MCLA CHAPLAIN DUTIES

Daily Duties:

1. Check emails periodically throughout the day, so information gets out in timely fashion due to time zones.
2. Double check information to be sure zip codes and spelling of names are correct. Especially if the death notice has a spelling of name one way and the email has another. I check for the obit online and obtain a picture if available.
3. Do not always share all the information I am provided; it can sometimes be too personal.
4. Print the death certificates as they come in and save the email in a folder. Emails to our members are saved and information added to the upcoming newsletter.
5. Monthly newsletter is due to the national secretary on the **15th** of the month prior to it coming out. Compose the monthly newsletter with all the prayers and addresses of the requests which you have had. Remember the deceased and add a bible verse or saying.
6. My database is all members who have asked to be on the list to receive emails for members in need as well as the Board. I do not have a list of all the department and unit chaplains. Members, sometimes when a unit or dept chaplain is replaced they ask to be taken off, others wish to stay on.
7. Keep track of postage and keep the receipts to be given to comptroller at midwinter and national, your allotment is $300 for the year.
   Optional: Small gifts to the board at midwinter or national, have been made in the past, this is your choice. (Small things, angels, bookmarks etc.)

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MCLA Sessions:

1. Look for new inspirational readings and bible verses along with prayers to read.
2. Provide cards that may be appropriate for members in need, several types will be needed. Ask your assistant to help with those cards at national events so they get signed by all members and get back to you (asap), I do take them home to mail from home.

Joint Memorial Session and Banquet:

1. Send the Final Roll for Midwinter and National Convention to the League National Chaplain, Howard Schaeffer approx. a week before convention. Howard is wonderful to help add names within reason. If the death notice comes too late, I just let the unit know it will appear on the next roll call. These precious members' deaths will be emailed to members for prayers & cards for the family. This information will be included in the very next newsletter**. The Final Roll for National Convention includes those listed in the Midwinter Roll.**

    a. Each of our deceased members should be on the final roll call regardless of how late they have been reported. (Some have been delayed for years)

    b. Everyone deserves to be remembered, however if it is over a certain time frame, I do not always ask for cards. (for ex 2019 too late to send)

2. The day before the joint memorial service, make plans with the National Secretary to get the tote for the chair covers and roses. Then use the division list to put the covers on the chairs the night before memorial services, your assistant should be there to help you. At that time, you should go over with her what her duties are on memorial service days.

MCLA CHAPLAIN DUTIES

Remember to make arrangements for you and your assistant to pack up the chair covers and roses and get them back to the national secretary after the memorial service.

3. Howard likes to meet usually the night before the National Memorial Service to go over the list of divisions and what you plan to read, we follow his division order. You will be provided with a copy of his service and a sample of my comments plus the division order. (This may change)

4. You will need to have a short reading for the Joint Memorial Program before the lighting of the candles. (Which we do not do, and I wanted to bring back. With two battery operated candles for the Assistant chaplain to place.)

5. **Banquet:**

    a. *(**Opening Ceremony**)* You will open the Bible as Howard gives the opening prayer. (leave the Bible open).
    b. ***(Closing Ceremony***) You will need a Closing Prayer for the Banquet. Your Assistant Chaplain will walk with you to the alter and close the bible after your prayer and wait for you to come off the Dias to return to your table.

** This is to be updated as needed and as processes change

***Make sure the national secretary has a copy for the National Office to keep on file

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