

Operations Worksheet 9 – Chaplain
(Reviewed/Revised – March 2013)

The Chaplain attends Executive Committee meetings, usually the first Monday of the month, but does not have voting rights. (See Para. 1 reference). The Chaplain advises and assists the President and other members of the Chapter, regardless of religious preferences. The Chaplains' ministries are to supplement and not replace spiritual leaders of the individual's own religion. Examples of the Chaplain's responsibilities:

1. Be familiar with those parts of the "Council and Chapters Policies and Procedures Guide" that pertain to the Chaplain.
2. Endeavor to meet requests for religious assistance, to counsel and advise any member when requested, and to offer pastoral assistance with religious or personal problems.
3. Visit members who are ill, hospitalized or otherwise medically confined if so requested.
4. Encourage all Chapter members to maintain a relationship with their own religious faith.
5. Attend funerals and memorials of members and write to the next of kin if appropriate.
6. Attend regular Chapter meetings (usually the third Friday of the month) and open and close with a non-denominational invocation and benediction.
7. Write a 'Chaplain's Corner' article for the Chapter Newsletter upon special occasions, or as requested by the President or Editor.