



**American Legion Auxiliary  
Department of Arizona  
Chaplain**

**RESPONSIBILITIES OF AN AMERICAN LEGION AUXILIARY CHAPLAIN**

The chaplain should attend all meetings and have an opening and closing prayer at each meeting. These prayers may come from any source: Reflections in the quarterly Auxiliary magazine, [www.ALAforVeterans.org](http://www.ALAforVeterans.org), self-composed prayers, or those found elsewhere.

As a chaplain, the most important thing for you to remember is that the American Legion Auxiliary does not promote any one religion. We must not offend anyone by promoting our own religion.

**Suggested activities:**

- Reporting the names of members who are ill and sending them cards
- Sending sympathy cards to family members. If possible, visiting the funeral and doing a memorial service for the deceased member.
- Being in charge of religious services for the unit.
- Visiting members and veterans in nursing homes or those who are shut-ins.
- Keeping in contact with Gold Star Families and remembering them on holidays.
- Volunteering at community projects.
- Making a prayer book or devotional book. In doing this, encourage member participation.
- Complete a death notice for all members. Send it to the Department Chaplain promptly for best follow up.
- Ceremonies may be found in the Manual of Ceremonies of American Legion Auxiliary.

**Please remember to send a prayer for Department President Rose's Prayer Book. The goal is to have at least 100 prayers for this special book. Please send them to the Department Chaplain by May 1st to be included in the book.**

**Additional Resources You Can Use**

1. [www.ALAforVeterans.org](http://www.ALAforVeterans.org):
  - American Legion Auxiliary Unit Guidebook
  - Guidelines for National Chaplain of the American Legion Auxiliary
  - Chaplains' Prayer Book of the American Legion Auxiliary

**Department Chaplain**

**Lynda Griffin  
11615 W. Holly St.  
Avondale, AZ 85392  
(623) 349-39879  
[Lynda4ala@gmail.com](mailto:Lynda4ala@gmail.com)**

# Resources for Unit & District Chaplains

## National Chaplains Facebook page

Daily inspirations and information from the National Chaplain, Karen Peel (2022-2023). Ask to join: <https://www.facebook.com/groups/ALACHaplains>

## Chaplain's Manual

This American Legion Auxiliary Chaplains Manual was created to aid ALA chaplains. You will find that it contains prayers for numerous occasions, memorial services, as well as other services such as the Four Chaplains service. The prayers and services in this manual are to be used as guidelines in your work. If you have your own prayers and services, we encourage you to use them. It is not mandatory that you use this manual. You may download it from: [https://member.legion-aux.org/cmsdesk/ALA/media/PDF/Guides/Chaplains\\_Manual.pdf](https://member.legion-aux.org/cmsdesk/ALA/media/PDF/Guides/Chaplains_Manual.pdf)

## Chaplain's Prayer Book

At the 86th National Convention in Salt Lake City, Utah, a vote was taken to create an American Legion Auxiliary Chaplains' Prayer Book. This book is the result of that vote. The prayers on the following pages are a compilation of those submitted by past chaplains of the American Legion Auxiliary. Wherever possible, credit has been given to the individual who contributed the prayer. Although the material contained in this book may be changed or altered to suit the user, it should be noted that care has been taken to revise and edit the material to reflect the true non-denominational and non-sectarian views of the "Service to God and Country" programs of the American Legion Auxiliary.

Please use this book when and wherever possible. It has been written with love and prayer for all that these words touch. You may purchase it at emblem sales: <https://emblem.legion.org/Books-Pamphlets-CDs/products/40/> (Item #: 355.111 for \$2.95) or download it from: [https://member.legion-aux.org/cmsdesk/ALA/media/PDF/Guides/ALA\\_Chaplains\\_\\_Prayer\\_Book.pdf](https://member.legion-aux.org/cmsdesk/ALA/media/PDF/Guides/ALA_Chaplains__Prayer_Book.pdf)

## Manual of Ceremonies

This manual provides examples of suggested ceremonies for Unit meetings and special occasions. The use of ceremonies in the form presented here is not required by any official action of the American Legion Auxiliary National Organization. Ceremonies may be altered in accordance with the occasion; however, great care should be taken to ensure that no ceremony is objectionable to persons of any religious denomination. [https://member.legion-aux.org/cmsdesk/ALA/media/PDF/Guides/ALA\\_MANUAL\\_OF\\_CEREMONIES.pdf](https://member.legion-aux.org/cmsdesk/ALA/media/PDF/Guides/ALA_MANUAL_OF_CEREMONIES.pdf)

## Your District and Department Chaplains!

We're here to help!

**UNIT CHAPLAIN'S – REPORT FORM**  
**2023-2024**  
**(Please print or type)**

**Reporting Date: Before May 1, 2024**

Name of CHAPLAIN: \_\_\_\_\_ UNIT: \_\_\_\_\_

\_\_\_ Unit does not have a Chaplain

No. of invocations: \_\_\_\_\_ Benedictions: \_\_\_\_\_

Charters Draped: \_\_\_\_\_ Memorial Service held: \_\_\_\_\_

Courtesies of Gold Star Families: \_\_\_ Dues \_\_\_ Cards \_\_\_ Gifts \_\_\_ Total Cost: \_\_\_\_\_

Total amount of Memorial donations: \$ \_\_\_\_\_

No. of Funerals attended: \_\_\_\_\_ No. Of Members attended: \_\_\_\_\_

Grave markers placed \_\_\_\_\_ Total Cost \_\_\_\_\_

Did your Unit prepare a Prayer Book for the Unit President? \_\_\_\_\_

Were Prayers sent in for the Department President's Book? \_\_\_\_\_

Were Prayers sent in for the National President's Prayer Book? \_\_\_\_\_

**\*\* No activities, hours, expenses, donations, or dollars spent for this committee are to be included in the Impact report.**

**Send this report to your District Chaplain**

**Keep a copy for your records**

# Unit/District Chaplain Year-End Report Form (Due May 1, 2024)

Lynda Griffin 11615 W. Holly St. Avondale, AZ. 85392

(623)349-3979 [Lynda4ala@gmail.com](mailto:Lynda4ala@gmail.com)

Unit/District Name & Number \_\_\_\_\_ # of Members \_\_\_\_\_

Chaplain name \_\_\_\_\_ Chaplain phone: \_\_\_\_\_

Chaplain Address \_\_\_\_\_

Please describe how your Unit/District celebrated God in your **meetings**? Please include senior and Junior meetings, work group meetings, meals, other **meetings** where God was celebrated:

---

---

Please describe how your Unit/District celebrated God in your **ALA programs**? Please include **Poppy** letters/activities, **Junior Activities**, **Chaplain** activities like Prayer books, **National Security** such as cards to troops, **VA&R** such as visits to veterans, **other program** activities where God was celebrated:

---

---

---

Please describe how your Unit/District celebrated God at your **events**? Please include Four Chaplains, Memorial Services/donations, Holidays, Fundraisers, Post Activities, other **events** where God was celebrated:

---

---

---

---

Please use a separate sheet to elaborate and/or submit an entry for the **Sharon Alley Service to God and Country** Award (you've already done most of the work by completing this report!). Please send photos (not required) so I can include them in my report to National!

How many: Sympathy cards \_\_\_\_\_ Get well cards \_\_\_\_\_ Thinking of You cards \_\_\_\_\_

"Joy" Cards \_\_\_\_\_ Phone calls \_\_\_\_\_ Memorial Services \_\_\_\_\_ Charter Drapes \_\_\_\_\_

\$\$ donated in Memoriam: \$ \_\_\_\_\_ Recipients of donations: \_\_\_\_\_

*Thank you for your efforts to keep our organization's faith in God and Country strong!*

## CRISLER PRAYER BOOK PLAQUE

**The Department Chaplain will present the Plaque.**

1. Prayers are to be inter-faith and non-denominational.
2. Original prayers should be signed by Unit member submitting them.
3. Original prayers by members should be in one section by themselves.
4. Prayer Book should be divided into sections for other prayers collected such as Christmas prayers, Patriotic prayers, Blessing on the food, Mother's prayers, Children's prayers etc. Please use as many sections as you wish, however, each section should be names by divider pages. These prayers do not require a signature unless they were composed by a member for a particular section of the Prayer Book. Give author of copies or selected prayers, If possible. **This is a very important rule in compiling your book.**
5. Pictures or drawing may be used on the divider pages.
6. The prayers should be typed on proper paper and have one inch marginal edges. The flyleaf should have name and location of Unit, number of members submitting original prayers and the year typed on it. The signature of the Unit President and Unit Chaplain should be on the flyleaf.
7. Size of the cover of the book shall not be larger than 9 ½ x 11 ½ (standard loose leaf size) nor smaller than 7 ,c 9 ½ (size of the official Unit Guidebook). The book Is lo be furnished by the Unit and should have the American Legion Auxiliary Emblem on the cover. Nothing shall be above the Emblem. This cover may be printed, stamped, or painted.
8. Only one Senior Prayer Book from each Unit may be submitted.
9. The Prayer Books are to be brought to the Department Convention or mailed to the Department Chaplain prior to the convention. The winning Book of Prayers will be taken to the National Convention for display per instructions of the National Organization.
10. The Prayer Books will be Judge before the Department Convention by judges selected by the Department Chaplain, using the following point system to determine the winner:

A. Contents of Book	50%
B. Arrangement and neatness	20%
C. Number of prayers for special occasions, holidays, etc., inspirational verses and favorite Scriptures.	15%
D. Percentage of Unit members submitting original prayers signed with their own signature	15%
11. This plaque shall become the permanent property of the Unit winning It three (3) consecutive years. The permanent winner will place another plaque In the Department for competition, rules and name remaining the same.

**AMERICAN LEGION AUXILIARY  
DEPARTMENT OF ARIZONA**

**BETTY SMITH DISTRICT PRAYER SOOK PLAQUE**

**RULES:**

1. The Department Chaplain will present the plaque.
2. Original prayers should be signed by members submitting them.
3. Prayer Book should be divided into sections (original prayers, Patriotic, Holiday, Table, Children, inspirational, Sympathy, etc.). Each section should be named by a divided page.
4. Pictures or drawings may be used on the divider pages only.
5. Prayers should be typed and have at least one Inch marginal edges.
6. There shall be a flyleaf containing the District#, date, total membership, lha District Chaplains' name and address, number of members submitting original prayers, the signature of the District President and the signature of the District Chaplain.
7. Size of the cover of the book shall not be larger than 9 ½ x 11 ½ nor smaller than 7 x 9 ½.
8. Only one District Prayer Book from each District may be submitted.
9. The Prayer Books are to be mailed to or brought to the Department Chaplain prior to the start of the Department Convention.
10. The prayer books will be judged by judges selected by the Department Chaplain, using the following point system:

a.	Contents of the book	50%
b.	Arrangement and neatness	30%
c.	Percentage of members submitting original prayers signed with their own signatures.	20%
11. This plaque will be traveling plaque and will not become the permanent property of any District.

## **Sharon Alley Service to God and Country Plaque**

### **Department Plaque to be awarded by the Department Chaplain.**

This plaque is to be known as the "Sharon Alley Service to God and Country Plaque". The purpose is to promote a back to God movement within the Unit members and to encourage the use of religion in the programs, as the Units participate to give "Service to God and Country".

This plaque shall become the permanent property of the Unit winning it for three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name remaining the same.

(Upon the death of the donor, the name on the plaque will be changed to read: "Sharon Alley Memorial Service to God and Country Plaque".)

### **RULES:**

1. A narrative not to exceed 1,000 words will be submitted to the Department Chaplain by the date the Chaplain so states.
2. News clippings and pictures may be included but must be separate from the narrative; however they can be in the same folder if folder is used.
3. The narrative must be typewritten with the fly leaf sheet which will contain the names, number of Unit, Department of Arizona, name and address of Unit Chaplain.

## **EVELYN HOFF JUNIOR PRAYER BOOK PLAQUE**

### **Department Plaque to be presented by the Department Chaplain.**

This plaque is to be known at all times as the Evelyn Hoff Junior Prayer Book Plaque. The purpose is to be stimulated more interest and activity in a well-rounded Junior yearly program.

Any Junior Auxiliary in the Department of Arizona may compete for this plaque provided the book is postmarked on or before the deadline date of the year it enters competition and provided the Unit report form is forwarded to the Department Chaplain by the deadline date.

This plaque shall become the permanent property of the Unit Juniors winning it three (3) consecutive years. The permanent winner will place another plaque in the Department for competition, rules and name of plaque will remain the same each year. (Upon the death of the donor, the name on the plaque may be changed to read: Evelyn Hoff Junior Prayer Book Memorial Plaque.)

### **RULES:**

1. Prayers are to be inter-faith and non-denominational.
2. Original prayers shall be signed by the Junior and Senior members submitting them.
3. Original prayers by Junior members shall be in one section, Seniors another.
4. Prayer Book shall be divided into sections for other prayers collected such as Christmas, Patriotic, Blessings, Mother's, Children's, etc. Use as many sections as you wish, each section shall be named by divider pages. These prayers do not require a signature unless they were composed by a member for a particular section of the Book. Give author of copies or selected prayers, if possible. This is very important In compiling your Book.
5. Religious Pictures or drawings may be used on the divider pages.
6. Prayer Book must be compiled by the Junior Chaplain (supervised by Junior Activities Chairman or Senior Chaplain).
7. Prayers may be printed or typed on proper page (no lines) and have one inch marginal edges {age consider}.
8. The flyleaf shall have name and location of Unit, number of Junior and Senior members submitting prayers and the year. Also the signature of the Junior President, Junior Chaplain and Supervisor, and the age of Junior Chaplain.
9. Size of the cover of the book shall not be larger than 9 ½ x 11 ½ (standard loose leaf size).
10. The book will be furnished the Junior Unit, shall have the American Legion Auxiliary Emblem, Unit name, location and Department of Arizona on the cover. Cover may be printed, stamped or painted. Nothing shall be placed about the emblem.



11. Only one Junior Prayer Book from each Unit may be submitted. It shall be the responsibility of the Department Chaplain to get the Prayer Book to the Junior Conference.
12. The winning Book of Prayers will be taken to the National Convention for display with Prayer Books from other Departments if so instructed by National.
13. The Prayer Books will be judged prior to the Junior Department Junior meeting. The following point system will be used.

A.	Contents of Book	40%
B.	Arrangement and neatness	15%
C.	Number of Prayers	20%
D.	Percentage of Junior members submitting original prayers signed with own signature.	25%