

# **DEPARTMENT CHAPLAIN'S INSTRUCTIONS**

## **Reviewed June 2023**

### **Section I – General Information**

1. You will offer a prayer at the opening and closing of all SEC meetings and the Department Convention.
2. You should be prepared to offer a prayer whenever you are at Auxiliary functions, if asked.

### **Section II – Courtesies**

1. Send out appropriate cards when you have been notified. There is a thirty (30) day limit to be set on sending out sympathy cards.
2. If you are requested to conduct a memorial service at a funeral home, consult the family regarding time and offer any services you can give. (See National Auxiliary Manual)

### **Section III – Sunshine Fund**

1. The Department of Michigan has established a Sunshine Fund for the purpose of providing cards and/or gifts to Ladies Auxiliary members who are hospitalized, recovering from an accident and/or an extended illness.
2. The Chaplain shall be the Department contact for this program and she will be the person who determines if the Sunshine gift should be sent.
3. The Department Chaplain is to maintain a supply of cards and two (2) visa gift cards in the amount specified in the annual department budget process. When you, as Department Chaplain, receive a request and determine a gift card should be sent, you will:
  - a Prepare and mail a signed greeting card with gift card to the requestor.
  - b Notify the Department President and Treasurer the name of the person you are sending a gift card.
  - c Request additional gift card(s), if needed, from the Sunshine Fund to always maintain two cards on hand.
  - d Review gift cards on hand for potential expiration dates. Any expiring cards could be approved by SEC to purchase other budgeted items.

4. To ensure funds are available, you should request donations from the Local Auxiliaries in your bulletin.

### **Section IV – Deceased Members**

1. Upon notification on the death of the AMVETS Department Commander or Department President, you shall:
  - a. In the case of the Department President, send a card notifying the family we have made a donation to the Department Auxiliary Scholarship fund or the charity designated by the family.
  - b. In the case of the AMVETS Department Commander, send a card notifying the family we have made a donation to the AMVETS Service Foundation or the charity designated by the family.
  - c. Notify the Department Treasurer to transfer \$50.00 to the Auxiliary Scholarship Fund, send a check to the AMVETS Service Foundation or provide charity name and address for sending a check.
  
2. In the event of the death of an elected or appointed Department Auxiliary Officer, Past Department President or their immediate family (spouse, child, parent),
  - a. Send a scholarship card to the family.
  - b. Notify the Department Treasurer to transfer \$10.00 to the Scholarship fund.
  
3. In the event of the death of an AMVETS Past Department Commander or their immediate family (spouse, child, parent),
  - a. Send a sympathy card to the family informing them we have made a memorial donation to the AMVETS Service Foundation.
  - b. Notify the Department Treasurer to send a check to the AMVETS Service Foundation in the amount of \$10.00.

### **Section V – Memorial Services**

1. Contact the AMVETS Chaplain and offer your services and help with the Memorial services held at Fall Conference and Department Convention. The AMVETS are in charge of the Memorial services.
  
2. Prior to Department Convention, contact the President of the Gaveliers to see if they have any deceased members during this past year.
  - a. If they have, the Past Department Presidents will walk in as a group and the Gaveliers President will place a rose.

- b. This is the first order of business at the Memorial Service. The only exception would be if the AMVETS are also doing this, then the Gaveliers would be second.
  - c. If the Gaveliers are doing this, please have seating for approximately 15 at the front of the room for them.
  - d. Notify the AMVET Chaplain of this so he/she can incorporate this into the service.
3. The names and date of death of the Past Department Presidents are to be printed in gold in the back of the Bible in your file.