

**COLORADO STATE COUNCIL**

**OFFICER GUIDELINES**

**CHAPLAIN**

The Chaplain shall:

* Remember Colorado State Council (CSC) ESA members and immediate family members with appropriate notes for the occasion or event.
* E-mail the membership and International Council (IC) Chaplain on the welfare of the membership.
* Conduct the memorial service at the CSC Convention.

I. Refer to CSC Bylaws and Standing Rules for all duties, **please read the complete document.**

II. Support ESA members:

A. Send notes during illness, birth, sympathy, etc., to ESA members and their immediate family members (spouse, children, and parents).

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 at CSC State Convention:

1. Solicit assistance from your chapter or others to assist at the memorial service.
2. Items needed:

1. Name, biography, and photo of deceased from state Chapters or members.

2. Memorial service program.

3. Music, prayers, sermonette, etc.

V. IC Reporting:

1. Inform the IC Chaplain on the welfare of Colorado ESA members.
2. Forward via email the IC Chaplain’s reports to the Colorado membership.
3. Provide information requested by the IC Chaplain for the Celebration of Life Service at International Convention.

VI. State Reporting:

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

B. Prepare two (2) copies of your report for all State meetings; one (1) copy for the Secretary and one (1) copy for your files.

C. Prepare articles for all issues of the *Golden Lamp*.

D. Make recommendations to pass on to your successor.

E. Write chapter in-service letters.

VII. State Convention Officer’s meeting:

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

B. Pass supplies, memorial programs, etc. to your successor.

1. Destroy all other files, do not pass on per HIPPA regulations.