

AMVETS Ladies Auxiliary Department of Michigan
LOCAL CHAPLAIN INSTRUCTIONS
2020/2021

#1 As Chaplain of your local Auxiliary, you are the leader in the spiritual guidance of your Auxiliary. You are the spiritual mentor and by your guidance and understanding, help those suffering misfortune, illness or loss of family. Be kindhearted and compassionate with those in need.

#2 You are to open and close all meetings with a nonsectarian prayer. Prayers for many diverse functions may be found in the Auxiliary Manual.

#3 Impromptu or self-prepared prayers are acceptable and should be nonsectarian. When writing individual prayers, keep in mind the National state of affairs, members of the AMVETS, AMVETS Ladies Auxiliary, Junior AMVETS and Sons of AMVETS who are ill or down in spirit. Poems or thoughts for the day are also acceptable.

#4 Home and hospital visits are encouraged for all members of the AMVET Family. Telephone calls are also a nice way to show you care. Home visits are listed on your Auxiliary's Community Service Report and hospital visits are listed on the Hospital Report.

#5 Appropriate greeting cards or e-greeting cards, Get Well, Sympathy, Thinking of You, and Special Occasion, need to be sent to members of the AMVET Family. Encourage your Auxiliary sisters to send cards also.

#6 All illnesses of AMVETS, AMVETS Ladies Auxiliary, Junior AMVETS and Sons of AMVETS should be reported to your District and Department Chaplains, so they can visit and/or send cards. When you submit a report, it is imperative that you print the name, complete address, including zip code and e-mail address if they have one.

#7 All deaths of Auxiliary members need to be reported as soon as possible after they occur. One copy of the Deceased Member Form is to be sent to the Department Secretary who will forward copies to National Headquarters, the Dept. 1st Vice President, Dept. Chaplain and the National Chaplain. Each local Chaplain is responsible for notifying her District Chaplain or District President.

#8 When a death occurs within your Auxiliary, the family of the deceased needs to be contacted and informed that the Auxiliary will perform a Memorial Service at the Funeral Home at their request. The time of the Memorial service should concur with the families wishes (See the Auxiliary Manual for the Memorial Service) Make available all the services you can to support the family during their time of loss.

#9 Try to attend the funerals of members of the AMVET Family. Always send a sympathy card from your Auxiliary, even if you attended the funeral or made a funeral home visit.

#10 Drape the local charter upon the death of an Auxiliary member. (Service is in the Auxiliary Manual)

#11 The AMVETS Ladies Auxiliary Code of Ethics must be read at least one meeting during the year. (See the Auxiliary Manual)

#12 Stress the use of Memorial Cards, which are available from the Department Scholarship Officer to help our Scholarship Fund. Price may vary yearly so please check with the Scholarship Officer or the Dept. Secretary.

#13 It is imperative that during the month of May you send three completed lists of your deceased members since the last Department Convention, to the Department Chaplain. She needs this list for use in the Joint Memorial Service at the Department Convention in June.

#14 Make use of the Department Sunshine Fund. This is a fund (by donations of our members) where you can contact the Department Chaplain when you have a member who is in a hospital, nursing home, hospice or is at home with what is considered to be a serious/lingering illness or injury. The Department Chaplain will decide if the criteria is met. She will contact the Department Treasurer who will write a \$20.00 check in the name of the requesting member, and mail it to the Department Chaplain who will forward it to the requesting member, along with a card from Department to let our ailing member know we are praying for her and keeping her in our thoughts.

**Last reviewed & updated by Caroline Wisniewski, Dept. Chaplain
4/2020**