

THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURES

CHAPLAIN

DATE AUGUST 22, 2024

Purpose: Provide the Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the Post 237 Chaplain

Scope: This SOP applies to all facets of the duties and responsibilities of the Post 237 Chaplain

Authority: American Legion Officer's Guide and the Constitution and By-Laws of the Clayton E. MoneyMaker American Legion Post 237, Department of Alabama, dated November 21, 2022

References:

1. The American Legion 2024 Officer's Guide
2. The Constitution and By-Laws of the Clayton E. MoneyMaker American Legion Post 237, Department of Alabama, dated November 21, 2022
3. Chaplain's Prayer Handbook

A. THE IMPORTANCE OF THE CHAPLAIN TO POST 237:

1. The challenge of American Legion Post 237 is to focus its primary attention to providing service to military veterans, their families and the community. It will do so by its development of service-related goals and objectives.

2. The individual who accepts the duties and responsibilities of Chaplain of Post 237 has made a personal decision to provide the necessary service to the Post's membership, their families and to the community.

3. The Post 237 Chaplain need not be a clergyman, however, that person must possess moral and intellectual leadership skills and one who provides dignity and respect to the office.

4. A Chaplain who possesses the above attributes enhances the Post's usefulness to the community is greatly increased.

B. RESPONSIBILITIES DURING ATTENDANCE AT EXECUTIVE COMMITTEE MEETINGS:

1. The Chaplain as an elected officer is a member of the Post 237 Executive Committee and is required to attend all scheduled monthly meetings

2. As a member of the Executive Committee, the Chaplain has an inherent responsibility to present their views on matters that focus on the well-being of members

3. Additionally, the Chaplain should present their views, make motions on any matter that they feel will benefit Post 237 as a whole

C. RESPONSIBILITIES DURING ATTENDANCE AT GENERAL MEMBERSHIP MEETINGS:

1. The Chaplain as an elected officer is required to attend all scheduled monthly General Membership Meetings

2. While attending these meetings the Chaplain will:

- a). Prior to the membership dinner prior to the meeting, provide a prayer blessing the meal
- b). At the beginning of the meeting, provide the invocation
- c). Announce all Legionnaire members who have departed to Post Everlasting followed by a prayer honoring the departed members
- d). Present the benediction following the conclusion of the meeting

D. PARTICIPATION IN ADDITIONAL COMMITTEES:

1. **Rehabilitation & Service:** As a member of this committee, assist the Committee Chairman in every way possible to help Post and community veterans with their rehabilitative and other service needs

2. **Child Welfare:** As a member of this committee, assist the Committee Chairman in every way possible to help the children of Post members and community children with their needs

E. RELATIONSHIP WITH OTHER POST OFFICERS:

1. **Commander:** As the Commander of the Post, the Chaplain should make themselves available to the Commander for any needed personal or spiritual guidance to aid the Commander during the conduct of their office responsibilities
2. **Adjutant:** The Adjutant's responsibilities are extensive, time consuming and mentally demanding. As such, the Chaplain can provide needed assistance to the Adjutant just by sitting down with them and engaging in calming conversations. The Chaplain can also obtain needed administrative support from the Adjutant

F. ADDITIONAL DUTIES:

1. **Hospital Visits:** The Chaplain will visit Legionnaire members who have been admitted to hospitals two to three days in duration. During these visits it is important for the Chaplain to be a good listener. Additionally, the Chaplain will share appropriate scripture and pray with them
2. **Telephone Calls:** Periodically the Chaplain will telephone Legionnaire members who were in the hospital to see how they are doing, ask them if they have any needs and encourage them to call the Post if they have any needs at a later date
3. **Patriotic Events/Funeral Services/Ceremonies/Dedications:** When requested to do so, the Chaplain will participate in these events providing prayers and other possible requested support
4. **Contacts From Post Officers/Post Members/Other Personnel:** There are times when the Chaplain will be contacted by Post personnel or the family and friends of a veteran requesting the Chaplain contact the veteran to provide Chaplain-related assistance.

IF AT ANYTIME THIS DOCUMENT CONFLICTS WITH THE CONSTITUTION AND BY-LAWS, THEN THE CONSTITUTION AND BY-LAWS TAKE PRECEDENCE.