



## MOAA-Alamo Chapter

### Volunteer Position Description

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**Title:** Chaplain

**Importance of Position:** Provides a religious balance in a normal business, military, social, non-partisan political advocacy environment.

**General Expectations:**

- Current member of MOAA and of MOAA-AC
- Aware of MOAA-AC by-laws and Strategic Plan
- Write a monthly (or as required) article for *The Lariat*
- Computer access and reasonably computer literate
- Attend 85%-100% of Board, staff, and membership meetings.
- Prepare and submit budget input as needed.
- Support the planning process as needed.

**Qualifications:**

- Ordained and currently licensed by a recognized religious body.
- Experienced as an organizational chaplain, such as a chaplain to a recognized service organization.
- Ecumenical, that is, willing and able to minister across denominational lines.
- Comfortable working with members of the Chapter and, if needed, with their families

**Responsible to:** Chapter President

**Major Responsibilities:**

- Work closely with Chapter's Personal Affairs Officer.
- Respond to and offer support to members and family in crisis as needed.
- Attend staff and board meetings. Provide, if requested, invocations or other prayers appropriate to the meeting.

**Training/Preparation:**

- Completed graduate education at a recognized religious/theological university or seminary, receiving a master's degree in divinity or

equivalent and completed training in related specialty such as crisis management, grief counseling, ICPC Disaster response, military chaplaincy

- Coordinate with Chapter's Vice-President for Personal Affairs and prepare short report on requests for assistance and contacts from members.

**Average Time Commitment:** Minimum of ten hours per month.

**Length of Commitment:** Minimum one year.

### **Measures of Success:**

- Meets deadlines for *The Lariat* submissions.
- The chapter receives 5 Star Level of Excellence award each year.
- Complete all action steps, as assigned, in the chapter Strategic Plan.

**Date Prepared:** June 2007

**Date Revised:** November 2018, May 2024