

**THE  
AMERICAN  
LEGION**



Office of the  
Department Chaplain

DEPARTMENT OF WASHINGTON \* P.O. BOX 3917 \* LACEY, WASHINGTON 98503  
(360) 491-4373 \* FAX (360) 491-7442

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## Department Chaplain Policy and Recognition Program

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Our chaplains are important officers in the Posts and Districts of The American Legion, Department of Washington. Those who qualify should be recognized and commended for their exemplary service.

The American Legion, Department of Washington, will recognize the Post/District chaplain at the Department Convention who has performed his/her duties in an exceptional manner, above and beyond basic normal duties. Nominations for this award shall be submitted on the approved form, below.

The chaplain does not necessarily have to be a clergyman, but one who is willing to serve as the chaplain. The person serving in the office should demonstrate a sense of spiritual maturity, be committed to the chaplaincy and be a person of integrity. He/She must be willing to administer to people whenever there is a need. Post and District Chaplains may be elected or appointed by the District / Post Commander.

### Qualifications of Chaplains

1. The Chaplain demonstrates a sense of spiritual maturity.
2. The Chaplain is committed to the chaplaincy.
3. The Chaplain is a person of integrity and high moral standards.
5. The Chaplain has a positive attitude towards himself/herself.
6. The Chaplain keeps things confidential.

### Duties of the Chaplain

1. The Chaplain provides the Spiritual counsel needed by the commander and

members of the Post/District.

2. The Chaplain opens and closes all Post/District meetings.
3. The Chaplain should pray for the Post/District leadership.
4. The Chaplain must be aware of Post members who are ill or in need.
5. Chaplains should send cards: Get well for the ill, Sympathy, and Thinking of you for members who have missed meetings.
6. Chaplains may make hospital visits, home visits, or nursing home visits.
7. Chaplains should be prepared to conduct or attend funerals.
8. Chaplains should be prepared to conduct or attend memorials.
9. Chaplains should conduct Post/District rituals.
10. All Post chaplains should report the number of members in their post who have passed away during the year. This report should be provided for the District Commander and Chaplain prior to the Spring Conference with a final report due by 15 June of each year.

Department of Washington

**Chaplain Recognition Nomination Application**

Name: \_\_\_\_\_

Post#: \_\_\_\_\_ City: \_\_\_\_\_ District: \_\_\_\_\_

Date: \_\_\_\_\_ Phone Number \_\_\_\_\_

Number of visits:

- A. Hospital visits \_\_\_\_\_
- B. Home visits \_\_\_\_\_
- C. Nursing Home visits \_\_\_\_\_

Participated:

- A. Funerals conducted/attended \_\_\_\_\_
- B. Memorials conducted/attended \_\_\_\_\_
- C. Rituals conducted/attended \_\_\_\_\_
- D. Number of Posts Reporting Deceased \_\_\_\_\_
- E. Other (Describe): \_\_\_\_\_

Cards sent:

- A. Get well \_\_\_\_\_
- B. Sympathy \_\_\_\_\_
- C. Thinking of you \_\_\_\_\_

Comments for recommendation for recognition by the Post/District Commander.

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Post/District Commander's Signature: \_\_\_\_\_