**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**CHAPLAIN**

The Chaplain shall remember Colorado State Council (CSC) ESA members and immediate family members (spouse, children, and parents) with appropriate notes for the occasion or event. They will use e-mail to keep the membership and International Council (IC) Chaplain updated on the welfare of the membership. They will conduct the memorial service at the Colorado State Convention on Sunday morning.

I. Refer to CSC Constitution, By-Laws and Standing Rules for all duties, **please read the complete document.**

II. Support of ESA members:

A. Send notes during illness, new birth, sympathy, etc.:

1. To ESA members and their immediate family members (spouse, children, and parents only).

B. Inform ESA members requesting notification by email of all chaplain news.

III. Invocations or thought for the day and benedictions:

A. At the opening and closing of all meetings.

B. Before meal services.

C. At the request of the President.

IV. Memorial Service:

A. Sunday morning of CSC State Convention.

B. Contact chapters to keep informed of the death of any Colorado ESA member.

C. Solicit aid from your chapter or others to assist at the memorial service.

D. You will need:

1. Names and biography of deceased.

2. Memorial service program.

3. Music, prayers, sermonette, etc.

V. Reporting:

A. **Contact your Lamplighter Advisor and the previous officer.**

B. Inform the IC Chaplain on the welfare of any Colorado ESA member.

C. Prepare two copies of your report for all State meetings; one copy for the Recording Secretary and one copy for your files.

D. Prepare article for the *Golden Lamp*, as needed, per schedule.

E. Make recommendations to pass on to your successor, the President and the Vice President.

F. Write chapter in-service letters.

VI. Sunday morning Officer’s meeting:

A. Attend meeting as called by the newly installed President.

B. Pass all files, Chaplain’s note cards, stationery, etc to your successor.