



AMERICAN LEGION AUXILIARY
Department of Ohio

2011-2012
CHAPLAIN
PLAN OF ACTION

Department of Ohio Chaplain

CHAIRMAN : Vicki Monroe
7988 Asbury Hills Drive
Cincinnati, Ohio 45245
(513) 231-3572 (home)
(513) 706-0524 (cell)
Email – vickim@fuse.net

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SEND REPORT TO : Vicki Monroe
7988 Asbury Hills Drive
Cincinnati, Ohio 45245



Shining Stars
Vi Grzybowski
2011-2012 Department President

CHAPLAIN

2011-2012

Congratulations on your being selected to serve as your Unit chaplain. I know you will find the office of chaplain to be a most rewarding experience. Serving as chaplain can be a source of joy and deep satisfaction. As chaplain, the most important thing you must remember is that the American Legion Auxiliary does not promote any one religion. Therefore, we must not offend anyone by promoting our own religion.

We must all work closely together to serve our God and help our fellow man, especially our soldiers and veterans. By utilizing the motto of the Legion and Auxiliary, "For God and Country" and Department President Vi's theme, "Shining Stars", we can look to the stars for guidance for not only our units and organization, but for our great nation.

*"The glory of the stars is the beauty of heaven, a glittering array in the heights of the Lord."
Ecclesiastics 43.9*

DUTIES OF THE UNIT CHAPLAIN

The chaplain should attend all meetings and have an opening and closing prayer at each meeting. These prayers may come from the Unit Handbook, or they may be others she has found or written herself. Remember that praying to God is like having a conversation with your best friend or a loved one. Start with the blessings you receive and are grateful for, tell him what is on your heart and what your prayerful requests are.

Chaplains are the spiritual leaders of their Unit and have been chosen to conduct all religious services. It is expected that they will so dignify their office that all fellow members will follow their example.

The chaplain should be involved in many activities. Such as:

1. Reporting the names of members that are ill at meetings and presenting cards for all who are present to sign.
2. Sending a sympathy card to the family and if possible visiting the funeral home when a member passes away. She may also be assigned to ask the family if they wish to have a funeral dinner.
3. Being in charge of any religious services the Unit may have, such as draping the charter or performing memorial services.
4. Visiting members and veterans in nursing homes and hospitals.
5. Visiting members and veterans who are shut-in at home.
6. Keeping in contact with all Gold Star Mothers and remembering them during all holidays.
7. Sending cards to members and their family members.
8. Volunteering in community projects.
9. Making a prayer and devotional book.
10. Encouraging members to send prayers and devotional thoughts so that she can use them to make a prayer book.

The Chaplain program this year will be working closely with Americanism, Education and Community Service in the Family Support Pod. This pod will be working hands-on to serve veterans, their families, active duty service members, their families and homeless veterans with their needs such as meals, babysitting, helping local assistance with needs they might have and using the media of all kinds to help explain their needs and how the public can assist them. Locate military families and offer assistance throughout the year. Invite them to your Unit and Post activities, ask them to help you at a VA visit, remember them on special occasions such as Thanksgiving, Christmas, Passover and Mother's Day.

Throughout the year I will also be sending additional ideas, information and prayers in the bulk mailing. Be sure to get these from your Unit President each month.

You should **drape your Unit Charter** to honor a deceased member. There is a ceremony in the Unit Handbook if you wish to use it. Be sure that the **Member Data Form** is mailed to Department when a member dies. Keep track of these members for the annual Memorial Service at your meeting in May. You may want to send a donation in the members name to the family or a favorite charity. You may also be asked to conduct a memorial service at the funeral home to honor the death of one of your members. Send a Resolution of Respect to the family. You may want to include a Memorial Poppy.

In February, we celebrate the **Four Chaplains Sunday**. You may do this yourself, or in conjunction with the Legion and/or in a local Church. We honor these men who demonstrated their great love for their fellow men and sacrificed their lives so that others might live.

PRAYER BOOKS

We will be continuing the Prayer Book competition for both Junior and Senior members. The rules for entering are included in this POA. I encourage you to make small prayer books that you can distribute to the VA Hospitals in your areas. Maybe you can announce that as a project for one of your meetings and have them bring in their prayers and reflections. If you do not have a facility in your area you may send them to me for distribution throughout the state

I will be putting together a prayer book for President Vi and am asking for contributions from your Unit, members and District. Please make sure that each prayer includes the author (if known), the person (including Unit name and number), Unit name and number or District number. Please mail them to me as soon as possible. I will give out certificates to the person, Unit or District submitting the most prayers. At Mid Winter I will have a table and you can turn them in at that time as well. Everyone who submits a prayer at Mid Winter will be entered into a drawing for prizes.

***“The Lord is my strength and my shield; in him my heart trusts; so I am helped,
and my heart exults, and with my song I give thanks to him.”
Psalm 28:7***

You, as Chaplain, are a very important member of your Unit. In essence, you have the first word (invocation) and the last word (benediction) in a meeting. You can set the mood for the meeting with a prayer for unity of spirit and of purpose. If there is rancor or discord displayed at a

meeting, close with a prayer of forgiveness, healing and love. Keep in mind the overall purpose of the Auxiliary- to benefit of our Veterans. Use your influence wisely and for our God.

***“Be merciful, even as your Father is merciful. Judge not, and you will not be judged; condemn not, and you will not be condemned; forgive, and you will be forgiven”
Luke 6:36-37,***

I know that the Lord will guide you and bring you much success this year as Unit Chaplain. You will be a “Shining Star” in his service.

Feel free to call or e-mail me if I can be of any assistance to you. I would love to hear from you throughout the year to let me know of your accomplishments as well.

OBJECTIVES

The Unit Chaplain should express by words and action, our founding principle of service to God and Country. You should celebrate diversity among people and faiths. Provide spiritual and emotional guidance when needed or requested, always sending dignity and respect to the occasion.

1. **OBJECTIVE** – Reconnect with the heart of God, the master of might and promote our founding fathers’ desire to create one nation under God.

Action Steps:

- a. Act as Spiritual ambassador of the organization.
- b. Increase awareness of the actual wording of the First Amendment to the U.S. Constitution with regard to religious expression.
- c. Educate members on awareness of the diversity of all faiths and cultures.
- d. Recommend educational materials that promote a spirit of unity and love.

2. **OBJECTIVE** – Through the use of bulletins and other means of communication.

Action Steps:

- a. Provide and promote emotional and spiritual support to the American Legion Family by sending e-mails, prayers, etc. to members throughout the administrative year.
- b. The Chaplain is responsible for all invocations, benedictions and memorial services for deceased members at official meetings.
- c. Schedule spiritual fun events throughout the year providing fellowship time and spiritual growth.

AWARDS

DEPARTMENT

Mail all entries below to: Vicki Monroe
7988 Asbury Hills Drive
Cincinnati, Ohio 45255

THE RUTH ADAMS PLAQUE

RULES:

1. Entries must be submitted in narrative form either typed, computer generated, or neatly hand written or hand printed on 8-1/2 X 11 papers and bound in a soft cover or folder. The narrative must be double-spaced and not to exceed 1,000 words.
2. Cover page must include:
 - a. Name and number of Unit
 - b. District number
 - c. Name and address of Unit Chaplain
 - d. Word count
3. Subject of narrative: “ Best Year Round Chaplain Report”
4. Entries must be postmarked on or before **May 1, 2012**

Note: The Award will be presented at the Department Convention in July 2012

SENIOR BOOK OF PRAYERS AND DEVOTIONAL THOUGHTS FOR DEPARTMENT AWARDS

RULES:

1. Size: Book may be 4” X 6” or 8 ½” X 11”
2. Cover: Must show the emblem of the American Legion Auxiliary and in some way emphasize God and Country. (Pins, Charms or seals are allowed)
3. Contents: Pages may be typed, computer generated, or neatly hand penned or hand written. Printed material and illustrations may be used.
4. First page:
 - a. Dedication, either to someone or in memory of someone.
 - b. Unit name and number with address and the Unit Membership.
 - c. Name and address of Unit Chaplain or person preparing the book.
 - d. Name of Unit President.
 - e. District Number.
5. Section I – Prayers:
 - a. Prayers must be original or published favorites. (Original prayers are highly encouraged).
 - b. Each prayer must be accompanied by the name of the author, if known.
 - c. Length of prayer must not exceed one page.
 - d. Prayers must be both inter-denominational and inter-faith.
6. Section II – Devotional Thoughts:
 - a. Verses, poems or quotations with name of author, if known, and the name of the person submitting it.
 - b. Favorite Scripture passages with source and the name of the person submitting the Scripture.

Judging will be based on the following criteria:

Content - 50%, Arrangement - 25%, Neatness - 25%

A certificate will be given to each Unit submitting a book of Prayers.

DEADLINE: Books must reach the Department Chaplain by **May 1, 2012**.

JUNIOR BOOK OF PRAYERS AND DEVOTIONAL THOUGHTS FOR DEPARTMENT AWARDS

RULES:

1. The book may be 4: X 6" or 8-1/2 X 11".
2. The Cover must show the emblem of the American Legion Auxiliary. The cover should not be elaborate.
3. Contents may be typed, computer generated, hand printed or handwritten. The writing or printing must be neat and legible. Illustrations may be used.
4. The first page must show the following:
 - a. Unit name, number, address and Junior Unit Membership.
 - b. Name of person preparing the book.
 - c. Name of the Unit Junior President.
 - d. District number.
5. Section I – Prayer:
 - a. Prayers may be published prayers or original prayers. (Original prayers are encouraged).
 - b. List author, if known.
6. Section II – Devotional Thoughts:
 - a. They may be verses, poems or quotations. List name of author if known.
 - b. They may be favorite Scripture passage. List source of passage.

Judging will be based on the following criteria:

Contents - 50%, Arrangement - 20%, Neatness - 10%, Originality - 20%

A certificate will be given to each Junior submitting a Book of Prayers. First, second and third place awards will all be presented at the Department Junior Convention.

1st Place: Junior Prayer Book will be presented to the ALA Department President

2nd Place: Junior Prayer Book will be given to the Department Junior Chairman.

3rd Place: Junior Prayer Book will be given to the Department Junior Activities Chairman.

DEADLINE: Junior Prayer Books must reach the Department Chaplain by **March 31, 2012**

It is the belief of our organization that God should be at the helm and guide us in our work, in our community, with our children, and with our veterans. As our forefathers of this great nation, America, we place our trust in God. We want to preserve our freedom to worship God as we feel is right and not take that right from others. We thank the veterans who have kept this a strong nation and a free nation. May we always be one nation under God.

RESOURCES

1. Unit Handbook
2. Chaplain's Prayer Book of the American Legion Auxiliary *
3. Chaplain's Manual for the American Legion Auxiliary*
4. National Constitution, Bylaws and Standing Rules of the American Legion Auxiliary
5. Resolution of Respect
6. Grace Cards

*Available for download at www.ALAforVeterans.org