

Unit Guide Handbook: Page 52. Duties of the Unit Chaplain: The unit chaplain will express, by word and action, our founding principle of service to God and country.

- The unit chaplain will encourage the unit to celebrate the diversity of its members and their faiths.
- The unit chaplain will provide spiritual and emotional guidance to members and their families as needed while keeping confidentiality.
- The unit chaplain is responsible for presenting the invocation and benediction at Auxiliary meetings.
- The unit chaplain will take part as needed in installations; initiations of new members; dedication of halls, monuments, or colors; Four Chaplains services; POW/MIA recognition programs; and the memorial service of a member, always lending dignity and respect to the occasion.
- The chaplain should stay in close contact with the president and other officers of the unit and should attend all meetings of the unit and the Unit Executive Committee.

Connect on social media at

www.Facebook.com/groups/ALACHaplains

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **Position**:

Bylaws:

ARTICLE IV- UNIT OFFICERS

SECTION 1. The officers of this Unit shall be: President, First Vice President, Second Vice President, Secretary, Treasurer (the office of Secretary-Treasurer may be combined), Historian, Chaplain, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Parliamentarian, Junior Past President and Five (5) Executive Committee Persons. (Assistant Sergeant-at-Arms and Parliamentarian are optional.) (2019)

SECTION 2. The elective officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms & Assistant Sergeant-at-Arms and 5 Executive Committee Persons and shall be elected annually by majority vote at a meeting designated by a vote of the Unit, provided nominations and elections are held not earlier than April 1st or less than five (5) days prior to the opening of Department Convention. The Unit shall notify their membership and the District President of the time set for election. (2019)

SECTION 11. The Chaplain shall offer prayer at the opening and closing of each business meeting of the Unit, and perform other duties as assigned by the Unit President.

Standing Rules:

Article III - Membership

14. The Chaplain shall send an appropriate card to each reported sick member and shall notify the District Chaplain of ill or deceased members. The names of the deceased members shall be reported to the Unit Membership Chair, who will submit a Membership Data Form to Department.