



Chaplain

I would like to take this opportunity to congratulate the newly elected Chaplains on all levels for the ensuing year, 2023-2024. The position to which you have been elected is the one office in the Auxiliary to the Military Order of the Cootie that is not only a sacred one, but one in which our sisters/brothers should be able to turn to in times of despair and sickness.

The office of Chaplain is where the reflection of love and caring begins. By following the protocol below you are ensuring that appropriate “Cootie Hugs” (cards) are sent to our sisters/brothers during their time of need.

Auxiliary Chaplain Responsibilities:

- As Auxiliary Chaplain it is your responsibility to send cards, make phone calls, and visit our Veterans, MOC & MOCA members and their families who are sick, in the hospital, are shut-ins, or just need cheering up; verifying if they need anything.
- It is your responsibility, when requested, to preside at Memorial Services for our deceased members.
- It is your responsibility to report to the Grand Chaplain (or Supreme Chaplain for Auxiliaries not in a Grand) the name and address of any MOC/MOCA member and their families who are sick, having surgery, or who just need cheering up along with notice of the death of members or their family members.
 - By reporting these members to your Grand/Supreme Chaplain you are helping to spread the spirit of love and caring by allowing all Auxiliaries and Grands the ability to send “Cootie Hugs” a.k.a. Cards.
 - Please be sure to clarify if the person in need or has passed is a sister, brother, spouse, etc.
 - Please also be sure to provide dates and any pertinent information to ensure proper “Cootie Hugs” (cards) and comforting words are sent.
 - Please submit these in a timely fashion so that “Cootie Hugs” (cards) may also be sent in a timely manner.
- It is your responsibility to print clearly, if you are not e-mailing, so the Grand/Supreme Chaplain can process the information and send “Cootie Hugs” in a timely manner.
- It is your responsibility to complete and submit the “Monthly Auxiliary Chaplain” report to your Grand Chaplain by the 1st of each month; Auxiliaries not in a Grand please submit your report to the Supreme Chaplain by the 1st of each month. Please complete and submit a report even if there is nothing to report.
 - Please use the back of the report to prepare a short summary of your activities as Chaplain during the month. Remember to always retain a copy for your files. This will help you compile the year-end report.
- It is your responsibility to complete the “Year-End Auxiliary Chaplain” report by the due date determined by your Grand Chaplain.

Auxiliaries not in a Grand

- Please review the above and submit information and your reports directly to the Supreme Chaplain by the 1st of every month.

Grand Chaplain

- It is your responsibility to compile monthly reports you have received from the Auxiliaries and submit the monthly “Grand Auxiliary Chaplain” report to the Supreme Chaplain no later than the 15th day of each month. If you are using the postal service, please be sure your report is mailed by the 15th of each month. Please print legibly.
- Please use the back of the report to prepare a short summary of your activities as Chaplain during the month. Remember to always retain a copy for your files. This will help you compile the year-end report.
- It is your responsibility to compile a list of deceased sisters/brothers for your Memorial Service and preside over your Grand Memorial Service.
- It is your responsibility to notify the Auxiliaries of your due date for their “Year-End Auxiliary Chaplain” reports.
- It is your responsibility to select an Auxiliary Chaplain of the Year for your Grand Convention. Please be sure to submit copies of your Grand Chaplain of the Year’s reports for the Supreme Chaplain to choose an overall Chaplain of the Year.
- It is your responsibility to complete the “Year-End Grand Chaplain” report immediately following your Grand Convention and forward it to the Supreme Chaplain.

Awards

- Awards will be given in each Membership Division.
- Awards to be given: Grand Chaplain of the Year, Auxiliary (with-in a Grand) Chaplain of the Year, and Auxiliary (not in a Grand) Chaplain of the Year.

Chaplain of the year criteria to be judged:

- Timely reporting. Do not forget due dates!
- Completeness of forms including a monthly summary of activities.
- Year-End summary must be attached to the Year-End Report.

Final Notes

- The Supreme Chaplain needs to be immediately notified of the illness or death of a Supreme MOC or MOCA officer, Past Supreme Commander or President, Grand Commander or President along with any available details.
- It is very important for the Supreme Chaplain to be informed of the name and address of every brother/sister or family member who is ill, having surgery, or just in need of cheering up, along with notices of loss of family members. The Supreme Chaplain will then record this information and distribute it via e-mail/snail mail to the Supreme Council, Past Supreme Presidents, Grand Presidents, Grand Chaplains, and Chaplains of those Auxiliaries not in a Grand.
- Cheering up of our MOC & MOCA family depends on you submitting information on all levels in a timely manner. In the Cootie spirit you as Chaplains are asked to send the proper “Cootie Hug” to all our sisters/brothers and their families when they are in need.
- E-mail is the preferred way of communicating due to the urgency for the need of

“Cootie Hugs.” It is important that you verify the Supreme Chaplain has your updated e-mail address. If you do not use e-mail, it is your responsibility to make sure the Supreme Chaplain has your updated mailing address.

- For the year 2023-2024 your Supreme Chaplain will be creating/hosting a Facebook page entitled “MOCA Supreme Chaplains Corner 2023-2024.” Please make plans to join the page for insight, direction, conversation, and just to get to know each other!
- For the year 2023-2024 the Supreme Chaplain will host a monthly meeting on FACEBOOK OFFICE for all MOCA Chaplains to discuss the Chaplain Program and provide continuing support and instruction. This is a great way for our new members to learn the program and a way for our seasoned members to share their knowledge! These meetings will offer the opportunity to be in fellowship with our counterparts in the MOCA as well. The meetings are optional; attend one, attend all, or attend none. I look forward to getting to know you all though!

God bless each and every one of you as we pray together this year, whether in a meeting, at events, or at home.

May we make this year one of Peace and Blessings especially for our Veterans as we
KEEP THEM SMILING IN BEDS OF WHITE.

Supreme Chaplain

Dawn VanTassell

Office Address: 4232 Hermitage Road, Old Hickory, TN 37138

Cell: 502-655-1379

Email: CootieCutieDawnVT@gmail.com