

Chaplain's Responsibilities

1. Purchase cards, as needed (get well, sympathy, birthday, etc.) Buy blank cards to send when you do not have an appropriate card. Purchase stamps as needed. Present bills with receipts to the State Council.
2. Cards are sent upon notification by chapter or board members of family deaths, member deaths, 80th birthday or older, births, illnesses, cheer needed, congratulations for special recognitions.
~ In the case of a death of a member, the chapter will send a floral tribute from the Indiana State Council, not to exceed \$20.00. A bill is presented to the State Treasurer. A donation to a charity may be made in memory of an ESA member in lieu of a floral tribute.
3. Keep a record of all cards sent, using the member's name, address, chapter name and number and the reason for the card and, if requested, submit to the State President for the monthly State President's Newsletter (if a newsletter is issued). Copies of this should be sent to the International Council Chaplain and MARC Chaplain. This list does not need to remain in the successor file.
4. Print copies of the Chaplain Report (Happy, Sad) form to be placed in the chapter packets at State Convention (when you are installed) or a Fall Conference/Leadership/Membership Seminar, as requested by the incoming State President. Provide updated contact information and/or changes to the Webmaster for the inclusion on the ESA-IN Website <http://www.indianaesa.org/forms-a-to-z/>
5. Prepare at least two articles for The Lamp. One should be an introduction and the other closer to State Convention. Articles for the Jonquil are optional. If utilizing the State President's Newsletter, comply with those submission deadlines.
6. Give invocation, benediction, before meal prayers at all meetings and functions as requested by the State President.
7. Conduct the Flag Ceremony and Memorial/Celebration of Life Service at State Convention in accordance with the wishes of the State President. Place forms for Chapter Banner presenters into the Chapter packets at Spring Conference. Do the same with the forms for the Memorial Service. Include directive to have forms returned by May 15th. Encourage chapters to go to ESA IN web site for forms.
8. Maintain a successor file of all reports, prayers, Lamp Articles and any other information that may be helpful to those who serve after you as Chaplain. Remember to indicate your year of service on the binder.
9. Provide the next Chaplain with a supply of cards and stamps.

10. The Chaplain's Emergency Fund (maintained by the Treasurer) is used for sending flowers to a board member in the hospital, or a death in the family, etc., during the year. At the direction of the State President, collect \$5.00 from all Board Members at the Summer Board Meeting, if the funds are needed. The recommended amount for flowers or memorial gift is \$20.00.
11. Send birthday and anniversary cards to all board members. Dates are listed in the material contained on the thumb drive or in the President's Yearbook. It is also nice to send an email at the beginning of each month with that month's board occasions as requested by the State President.
12. Upon the death of any chapter member, the family may request or be asked if they would like a brief memorial service highlighting ESA service. The suggested formats are in the ESA Rituals packet in the blue folder located in the number one tote box.
13. A chaplain's successor binder may be removed (recycled, discarded) after five years.