

Arkansas Society Daughters of the American Revolution

Gretchen Magee – State Regent

State Chaplain – Patty Mitchel

2117 Southcrest Dr, Texarkana, AR 71854-8986
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DUTIES OF THE CHAPTER CHAPLAIN

Arkansas State Society Daughters of the American Revolution

“Model for Chapter Bylaws” may be found following this path: Member Resources, Executive Offices and National Board of Management, Organizing Secretary General. To access information regarding your responsibilities, follow the path above, and click on Chaplain General. These are wonderful resources to assist your office as Chapter Chaplain.

The Chaplain shall:

- a. Conduct such religious services as required.
- b. Communicate, whenever possible, with members who are ill or in distress.
- c. Plan memorial services for deceased members

(Most Chapter Bylaws have simply repeated the National Bylaws, though some may have minor variations. Please refer to your Chapter Bylaws for specifics to your chapter.)

In practice, the Chapter Chaplain’s duties may be grouped into two sections:

1. Those within the Chapter
2. Communication with the State Chaplain

Duties within the Chapter:

- a. Have a DAR Ritual available (usually printed in your chapter yearbook) for all chapter meetings and read the Chaplain’s part.
- b. Prepare a devotional for each chapter meeting and/or be prepared to read a benediction at the end of the meeting, if the Regent makes time in the Order of Business.
- c. Keep a supply of get-well and sympathy cards and notes to be sent as appropriate to members who are sick, bereaved, or to families of deceased members. Said cards with the DAR insignia, may be ordered from the DAR Store.
- d. Keep a notebook which includes a description of activities, notes, etc., and a copy of the Chaplain’s section of the Master Questionnaire. This will make completion of the Chaplain’s section of the Master Questionnaire easier.
- e. Give an oral report at meetings on members who are ill or bereaved and all those to whom a card was sent. Ask to be informed about members’ needs.
- f. Plan and conduct memorial services for deceased members if asked to do so.

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- g. Secure a copy of the most recent “Instructions for Chapter Chaplains” Document #CHG-1000 (Revised June 2016) (can be found on the NSDAR members only website: www.members.dar.org under Executive Committee, Chaplain General) and follow the instructions. Document #CHG-1003 (Revised January 2017) Chapter Chaplain’s Report Form is used **to request birthday greetings for your chapter members 90 or 100 years old**. Please send this correspondence to the **Chaplain General’s** address listed on the top of the form. You **may** use the same form to report deaths to your **STATE CHAPLAIN** and State Regent. **HOWEVER**, Chapter Regents or Chapter Registrars are encouraged to use E-Membership to report deaths in your chapter. The State Regent and I will automatically be copied by NSDAR on these Updates.

Communicate with the State Chaplain:

- a. The Chapter Chaplain will report the deaths of members (current and previous, if possible) as soon as possible to the State Chaplain. Chapter Chaplain should use the forms/methods listed above.
- b. Chapter Chaplain shall report a member’s 90th and 100th birthday using Document #CHG1003 listed above.
- c. **If there is confusion as to the procedure for initiating the request for a DAR Insignia grave marker. Please refer to the STATE HISTORIAN and/or the DAR Handbook and National Bylaws on this matter.**
- d. Please do not hesitate to contact me with questions, concerns, or just to stay in touch.