



**Pouring A Cup of Love  
At the ALA Tea Party**

**PLAN OF ACTION  
CHAPLAIN  
2017-2018**

As The Department of Virginia is holding a Tea Cup Production this year, my part is the Creative Artist. I am passing many tea bags out filled with love. I also expect our Unit Chaplains to do the same. Choosing the theme "Pouring a Cup of Love At the ALA Tea Party", is saying we will be filling cups with compassion, inspiration and love.

As Chaplains, we are here to give spiritual support to our members, known as actors at this production. We open and close our meetings with prayer, send cards of all occasion to those in need, make phone calls and visits to sick at home, hospital or assisted living facilities/nursing homes.

Please be sure to send in deceased notices. I ask this year if you have anything special you want to say about a deceased, please send in your comments or an obituary of deceased member as an attachment. This is only a request, attachment is not a requirement, but timely submission of deceased notices is.

Don't forget to send in prayers and/or inspirational readings so we may present our Dept. President Cheryl with a beautiful prayer book.

Drape your charter after a member passes, participate in a Four Chaplains Service. Purchase grace cards from emblem sales. The grace cards are inexpensive and nice to enclose in Get Well cards as well as Thinking of You cards.

Use your own prayers or use the reflection page for monthly prayers from our Auxiliary Magazine. This magazine has wonderful prayers and inspirational readings.

Excellent resources, but not limited to are:

Unit Handbook

Chaplains Prayer Manual and Auxiliary Chaplains Prayer Manual  
which all are available from Emblem Sales

Please submit a mid-year report to me no later than December 1, 2017.

Your Annual Report should be mailed or post marked no later than April 15, 2018 to me. This year we are going back to Officer's and Chairmen judging your reports.

**Shelley Riley**  
**102 Nottingham Pl.**  
**Smithfield, Va. 23430**

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**757-753-0118**



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**DECEASED MEMBER NOTICE**

2017-2018

(PLEASE TYPE OF PRINT)

Unit No \_\_\_\_\_ Unit Name \_\_\_\_\_ Dist. \_\_\_\_\_ Zone \_\_\_\_\_

Name of Deceased: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Death: \_\_\_\_\_ Denomination: \_\_\_\_\_

Name of Next of Kin: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Relationship to Deceased: \_\_\_\_\_

Name and Title of Person submitting Form: \_\_\_\_\_

\_\_\_\_\_ and Telephone NO: (home or cell) \_\_\_\_\_

Mail Form To Dept. Chaplain: Shelley Riley  
102 Nottingham Pl.  
Smithfield, Va. 23430

**Note: Also be sure to send your District Chaplain A Copy**

**If you have any Comments You Would Like To Say About Deceased,  
Please Do So As An Attachment. If You Have A Picture or Copy of  
Obituary, You May Include As An Attachment.**

