

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

## JUNE

### - Duties and Responsibilities

Post Level: We are to prepare and do something for Flag Day each year.

Dept. Level: PA Department Convention: (June 11-15, 2025 at Eisenhower Gettysburg, PA)

June is PTSD Month

June 1 – Year end Department community service total due to national

June 6 - D Day - 1944

June 14 – Flag Day

June 14 – Army’s Birthday (250 yrs. old in 2025)

June 15 – Buddy Poppy Awards due to National

June 15 – Father’s Day (third Sunday in June)

June 21 - Summer Begins

June 22, 1944 GI Bill Signed

June 25, 1950 Start of Korean War

June 28 – National Home 100<sup>th</sup> Anniversary

## POST

- Prepare for Post 6076 Meeting (1<sup>st</sup> Wednesday of Month)
- Fill out Monthly Chaplain’s Report for May.
- Fill out Community Service for May.
- Fill out VMS Report and send to Spike.
- Post should compile and send in final Community Service Report to Department by June 1

## DISTRICT

- Prepare after action report on Loyalty Day Program for District
- Prepare for District Meeting on first Sunday of August
  - Directions to Post: (\_\_\_\_\_ Post)
  - Prayers
  - Chaplain’s Report
    - Following the Death of a Comrade hold a remembrance ceremony at the end of your next Post Meeting
  - Other Information

## STATE

- Prepare for State Convention (June 11-15)
  - Review Hotel Room Reservation and Directions
  - Make sure Picnic/Dinner Reservation was sent in if needed.
  - Make sure Delegation Fee was sent in.

- Review & Update Travel Checklist
- Check with Department Headquarters on Room Assignments
- Convention Corporation Meeting: (Usually not needed)
  - Prepare for Convention Corporation Meeting – (No Meeting needed at Department Convention since 2015)
- Council of Administration Meeting #5: (Wednesday 2:00 pm)
  - Prepare opening and closing prayers
- Council of Administration Meeting #1: (Saturday following installation)
  - Prepare opening and closing prayers
- Prepare re-election materials.
- Finalize Annual Memorial Service
  - Contact Musicians
  - Contact Honor Guard
  - Contact Speaker
  - Send out Memorial Service Script by June 8
  - Send Bulletin to Department by June 3
  - Send list of Honorariums and Check Requests to Department Quartermaster by June 3

### National Chaplain Event

- Review and do after action report.
- Meet with East Berlin Post to give a report and request money for next year.
- Prepare packet of information for incoming National Chaplain

### EASTERN STATES CONFERENCE

- Annual Meeting will be held October 24-26, 2025, at Wilmington, DE
- Meeting also held on Saturday at National Convention
- The EC 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 meeting of the Eastern Conference.
- Next EC Meeting will be at the National Convention
- At the meeting at the National Convention 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 EC Adjutant in by end of August.
- Review and begin to prepare for EC Memorial Service in November
- Prepare Prayers
- Review Hotel Reservation
- Prepare Candidate Information Sheet

### NATIONAL

- Make final preparation for National Convention
  - Review Hotel Room Reservation (\_\_\_\_\_ Hotel is Confirmed)
  - Make sure Delegate Reservation was sent in

- Review & Update Travel Checklist
- Check with National Schedule
  - Time and Room Assignment for Committee Assignments
  - Time and Room Assignment for Chaplain's Workshop
  - Time of Four Chaplain Bronze Award Presentation to CIC

## AMERICAN LEGION

### Post

- Post elections for officers will take place at the June meeting which is on the third Tuesday.
- Installation takes place at a later date.

### District

### Department

- State Convention is July 17-20
- Prepare to attend Department Memorial Service
- Check Travel arrangements.

## THE DEPARTMENT CONVENTION

1. Normal Election Process and Installation procedure
  - For State Office of Chaplain, you should be ordained.
  - Should be presently functioning as a VFW Chaplain.
  - Should have the endorsement of your Post and District for the Office of State Chaplain.
  - Need to file an "Officers Candidate Form" with the Department Adjutant/Quartermaster. Form is obtained from Department Adjutant.
  - Need to provide a copy of your DD214, and list who will be nominating you. Will need a first and second nominator.
  - If you are the only nominee for the Office, you will need to provide the Department Headquarters with your hat and shirt size.
2. Council of Administration Meeting – ( #5 this is the last of the present Commander) (Chaplain offers opening and closing prayers)
3. Memorial Service: (Wednesday, 7:00 p.m.) Conduct Annual Department Memorial Service which begins at 7:00 pm.
  - Hold a practice for participants in the Department Memorial Service at 5:00 pm.
  - Attend and participate in the Committee meetings following the Department Memorial Service
3. Thursday of the Department Convention
  - Joint Opening Session: Invocation and closing prayer.
  - Banquet and/or Picnic or free night: If there is a banquet or picnic held on Thursday evening the Chaplain offers Opening and Closing prayer. Sometimes Thursday evening is free.
4. Friday of the Department Convention (Nomination of Line Officers)
  - Business Session: (Friday) Chaplain offers Opening and Closing prayer.
  - At the Department's Annual Convention, prior to the beginning of the nominations, you will supply the Department Adjutant with the names of those who will be nominating and seconding your nomination.
  - A Patriotic Rally is held of Friday evening (Chaplain usually offers Invocation)

- You will Parade into auditorium with Department and Auxiliary Officers and may be asked to offer an opening prayer.
5. Saturday of the Department Convention (Election of Line Officers)
    - After you are elected, you (and your family if present) will be escorted around the auditorium while your Service "hymn" is played. You will then be escorted with your family to the platform. You will designate someone to "cap" you. A brief word of thanks may be offered to those whom you wish to recognize.
    - Council of Administration Meeting – (#1 this is the first COA meeting of the new Commander) (Chaplain offers opening and closing prayers)
    - Immediately following the election of all the officers, you will be installed into your Office along with the other Officers.
    - Be prepared to offer a prayer at the Installation of Officers
    - Installation of Officers: (Saturday) The out-going Department Chaplain will offer the Installation Prayer according to the Ritual. However, if you are re-elected you will offer this prayer from the ritual.
    - Closing of Session: (Saturday) The newly elected Department Chaplain will close the Convention with prayer.
    - Administrative Council: (Saturday) The newly installed Administrative Council will hold a meeting at 1:00 p.m., or immediately following the close of the Convention. Chaplain offers opening and closing prayer.
    - You will need to have your photo taken by the Department's Photographer for publicity releases.
  6. Saturday Evening of the Department Convention (State Commander and State President's Reception)
    - It is appropriate that the Department Chaplain attend this event that is held after the end of the Convention, usually around 7:00 or 8:00 p.m. Depending on the Commander the dress may include a white Jacket Tuxedo or it may be casual with the commander's shirt.
    - There is usually a reception prior to the dinner at which a Champaign toast is offered. As a line officer you and your spouse will be invited to this reception.
    - Department Chaplain will offer a prayer before the evening meal.
  8. Sunday of the Department Convention
    - Have breakfast and depart for home.

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