

CHAPLAIN

Revised – July 2012

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *For each issue of the Petticoat Journal, write a short article. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. List cards you have sent to members and for what occasion.*
4. *Shall give a devotional and lead the Pledge of Allegiance at regular meetings and invocations as deemed necessary.*
5. *On notification of the death of an Oklahoma ESA member:*
 - *Notify ESA Headquarters and the International Council Chaplain. Include name of member, name and address of family member where card may be sent, Chapter President's name and address, the date of death and any further information that would be of help.*
 - *On behalf of the Oklahoma State Council of ESA, write a letter or a card to the member's chapter and family.*
6. *Write a letter or send a card to ESA members for births, weddings, illness and deaths. Cards should be limited to immediate family*
7. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. Give a very brief devotional/inspirational at First General Assembly. Give invocation at Friday Board Food Function, Saturday Awards Luncheon and Banquet and Sunday Brunch. Place a copy of above in your file.*
8. *At State Convention conduct a short (not more than 30 minutes) Memorial or Service on Sunday morning. Arrangements for Memorial Service should be coordinated with the State President and Convention Chairman. Any expense is paid from your budgeted amount*
9. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
10. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
11. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE POLICIES and PROCEDURES section.*