

NSSAR Chaplains Committee Manual

Mission

A Chaplain in the National Society Sons of the American Revolution is to serve the many religious or spiritual needs of its membership at Chapter, State, or National Level. He provides pastoral care to individuals and serves as advisor to the Leadership at all levels. The chaplain works with personnel of all faiths and those who claim no faith or religious affiliation.

NSSAR Chaplains Committee Meeting Agenda

A typical agenda for the Chaplains Committee Spring and Fall Leadership Meetings is as follows:

- Call to Order
- Invocation
- Attendance/Requests for Excused Absence
- Planning for National Memorial Service
 - Review Previous Service, Specifically for Necessary Changes (Fall)
 - Plan Order of Worship (Spring)
 - Assign Liturgists for Next Service (Spring)
- Nomination for Chaplain General 15/16 Months prior to Congress (Spring)
- Appointment of Sub-Committees (as necessary)
- Unfinished Business
- New Business
- Benediction
- Adjournment

Additional items of business as appropriate may be added by the Chairman. Agenda must not exceed time allotted for the Chaplains Committee to meet as many committee members serve on additional committees.





Chaplain Qualifications

Chaplain General

The Chaplain General shall be a duly ordained, commissioned, or licensed clergyman in good standing in his religious body clergy who performs sacerdotal functions of his faith; he must have the authority to conduct religious worship, perform rituals, and administer ordinances or sacraments according to the prescribed tenets and practices of his faith. Furthermore, the Chaplain General shall be active in the NSSAR Chaplains Committee attending the majority of the meetings at least two years prior to his nomination and a member in good standing of the NSSAR. He may be active in ministry or retired.

Chaplain General Nominating Process

Candidates for Chaplain General shall present to the Chair and Vice Chair of the Chaplain Committee the following information to verify his credentials no later than the Congress the prior year to candidacy:

-  Biography of ministerial experience
-  Proof of Ordination including as many of the following as possible
 -  Certificate of Ordination
 -  Certified minutes of the body ordaining

The Chair and Vice Chair shall then vet the credentials of the candidate(s) to confirm both the NSSAR Bylaw Requirements and the Chaplain Committee Manual Requirements for the position are met in order for the full Chaplain Committee to make its endorsement of a Candidate for Chaplain General at the Fall Leadership Committee.

State Society Chaplains

Each State Society shall establish its qualifications for its State Chaplain. If available, it is preferred that each State Society elect a clergyman in good standing in his religious body and a Chapter in the State Society.

Chapter Chaplains

Each Chapter shall establish its qualifications for its Chapter Chaplain. If available, the committee recommends that each Chapter select a clergyman in good standing in his religious body and his Chapter.

Chaplain Duties

Chaplain General

NSSAR By-Law No. 14 sets the required duties of the Chaplain General. Based upon this by-law, the Chaplain General leads in planning the Memorial Service and other services as required for the Annual Congress as well as open and close meetings of the National Society with such services as are usual and proper on such occasions. The Chaplain General provides spiritual care for the General Officers at Congress; he also co-ordinates the spiritual care of compatriots attending Congress who become ill or are injured during the scheduled dates and notifies their State Society Chaplain for follow-up care.

The Chaplain General may plan and lead a brief service of worship on Sunday morning for the Fall and Spring National Leadership Meetings. The Chaplain General also provides spiritual care for the General Officers at National Leadership Meetings and events. In addition, the Chaplain General co-ordinates the spiritual care of compatriots injured or ill at National

Leadership Meetings with the members of the Chaplain Committee and notifies their State Society Chaplain for follow-up care.

State Chaplain

Each State Society establishes the duties of its Chaplain. The Chaplains Committee recommends the State Chaplain provide a Memorial Service at the State Society Annual Meeting for compatriots who died since the previous Annual Meeting. In addition, it is recommended that condolences be sent to deceased compatriots' next of kin when notified of their death by the local Chapter. The committee also recommends the State Chaplain open and close state meetings and events with prayer.

Chapter Chaplain

Each Chapter establishes the duties of its Chaplain. The Chapter Chaplain is responsible for the spiritual care of Chapter Members. The Chaplains Committee recommends the Chapter Chaplain consult with the family members and their local clergyperson to arrange participation in a funeral or memorial service for deceased compatriots; the *SAR Prayer Book* provides appropriate liturgies. It is the Chaplain's responsibility to report all deaths to the State Chaplain. The committee also recommends the Chapter Chaplain open and close meetings with prayer.

HIPPA Observance

Chaplains at all levels need to be aware of HIPPA requirements. Public prayers regarding health concerns ought to be general in content refraining from identifying specific health conditions of compatriots to ensure privacy restrictions are met.

NSSAR Chaplains Committee Responsibilities

A major role of the Chaplains Committee is to work with the Chaplain General to plan and lead the annual Memorial Service at Congress. The Chaplains Committee also works with the Chaplain General to provide spiritual support for the General Officers throughout the year. In addition, the Committee tends to the spiritual needs of compatriots who attend Congress and National Leadership Meetings during those meetings.

The Chaplains Committee also provides resources and guidance for State Society and Chapter Chaplains, as requested. The primary resource is the *SAR Prayer Book* available from Merchandising.

Annual Memorial Service at Congress

The highlight of the Annual Memorial Service at Congress is the Salute to Fallen Compatriots. Ordinarily, the Chaplain General Nominee provides this salute, but if the sitting Chaplain General is also the nominee a former Chaplain General will provide the Salute to Fallen Compatriots. The salute shall include all former General Officers, Minutemen, plus Compatriots of National prominence both in the National Society, including major donors, and American culture whose names are on the Memorial Roll. The Chaplain General preaches the sermon (15 minutes maximum). The service is non-sectarian respecting the multiple faiths of the National Society members.

The following is the order of service which may be adapted for music in the middle of the service:

- Prelude
- Antiphonal Processional or Processional Hymn
 - President General and Chaplain General enter first
 - President General Readers behind PG; Chaplains behind Chaplain General
- Invocation
- Advance the Colors
- National Anthem
- Post the Colors
- Welcome by Host Church
- National Hymn, *God of Our Fathers*
- Psalm
- Salute to Fallen Compatriots
- Hymn, *SAR Memorial Hymn*
- Old Testament Reading
- New Testament Reading
- Gospel Reading
- Memorial Sermon
- Memorial Litany
- Benediction
- Retire the Colors
- Recessional Hymn, *America, the Beautiful*

The President General presides over the service. The four most recent Presidents General read Scripture with the most recent reading the Gospel, the second the New Testament Reading, the third the Old Testament Reading, and the fourth the Psalm.

Chaplains Committee Sub-Committees

As needed, sub-committees may be appointed.

MEMORIAL RESOLUTION

MEMORIAL RESOLUTION FORMAT RESPECTING COMPATRIOT

WHEREAS, The hand of death on _____ entered our ranks and removed from our midst, COMPATRIOT _____, our venerable and esteemed brother in arms, and

WHEREAS, COMPATRIOT _____ was born on _____ at _____. He was the son of whose ancestors arrived in the Americas on the _____. COMPATRIOT _____ resided in _____ A funeral/ memorial service was held for him on _____ at Chapel, Church/Synagogue/Funeral Home in _____ following which, his earthly remains were placed at eternal rest at _____ Cemetery in _____, and

WHEREAS, by virtue of the proven patriot service during the Revolutionary War of his ancestor _____ and

WHEREAS, COMPATRIOT _____ successfully proved his direct lineage from the above patriot, and was admitted to membership in the National Society, Sons of the American Revolution on _____ as member number _____ and simultaneously was granted membership in the _____ Society, Sons of the American Revolution, member number, _____ and

WHEREAS, COMPATRIOT _____ was an active member of the _____ Chapter of the Sons of the American Revolution, and during that _____ year period participated in the activities of the chapter, thereby contributing to its success, and having served as _____ Compatriot _____ service to SAR has been recognized by his having received the following medals _____ and

WHEREAS, COMPATRIOT _____ was also an active member of the _____ Historical and Genealogical Society, through all of which he also promoted patriotism and honor, and

WHEREAS, COMPATRIOT _____ was also a man of God, having served as an active member of _____ Church/Parish/Synagogue in _____, and

WHEREAS, COMPATRIOT _____ graduated from _____ High School, in _____, _____ College in _____, and, and was during his lifetime a professional Military person, having served/retired after _____+____ years with service in the _____. and

WHEREAS, COMPATRIOT left surviving him his loving and devoted family: his _____

to whom we express our deepest sympathy on their respective loss, and

WHEREAS, upon his death, our country and state lost a loyal citizen whose devotion never faltered. He was one of the most zealous and faithful defenders of the principles for which our patriotic ancestors fought in the battle against the British for American Independence. In his quiet and unassuming way he did much to promote the progress and development of his country and the happiness of those around him. He was a good, quiet and modest person and enjoyed the respect, esteem and admiration of all who knew him.

NOW, THEREFORE BE IT RESOLVED by the _____ Chapter, _____ State Society, and Sons of the American Revolution as follows:

FIRST: That this chapter has lost a loyal and devoted member. To his family and friends we express our thanks for sharing his life with us and extend our profound condolences at his passing from our ranks.

SECOND: That this country and state have lost and honorable, upright and honest citizen, who was always ready to spend his life and give his service for that which he believed to be right and for the best interests of his country and state. To that end we dedicate ourselves anew to the continuance of the service to the country which his lifetime so well performed. We further Resolve that we are pledged again to cherish, maintain and extend the institutions of American freedom, to foster true patriotism and love of country, and to aid in Securing for mankind the blessings of Liberty.

THIRD: That for the purposes of perpetuating the memory of his life and fidelity to the purposes of the Sons of the American Revolution, and his steady devotion to duty, duplicate copies of this Resolution shall be entered into the minutes of this chapter, which he loved so well, and delivered to his family. The Resolution will also be read to chapter members attending a regular

monthly meeting and will be displayed on the chapter Internet web page. The Resolution may also be submitted to the _____ Society for publication in a future edition of _____, it's magazine.

FOURTH: That a duplicate of this Resolution shall be bound together with other similar Memorial Resolutions of the _____ Chapter, _____ Society, Sons of the American Revolution into a minimum of three books. Copies of this book will/may be donated to: 1. The _____ Public Library 2. The Library of the National Society, Sons of the American Revolution in Louisville, Kentucky 3. Chapter Genealogist, _____ Chapter, Sons of the American Revolution.

THIS RESOLUTION WAS ADOPTED BY THE EXECUTIVE COMMITTEE OF THE _____ CHAPTER, SONS OF THE AMERICAN REVOLUTION AT A REGULAR/SPECIAL MEETING IN _____, _____ COUNTY,

THIS THE _____

_____ District Chapter/Vice President

_____ Chapter President