

Role of the Unit/Department Chaplain

Her role centers on spiritual leadership, member support, and ceremonial responsibilities at the Unit/Department level.

1. Spiritual Leadership:

- Perform spiritual duties during Unit/Department meetings and events, such as leading prayers, blessings, or memorial moments, in line with the MCLA Ritual
- Oversee the placement and handling of the Bible and Altar during meetings, ensuring respect and adherence to ceremonial protocols (AP Section 1005(A)).

2. Support for Deceased Members and Families:

- Contact the family of a deceased member immediately upon notification to offer assistance (e.g., emotional support, help with funeral arrangements) and express condolences (AP, Section 720(A)).
- Attend funeral services of deceased members when possible, encouraging other members to do the same as a privilege (AP Section 720(C)).

3. Reporting Deaths:

- Report the death of a member to the Department Chaplain (or National Chaplain if no Department exists) and others that are listed for distribution on the Death Notice, without delay, providing the member's full name, next of kin, and known funeral arrangements, using the Notice of Death form (Enclosure #21).
- Ensure timely communication to maintain accurate records and facilitate memorial recognition at higher levels (e.g., Department or National Convention).

4. Member Welfare:

- Offer support to Unit/Department members during times of illness or distress, notifying the Unit/Department President or higher authorities as needed.
- Provide a compassionate presence within the Unit/Department, aligning with the MCLA's purpose to aid Marines and their families (National Bylaws, Preamble).

5. Support to Unit/Department Leadership:

- Serve as an advisor of the Unit/Department's Board of Trustees, contributing to governance through spiritual guidance and member support.
- Assist the Unit/Department President with ceremonial aspects of meetings or events, ensuring the Unit/Department upholds its traditions and values.

Unit/Department Chaplain may:

- (1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the National and Unit/Division Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.
- (2) If called upon, assist the Detachment/Department Chaplain corresponding in arranging and conducting the joint Memorial Service, at the time and place designated by the League.
- (3) Include in such ceremonies, the representatives of those subsidiaries that are appropriate, and include the reading of the Final Roll Call containing the names and Unit/Departments of the Marine Corps

League Auxiliary members deceased during the past year. This list is to be given to the Unit/Department President.

(Unit/Dept. Chaplain Continued)

- (4) Notify the Unit/Department Membership of illness or death of members and provide any specifics authorized to share. Appropriate cards are to be sent to the members whenever possible.
- (5) Perform such other duties as may be assigned by the Unit/Department President and the Unit/Department Board of Trustees.
- (6) Submit report at Unit/Department Meeting.

Conclusion

The Unit/Department Chaplain is the Unit/Department's spiritual and supportive officer, responsible for leading ceremonial activities, supporting members and their families (especially in cases of death), reporting deceased members to higher authorities, and fostering member welfare. Her role is outlined in the Administrative Procedures Section 720 and inferred from parallels with the National Chaplain (National Bylaws, Section 310(D)). The Unit/Department's governance structure and scope of her duties may be further detailed in the Unit/Department's own bylaws.