



Chapter Chaplain Duties and Responsibilities

- Serve on the chapter executive board.
- Attend chapter meetings, events and activities.
- Prepare and present thoughts for the day at chapter meetings and at the request of the chapter president.
- Prepare messages appropriate for the event and/or time of year. Consider aligning topics to International, regional or state/province/national themes and/or educational ideas.
- Be aware of the cultural and religious diversity among Alpha Delta Kappa members. Avoid religious references.
- Utilize resources in the Resource Library on the International website as well as other resources (e.g., bookmarks, books, greeting cards, music, music lyrics, quotes, videos, websites, etc.) and original thoughts.
- Participate in chapter ceremonies, as requested.
- Prepare and present a memorial service for a chapter meeting, if requested.
- Perform other duties as described in the chapter bylaws and/or policies and procedures and as directed by the chapter president.

Note: This office is optional. If there is no officer serving in this position, these duties and responsibilities are assigned as documented in the chapter policies and procedures and/or at the discretion of the chapter executive board.