



# CHAPLAIN

## ABA Job Description

### BASIC FUNCTION

To be responsible for invocations at the convention and for other related duties as requested by the President.

### CHAPLAIN QUALIFICATIONS

1. Be prepared to give invocations when requested by the President and convention.
2. Have knowledge of members who could assist with invocations at convention.
3. Be willing to send cards to families of deceased at the direction of the President.

### CURRENT PROCEDURES

1. Give invocation at convention for official opening ceremonies and closing banquet. Additional invocations may be given if requested by the President. Invocations and benedictions should be non-sectarian.
2. Receive death notices of ABA members.
3. Have charge of Moments of Remembrance service at convention. The type of service should be at the discretion of the Chaplain. Deceased persons should be recognized by name, chapter affiliation, state/country in which they resided.
4. Prepare obituary for *The Bell Tower's* In Memoriam section. Include the name of deceased, date of death, chapter affiliation, and address of immediate family. Membership Chairman should confirm deceased's membership in ABA.
5. Send personalized letter of condolence to family of deceased member.

## All ABA Position Instructions

(officers, appointments, coordinators and committee chairs):

**All ABA positions** (officers, appointments, coordinators and committee chairs):

Review your Job Description and send any updates or note of 'no changes' to the Job Description Coordinator towards the end of your annual term.

Remit to Treasurer all expenses, with receipts by the end of fiscal year, March 31<sup>st</sup>. Committees, whose budgets are large, remit expenses with receipts for payment periodically.

Prepare an annual report for your position and email/mail the report to the Secretary no later than one month before convention.

If a Discussion Form is sent to you by the Secretary, complete and return by email no later than one month before convention.



Chaplin

(Reviewed March 2023)

**Important information for name and logo copyrights:**

In any print communications there must be the use of the trademarks for the name and logo for ABA.

The first time the organization's name appears it must be capitalized with the registered trademark following. THE AMERICAN BELL ASSOCIATION®.

For the registered trademark: ctrl+alt+r will work on most keyboards. ®

The name of *The Bell Tower*<sup>sm</sup> must have a superscript sm after it.

The sm superscript can be made by clicking the superscript icon in your word processing program sm.

The logo must be the official logo of ABA with the registered trademark.