

**Standard Operating Procedures
for
National, Conference, Department, District, and Post Chaplain
Duties and Responsibilities**

MAY

Department Loyalty Day Program: (May 1)

- This program is conducted at the State Capitol in Harrisburg, PA
- State Chaplain is expected to be present (Dress: Blues & Grey with White Shirt and Commanders Tie)
- Prepare and offer Invocation and/or Benediction if asked.

District 18 Loyalty Day Service (1st Sunday in May at 1:00)

- District Chaplain offers prayer.

Daily Celebrations and Deadlines:

May 1 – Loyalty Day

May 1 – National Outstanding Community Service Post due to National

May 1 – Scout of the Year (Department entry to National from Department) deadline

May 8 - VE Day (1945)

May 11 - Mother's Day - second Sunday in May

May 17 - Armed Forces Day - third Saturday of month

May 26 - Memorial Day - last Monday of month

POST

- Prepare for Post 6076 Meeting (1st Wednesday)
- Historically the Post Installed officers at the May meeting. This changed and they are now installed following being elected at the April meeting.
- Fill out Monthly Chaplain's Report on Department Dashboard for April
- Fill out Community Service on Department Dashboard for April
- Fill out VMS Report and send to District 18 Dave Gyger

COOTIES

- Prepare and upload Cootie Hospital Report
- Prepare for Cootie Meeting
- Read the May General Orders when they arrive.
- List of Upcoming Events
 - MOC/MOCA Convention in
 - Cootie Fishing Trip to Doylestown, PA April
 - Cootie Carnival at Coatesville VA Hospital
 - Cootie picnic at Coatesville VA Hospital _____
 - Cootie Picnic at Del. Val. Veterans Home _____
 - Cootie Christmas Party at DVVH 7-9 pm. (Arrive by 6 pm) December.

DISTRICT

- Prepare for District Meeting on 1st Sunday of May (District Elections and Installation)

- Directions to Post:
- Prayers: Prayers for District Meeting and Prayer for Installation of Officers
- Chaplain's Report
 - Following the Death of a Comrade hold a remembrance ceremony at your next Post Meeting
- Other Information

STATE

- Prepare for State Convention (June 11-15)
 - Review Hotel Room Reservation
 - Review & Update Travel Checklist
- Convention Corporation Meeting (Meet with Hotel for Pre-Con Meeting and final preparation on Wednesday, June 11, 2024 at _____)
 - There will be no Convention Corporation Meeting at the 2025 Department Convention
- Council of Administration Meeting #5: (Wednesday at 1 pm) Last COA meeting with this Commander.
 - Prepare Opening and Closing prayers.
- Council of Administration Meeting #1 (Held either Saturday after installation or Sunday morning with new Commander)
- Review and Work on Annual Memorial Service
 - Memorial Service Script
 - Contact Musicians
 - Auxiliary
 - Music
 - Contact Honor Guard
 - Contact Speaker
 - Prepare Memorial Service Bulletin
 - Send Memorial Service Bulletin to Department for Printing in early June

National Chaplain Event (Cancelled for 2025)

- Make final housing arrangements.
- Finalize and Print Banquet Brochure
- Confirm John Wega
- Confirm Bailey Bus
- Pickup portrait of National Chaplain
- Pickup nameplate of National Chaplain and attach to National Chaplain Plaque

EASTERN STATES CONFERENCE

- Annual Meeting will be held October 24-25 at Wilmington, DL
- Meeting also held on Saturday at National Convention (August 9, 2025 at 4:00 pm)

- The Conference meets one time throughout the year in addition to the caucus at the National Convention.
- The meetings are rotated in a specific order among these states.
- As a Department Staff Member, you will/may be expected to attend this Eastern Conference meeting.
- Next EC Meeting will be at the National Convention.
- At the National Convention Meeting the only business is to endorse candidates for National Office
- At the fall meeting election of EC Officers takes place. The officers are elected in the fall and take office at the meeting held in July at the National Convention.
- Prepare Election Materials and send them to Secretary by end of August.
- Review and Begin to Prepare for Eastern Conference Memorial Service which will take place in November.
- Prepare Prayers
- Review Hotel Reservation
- Prepare Candidate Information Sheet

NATIONAL

- Prepare for National Convention (July/August)
 - Review Hotel Room Reservation
 - Finalize Travel Arrangements
 - Make sure Delegate Reservation has been sent to National. (This should have been sent in April)
 - Review & Update Travel Checklist **NOTE: Take White Cover**
 - Check with National Schedule
 - Time and Room Assignment for Eastern Conference Meeting
 - Time and Room Assignment for Committee Assignments
 - Time and Room Assignment for Chaplain's Workshop

AMERICAN LEGION

- Plan to attend the American Legion State Convention Memorial Service in July

Near the end of the Month prepare and send an Email to Post, District, State, and Conference Chaplains