



Post Chaplain's Manual & Four Chaplains Service Guidelines

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Chaplain Job Description

You should be in close confidence with the commander and other officers of your post, and should attend all meetings of the post. You should be ready upon occasion to take your part in the initiation of new members, the dedication of halls, monuments or colors and the funeral services of a comrade.

The American Legion is comprehensive in nature embracing all religions, faiths, and denominations within its ranks. The Chaplaincy, being non-denominational and non-sectarian, wishes to minister to the spiritual needs of all without regard to affiliation or non-affiliation.

History and Development

Chaplaincy is associated with the military the chaplaincy has a long and honorable history. For it is as old as the story of military operations. The term goes back to a legend of the fourth century about Martin of Tours. It is said that on his way home from battle he met a shivering beggar. He cut his cloak in two parts and gave one to the beggar. That night he had a vision of Christ wearing the part given to the one in need. His part known as a "cappa" was kept in a shrine called "cappella", becoming an object of veneration. French kings applied the term "chappelains", which meant "keepers of the cloak" to those clergy who ministered to them.

- There are many types of chaplain services including The American Legion, hospitals, prisons and universities.
- From 29 July 1775 the Continental Army recognized the chaplaincy as being part of the Army.
- From that date the role and mission of the chaplaincy has grown.
- The chaplain now plays an important role in all branches of service.
- Our founding fathers established an office of chaplain the first chaplain was appointed by George Washington the chaplain's role was to bring God to men and men to God.
- From then until now the chaplain has been an integral part of the total program.
- No program is complete without the services of the chaplain.

Purpose of Chaplains

- Help people grow in their relationship with God and one another.
- Develop an environment within which legionnaires are encouraged in their personal and collective moral and spiritual growth.
- God is the source of all rights and privileges.
- Seek to administer to people whenever there is a need.
- Be alert to the physical and spiritual needs of his/her comrades.
- Be notified when there is death, illness, or special concern in the membership.
- To have open lines of communication with local clergy, hospital and school officials, funeral directors and other community organizations so they will be informed of what services and programs the post can and will provide when called upon.
- He's the one who has the calming effect and brings harmony to people and organizations.

Qualifications of a Chaplain

- The chaplain does not have to be a clergyman.
- Anyone can serve who is willing.
- Persons serving in the office should demonstrate a sense of spiritual maturity and be committed to the chaplaincy and a person of integrity.
- Without this demonstration the chaplain will not provide the spiritual counsel needed by the commanders and members alike.
- Have a positive attitude toward himself/herself, spiritual matters, the unit served, and The American Legion.
- Willing to serve where there is a need. Can't be selective in their service for they have a responsibility to all, neither can they just serve because it is convenient. They should provide support as needed.
- Ability to keep things confidential which is an absolute necessity.
- Should never be political while serving as a chaplain.
- Should not be appointed against his/her will.
- Should not accept the position just to hold an office.
- Should not be elected or appointed just to fill a spot on a roster.
- Should seek to be a model in matters related to the ethical and moral.

- Should be groomed, cleaned and dressed appropriately. Look like a chaplain, act like a chaplain and be a chaplain.
- Should be cheerful, confident, and bring hope (not all the hurt of those in our care can be healed but they can be soothed). Being cheerful improves their health and gives them hope.
- When there is a conflict between two legionnaires, the chaplain cannot take sides.
- The National Chaplain is appointed.
- Department, Area, District, and Post Chaplains are either elected or appointed.

Work of a Chaplain

- Chaplains teach no other lesson but that of courtesy (Rom 16:1-15).
- The chaplain must never forget that he/she is the one who serves.
- There is a source of strength and power upon which you must call the power of God. Call upon him before all major decisions.
- A chaplain has to be a good listener in order to interact with other people.
- Eight barriers to listening:

1. No desire for details	5. Selfishness
2. Conflicting agendas	6. A need to “fix it”
3. Control issues	7. In a hurry
4. Distractions	8. Fatigue

Prayers

- Prayer is talking with God.
- Prayer is not a speech or mindless rambling, but sincere, enjoyable conversation with God.
- The aspects of prayer are praise, thanks, and ask.
- A general pattern for prayer is:
 - Praise and thank God.
 - Ask him for your spiritual needs (you need to clear your own soul first, in order to pray well for others).
 - Ask him for the needs of others.
 - Ask him for your physical needs.
 - Praise and thank him again.
 - Pray to feel Gods love so we can love one another.
- Give prayers such as the invocation and benediction at meetings.

- Give memorial prayers at memorials and post everlasting ceremonies.
- Can use your own providing they are appropriate for the occasion.
- Prayer ought to be audible to all. Scripture reading should be selected and studied beforehand:
 - Write them out and memorize them.
 - Keep them in a personal prayer book.
 - Never say the same prayer.
 - Always make your prayers personal.
 - Read books about prayers.
 - Know the power that prayers can do for an individual.
 - Be enthused and pray loud.
 - Bring Gods presence into the room as you pray.

Chaplains should participate in:

- Four Chaplains days and Religious Emphasis Week.
- Independence and patriotic day events.
- Veterans Day Memorials.
- Installations.
- Initiations.
- Funeral and memorials when requested.
- Visit the sick, bereaved, shut-ins, and the disabled.
 - *Never ask a patient what his/her sickness is.*
- Ask the patient if you can say a prayer or pray with them.
 - All sick room prayers should be short.
- A good time to visit a patient is in the evening before an operation or major procedure.
- Send cards and make telephone calls as needed.
- Take part in all rituals and ceremonies of The American Legion.
- Mingle with the people. Make it possible for the members to easily contact you with their concerns and problems. Look sharp and be sharp. Properly wear a clean cap, wear it with pride because it is our uniform. The cap tells people who you are.
- Communicate with officers, members, and community organizations.
- Provide spiritual leadership through the Legions "Service to God and Country."

SO YOU'VE BEEN ASKED TO DO A FUNERAL ...

Why you were asked

- You're a close friend.
- The family likes and respects you.
- You are seen as a person of faith.
- They have seen your performance as a chaplain at other functions.
- You represent The American Legion.
- The deceased did not have a connection to a local house of faith.
- The family does not know a local clergy person.

God moves in mysterious ways. Pray for divine guidance, and remember that it's an honor and privilege to serve.

Act normal

- Begin to shape the service according to your beliefs, unless the family specifically requests otherwise.
- Learn from others, but don't imitate them. If they wanted someone else, they would have asked that person.
- Don't compromise your personal beliefs or ethics. You have a right to say no.

Make contact with the family

- It's common to have the first call come from the funeral director. It may even be second or third, handed through the post.
- If you knew the deceased, you're off and running. However, it's likely that you had, at best, a casual acquaintance with the deceased and his family.

What to ask the funeral director

- Date, time and place of the funeral
- Place of burial
- Whether you will ride in the hearse, with the procession, or in your own vehicle
- Date, time and place of visitation
- Key family contact (spouse, son or daughter, sibling)
- Family record (children and grandchildren, church and organization ties)

What to ask the family

- Are there any specific requests for the service?
- Are there particular Scripture passages, poems or writings they would like you to read?
- Will anyone from the family be giving a eulogy? (If not, you'll be doing it.)
- "What would you like me to mention about your _____?" This will provide a lot of personal tidbits to weave into the message.

Difficulties

- **The family wants a short service.** Always ask for a specific amount of time.
What is short for you may be too short or too long for the family.
- **The family tells me they want me to take care of it.** Go to the obituary, talk to post members, and give the best generic service that you can.
- **The deceased was a jerk.** Don't lie. It's not your job to preach someone into heaven. If you make a person seem better than he or she was known to be, you will lose the sincerity of the occasion and do it an injustice.
- **Suicide.** Don't tell everything you know. It's not your job to condemn the person to hell. For a troubled life, it is appropriate to make reference to it, but leave the mystery unsolved or with possible hope. At times, silence is golden.
- **Extended illness before death.** Mention the struggle, but remember to share the victory. This is where faith comes in.
- **The deceased was a "heathen."** Don't promise eternal salvation where it is questionable. Don't promise damnation where it is questionable. Commit the person into the righteous, loving arms of his Creator.

Remember the family and friends

- The service will not do the deceased any good. Your job is to help the family pass through this point in their grieving process and to have hope.
- Point the family in the direction of sustaining faith. Pray for God's presence with them.

Planning the service

- Try to be at the visitation. This will give you face-to-face contact with the family and the funeral director. Ask about an open or closed casket. Closed is the most appropriate.
- The family usually goes to the visitation a half hour before the general public. This is a good time for you to be there, to offer comfort and a visible presence of God. Offer to pray with the family when it seems appropriate.
- Religious bookstores have minister's or funeral manuals that can be useful. Also, your own pastor will have resources.
- If you are not clergy, you will probably not be in a house of worship. If you are in a house of worship, you are subject to its rules and rituals. Clear what you intend to do with the presiding clergy. If clergy is participating, you should be subordinate to them, unless the family has designated you as principal speaker.

The service

Opening (words from Scripture)

"The Bible says," "The psalmist declares," or "Jesus said." Examples: "Jesus said, 'I am the resurrection and the life. He who believes in me will live, even though he dies; and whoever lives and believes in me shall never die' (John 11:25-26, NIV); "I am the Alpha and Omega" (Revelation 1:8); "I am the First and the Last (Revelation 1:17); "I died, and behold I am alive forever, and I hold the keys of hell and death (Revelation 1:17c); "Because I live, you also will live" (John 14:19b). Omit reading the book chapter and verse.

Greeting

“Friends, we are gathered here today to pay our final respects to (name of deceased). May we be unified in the Spirit of our Lord as He searches our hearts, so that in our pain we can be consoled, in our mourning we may hope, and in the presence of death we can be assured of resurrection.”

Prayer (extemporaneous or written) Affirmation of the
deceased’s faith (optional) Reading of Scripture

Five passages averaging 15 to 20 verses each, from a modern translation, works well.
Psalm 23 is usually fitting unless otherwise requested.

Suggested passages

- Old Testament: Psalms 6, 103, 112, 130, 145; Proverbs 31:10-31 (wife); Ecclesiastes 3:1-13; Isaiah 40:28-31, 43-44 (excerpts), 55:1-3, 6-13
- Gospels: Matthew 10:27-33; Luke 6:36-38; John 3:14-16, 11:25-26, 14:1-10a
- Epistles: Romans 8:28-39; I Corinthians 13, 15:35-44, 51-58; II Corinthians 1:3-7; Philippians 4:4-9; I Timothy 1:15-17; Revelation 21:1-7

Message (reflections on Scripture) Naming

- Make sure you have the deceased’s name right. Add warmth by knowing his or her nickname to the eulogy or words of remembrance.
- Keep in mind that some people do not go by their first given name.

Closing prayer and benediction

- If the family is led to the casket for a final look or final remembrance, stand by the casket in a prayerful manner.
- Do not interfere with the family’s mourning. If they need you, they will come to you or make a gesture.
- You will lead the precession to the hearse. (For more on this procedure, see the *Officer’s Guide and Manual of Ceremonies*.)

Committal service at the grave site

If there was no service at the funeral home or another location, you will want to extend the committal, possibly with additional Scripture and a mini-eulogy.

You will lead the procession from the hearse to the grave. Stand at the head of the grave and preferably at the left by the blue field of the U.S. flag, if the casket is draped. Depending on the grave’s location, crowd size, the tent and weather conditions, you will have to be flexible.

The committal

- Reading of Scripture
- Prayer
- Prayer of committal: “Almighty God, into Your hands we commend your child (name of deceased) in hope for resurrection unto life eternal. This body we commit to the ground – earth to earth, ashes to ashes, dust to dust. Blessed are the dead who die in the Lord henceforth. ‘Blessed indeed,’ says the Spirit, ‘that they may rest from their labors, for their deeds follow them’” (Revelation 14:13, NIV).
- The Lord’s Prayer (This is acceptable for Protestants and Catholics alike).

However, Catholics omit the doxology. Encourage those assembled to participate.)

- Benediction or blessing
- Turn the service over to the firing squad commander.
- After the presentation of the U.S. flag and Taps, you may express your personal condolences to the family and offer any further assistance you believe appropriate.

Department Awards

Best Post Four Chaplains Memorial Service
Best Religious Emphasis Award

Award Submission Guidelines

The following should provide the Chaplain wishing to compete for the Religious Emphasis Award a clear understanding of report expectations:

Included in the report:

All items which clearly reflect the activities in which the Chaplain has been involved within the year he/she is reporting. This should include activities within the American Legion and the community. The items may be written accounts, pictures, illustrations, certificates earned, anything that describes the work the Chaplain has accomplished.

Heart of the report:

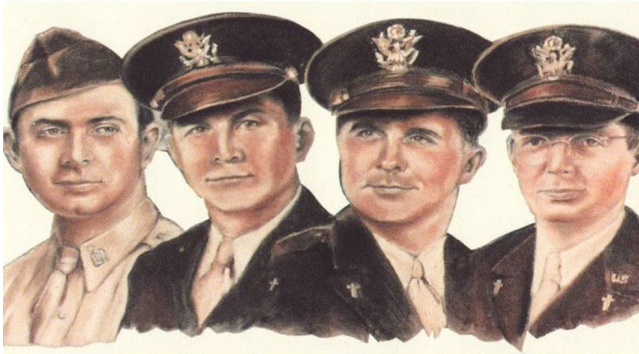
The pages you include in your report should reflect the work you do as a Chaplain of your Post/District. Narratives should be written in the third person. Photographs or illustrations must identify the people and the event where it took place and when. Activities you should report are: patriotic events, holiday observances, Post function, funerals, memorial services, awards you have earned, copies of printed programs with which you were involved.

Don't limit your entries to just American Legion involvement but any community activity in which you participated. This is no place to be modest. If you want people to know what contributions you have made in your work as a Chaplain, you will have to tell them. Toot your horn!

Photographs:

Larger pictures are always more impressive. (Don't forget you are trying to impress the judges.) A tip that you may want to consider is to take your standard 3.5x5 or 4x6 pictures to an office supply store for copying as enlargements they are more economical. Identify everyone in the photograph, date the picture and identify the event. All are necessary to describe the photo. Consider using sub-mounts, these show very well.

The Story of The Four Chaplains



It was known as Torpedo Junction, the U-Boat infested icy waters of the North Atlantic during World War II. On February 3, 1943, the USAT DORCHESTER, an old coastal steamer quickly pressed into military service, was slowly making her way through those waters bound for Greenland.

Most of the men were seasick, and green with nausea. Because they were in submarine waters, the captain directed the men to keep outer gear and life jackets on at all times. Moving among them were four Army Chaplains: George Fox (Methodist), Alexander Goode (Jewish), Clark Poling (Dutch Reformed), and John Washington (Roman Catholic). The Chaplains talked with and listened to the men -- soothing apprehensions, offering encouragement, or sharing a joke. By their concern, their comradery with the men and one another, and their very presence, they brought solace. An enemy submarine, stalking the ship undetected, fired a torpedo toward the ship's aging flank. The missile exploded in the boiler room, destroying the electric supply and releasing suffocating clouds of steam and ammonia gas. Many on board died instantly; some were trapped below deck. Others, jolted from their bunks, groped and stumbled their way to the decks of the stricken vessel. Taking on water rapidly, the ship began listing to starboard.

Because security reasons prevented the use of distress flares, escort vessels, still close enough to assist, pushed on into the darkness unaware that the DORCHESTER was sinking.

Overcrowded lifeboats capsized; rafts drifted away before anyone could reach them. Men clung to the rails, frozen with fear, unable to let go and plunge into the dark, churning water far below.

The Four Chaplains calmed frightened men, got them spare life jackets, and urged them over the side. The supply of extra jackets ran out with men still waiting. Having decided to remain with the sinking ship, the Four Chaplains either gave to or forced upon frightened servicemen their own life jackets.

Too quickly, no more lifeboats could be launched and many men were left aboard, but there was more for the Chaplains to do. When last seen, they were standing together on the

deck leading the men in prayer. With arms linked in friendship and heads bowed in prayer, they sank beneath the waves. Two of those chaplains were Protestant, one was a Catholic, and one was a Jew. Monsignor John McNamara, former Chief of Chaplains of the U.S. Navy, said at a Four Chaplains Award Service, "No casting director in Hollywood could have selected a better cast of characters than these four to portray the basic unity of the American people."

The self-sacrifice of the Four Chaplains was a heroic act. It was not the only heroic act aboard the DORCHESTER. But it was the identity of these four young men, representing three great faiths of the American people that adds symbolism to their sacrifice.

It is our charge to see that this brief, but significant, portion of American history is not lost, and that the lessons of cooperation and selfless service are proclaimed.

DEPARTMENT OF THE ARMY
Personnel and Ecclesiastical Relations
Office of the Chief of Chaplains



In mid-1942, George decided to join the Army Chaplain Service and he was appointed on July 24, 1942. He went on active duty August 8, 1942, the same day his son Wyatt enlisted in the Marine Corps. He was assigned to the Chaplains school at Harvard and then reported to the 411th Coast Artillery Battalion at Camp Davis. He was then reunited with Chaplains Goode, Poling and Washington at Camp Myles Standish in Taunton, Massachusetts and their fateful trip on the U.S.A.T. DORCHESTER. Chaplain Fox was posthumously awarded the Purple Heart and Distinguished Service Cross.

NAME:	Fox, George L.
GRADE:	1st Lt.
ASN:	0485690
DENOMINATION:	Methodist
ENTERED SERVICE FROM:	Gilman, Vermont
DOB & PLACE:	15 March 1900, Altoona, Pennsylvania
WIDOW:	Mrs. Isadora H. Fox (deceased)
CHILDREN:	• Dr. Wyatt R. Fox • Mrs. Mary Fox Murray
PARISHES SERVED:	• Downs, Illinois • Rye, New Hampshire • Waits River, Vermont • Union Village, Vermont • Gilman, Vermont
DATE OF APPOINTMENT:	24 July 1942
DATE OF ACTIVE DUTY:	8 August 1942
DECORATIONS:	• Purple Heart (Posthumous) • Distinguished Service Cross (Posthumous)
ARMY ASSIGNMENTS:	• 411th Coast Artillery Battalion (1942) • Casual, overseas (November 1942) • Killed in action (February 3, 1943)
EDUCATION:	• Illinois Wesleyan University, 1932, B.A. • Boston University School of Theology, 1934
HEIGHT:	5 feet, 4 ½ inches
HAIR:	Brown
EYES:	Brown
COMPLEXION:	Fair

DEPARTMENT OF THE ARMY
 Personnel and Ecclesiastical Relations
 Office of the Chief of Chaplains



Rabbi Goode applied to become a chaplain with the U.S. Navy in January 1941, but he was not accepted at that time. Right after Pearl Harbor, he tried again, this time with the Army, and received an appointment on July 21, 1942. Chaplain Goode went on active duty on August 9, 1942 and he was selected for the Chaplains School at Harvard.

It was January 1943 when he boarded the U.S.A.T. Dorchester in Boston and embarkation to Greenland. Chaplain Goode was killed in action on February 3, 1943 in the icy waters of the North Atlantic when the Dorchester was sunk by a German U-boat. Chaplain Goode was posthumously awarded the Purple Heart and Distinguished Service Cross.

NAME:	Goode, Alexander D.
GRADE:	1st Lt.
ASN:	0485093
DENOMINATION:	Jewish
ENTERED SERVICE FROM:	York, Pennsylvania
DOB & PLACE:	10 May 1911, New York, New York
WIDOW:	Mrs. Theresa Kaplan
CHILDREN:	Mrs. Rosalie Goode Fried
PARISHES SERVED:	• Marion, Indiana (1936-37) • York, Pennsylvania (1937-42)
DATE OF APPOINTMENT:	21 July 1942
DATE OF ACTIVE DUTY:	9 August 1942
DECORATIONS:	• Purple Heart (Posthumous) • Distinguished Service Cross (Posthumous)
ARMY ASSIGNMENTS:	• 333rd Airbase Squadron (1942) • Casual, overseas (November 1942) • Killed in action (February 3, 1943)
EDUCATION:	• University of Cincinnati, 1934, A.B. • Hebrew Union College, 1937, B.H. • John Hopkins University, 1940, Ph.D.
HEIGHT:	5 feet, 8 ½ inches
HAIR:	Black
EYES:	Gray
COMPLEXION:	Fair

DEPARTMENT OF THE ARMY
 Personnel and Ecclesiastical Relations
 Office of the Chief of Chaplains



When the country was at war with Japan, Germany and Italy, Clark V. Poling decided to become a chaplain. Talking with his father, Dr. Daniel A. Poling, who was a chaplain in World War I, he was told that chaplains in conflict sustained the highest mortality rate of all military personnel. Without hesitation, he was appointed on June 10, 1942 as a chaplain with the 131st Quartermaster Truck Regiment and reported to Camp Shelby, Hattiesburg, Mississippi, on June 25, 1942. Later he attended Chaplains School at Harvard with Chaplains Fox, Goode and Washington after his transfer to Camp Myles Standish in Taunton, Massachusetts. Chaplain Poling was posthumously awarded the Purple Heart and Distinguished Service Cross.

NAME:	Poling, Clark V.
GRADE:	1st Lt.
ASN:	0477425
DENOMINATION:	Reformed Church in America
ENTERED SERVICE FROM:	Schenectady, New York
DOB & PLACE:	7 August 1910, Columbus, Ohio
WIDOW:	• Mrs. Bruce Cunningham • Previously Mrs. E. Gayle Fitzsimmons
CHILDREN:	• Dr. Clark V. Poling • Mrs. Susan Poling Smith
PARISHES SERVED:	• First Church of Christ, New London, CT • First Reformed Church, Schenectady, NY
DATE OF APPOINTMENT:	10 June 1942
DATE OF ACTIVE DUTY:	25 June 1942
DECORATIONS:	• Purple Heart (Posthumous) • Distinguished Service Cross (Posthumous)
ARMY ASSIGNMENTS:	• 131 QM Truck Regiment (1942) • Casual, overseas (November 1942) • Killed in action (February 3, 1943)
EDUCATION:	• Rutgers University, 1933, A.B. • Yale University, 1936, B.D.
HEIGHT:	N/A
HAIR:	Medium Brown
EYES:	Brown
COMPLEXION:	Fair

DEPARTMENT OF THE ARMY
Personnel and Ecclesiastical Relations
Office of the Chief of Chaplains



Father Washington's first parish was at St. Genevieve's in Elizabeth, New Jersey, and then he served at St. Venantius for a year. In 1938, he was assigned to St. Stephen's in Arlington, New Jersey. Shortly after the Pearl Harbor attack of December 7, 1941, he received his appointment as a chaplain in the United States Army. Father Washington went on active duty May 9, 1942. He was named Chief of the Chaplains Reserve Pool, in Ft. Benjamin Harrison, Indiana. In June 1942, he was assigned to the 76th Infantry Division in Ft. George Meade, Maryland. In November 1942, he reported to Camp Myles Standish in Taunton, Massachusetts and met Chaplains Fox, Goode and Poling at Chaplains School at Harvard.

Father Washington boarded the U.S.A.T. Dorchester at the Embarkation Camp at Boston Harbor in January 1943 en route to Greenland. Chaplain Washington was killed in action on February 3, 1943, when the Dorchester was sunk by a German U-boat. Chaplain Washington was posthumously awarded the Purple Heart and Distinguished Service Cross.

NAME:	Washington, John P.
GRADE:	1st Lt.
ASN:	0463529
DENOMINATION:	Roman Catholic
ENTERED SERVICE FROM:	Arlington, New Jersey
DOB & PLACE:	16 July 1908, Newark, New Jersey
SISTER:	Mrs. Anna B. Schwoebel
PARISHES SERVED:	Diocese of Newark
DATE OF APPOINTMENT:	24 April 1942
DATE OF ACTIVE DUTY:	9 May 1942
DECORATIONS:	• Purple Heart (Posthumous) • Distinguished Service Cross (Posthumous)
ARMY ASSIGNMENTS:	• Chief of Chaplains Reserve Pool, Fort Benjamin Harrison, IN (May 1942) • 76th Infantry Division, Fort George Meade, MD (June – Nov. 1942) • Boston Port of Embarkation, Camp Miles Standish, Taunton, MA (Nov. 1942-Jan. 1943) • Casual, overseas (January 1943) • Killed in action (February 3, 1943)
EDUCATION:	• Seton Hall College, S. Orange, NJ, 1931, A.B. • Immaculate Conception Seminary, Darlington, NJ, 1935
HEIGHT:	N/A
HAIR:	Brownish- Blonde
EYES:	Blue
COMPLEXION:	Fair/ Medium

Suggested Introductory Remarks **for a Four Chaplains Service**

On February 3, 1943, the USAT DORCHESTER tragically sunk. Of the 902 young men on board, only 230 survived. Many of those survivors owe their lives to the courage and leadership exhibited by the heroic Four Chaplains, who, in sacrificing their lives, created a unique legacy of brotherhood.

Since 1951, the Chapel of Four Chaplains has spread the message of interfaith cooperation and selfless service, touching the lives of thousands of people across this great country.

There will be thousands of Four Chaplains Interfaith Memorial Services held across the nation on or near February 3rd. This service is a tribute to those courageous Chaplains and the 672 brave young men who lost their lives on that fateful night. Further, this service honors all those who have served, and whose courage and faith have sustained our country.

It is important that we teach our children and youth about these great events and great sacrifices, for they are our future. It is vital for them to understand what selfless service on behalf of others can accomplish.

Three Suggested Formats of a Four Chaplains Services

1. With a breakfast or banquet:

- Posting the colors / pledge of allegiance.
- "America, the Beautiful" (assembly or solo).
- Welcome.
- Invocation.
- Meal.
- Introduction of guests.
- Homily / message (focused on the four chaplains and sacrificial service).
- Tributes to the four chaplains (wreath laying or candle lighting by four clergy or other persons of each faith).
- Offering (for the Chapel of Four Chaplains, Valley Forge, PA)
- "Let There be Peace on Earth" (assembly) (see suggested hymns in this packet).
- Benediction.
- Retirement of colors.

2. Major program:

- Posting the colors / pledge of allegiance.
- National Anthem.
- Welcome.
- Invocation.
- Introduction of guests.
- The collect (read aloud by assembly).
- Musical selection (choral or band).
- Homily / message (focused on the four chaplains and sacrificial service).
- Tributes to the four chaplains (wreath laying or candle lighting by four clergy or other persons of each faith).
- Offering (for the Chapel of Four Chaplains, Valley Forge, PA).
- "Let There be Peace on Earth" (assembly) (see suggested hymns in this packet).
- Benediction.
- Moment of silence.
- Taps.
- Retirement of colors.

3. Short program:

- Pledge of allegiance.
- "America, the Beautiful" (assembly or solo).
- Invocation.
- Welcome.
- Introduction of guests.
- The collect (read aloud by assembly).
- Homily / message (focused on the four chaplains and sacrificial service).
- Offering (for the Chapel of Four Chaplains, Valley Forge, PA).
- Benediction.

Four Chaplains Prayer

This prayer is interfaith in nature and may be read aloud by everyone at the appointed time in the program. This prayer is a part of each Legion of Honor Award Service sponsored by the Chapel of Four Chaplains.

The Collect

God of our Fathers and our God, we thank you for the unity that the DORCHESTER Chaplains, these four men of God, demonstrated in life and in death.

Unity that is not uniformity

Unity that strengthens within each of us every worthy loyalty of faith and practice

Unity that transcends all our differences and makes us one in loyalty to our country and our fellowmen, and to you our God

Grant us now Your abiding presence and may we remain faithful to the spirit of our Four Chaplains who, having learned to live and serve together, in death were not divided.

Suggestions for Your Four Chaplains Service

BACKGROUND:

These community services began to be held in the late 1940's across the nation on or near February 3rd of each year. They are held to honor the Four Chaplains and the other 668 men who perished when the USAT DORCHESTER was torpedoed and sunk on February 3, 1943. Because of the interfaith nature of the sacrificial act of the Four Chaplains, this is an excellent way to bring together people of all races, faiths, and creeds in an observance of a common unity among Americans. We urge your organization to hold a Four Chaplains Observance with this purpose in mind. It is appropriate that this is also the time of National Brotherhood Week.

MUSIC:

The following is a suggested, but not inclusive, list of music appropriate for Four Chaplains Services.

- The National Anthem
- The Four Chaplains Anthem (used in our Chapel services)
- America, The Beautiful (used in our Chapel services)
- How Great Thou Art
- God of Our Fathers
- My Country, 'Tis of Thee
- Battle Hymn of the Republic
- Eternal Father, Strong to Save (Navy Hymn - includes stanza for each branch of military service)
- This Is My Song (tune of Finland)
- Pomp & Circumstance (processional / recessional)
- God Bless America
- Let There Be Peace on Earth
- Taps
- Auld Lang Syne

OFFERINGS:

Many organizations take an offering during the service for the work of the Chapel of Four Chaplains. These offerings enable us to continue our many worthwhile programs and are truly appreciated.

GUESTS:

It is a special honor to recognize DORCHESTER survivors, and family members of the victims and chaplains, if any are present. If you tell us the date, time, and location of your service, we can invite these special persons on your behalf.

LOCATION:

The service can be held in veterans or fraternal halls, auditoriums, parks, churches, synagogues, and chapels. We recommend that clergy or representatives of the different faith groups be participants. Clergy to represent the Four Chaplains is always impressive.

PROGRAMS:

Printed programs add to the dignity and importance of the occasion. A copy of the program should be sent to the Chapel of Four Chaplains for the archives.

PUBLICITY:

News releases can be sent to local newspapers, television stations, and radio stations. Encourage the media to publicize the upcoming service or to do a follow-up report. A copy of any publicity items should be sent to the Chapel of Four Chaplains for the archives.

INTRODUCTIONS:

For a smooth flowing service, it is recommended that minimal introducing be done. Let each participant follow the other as listed in the program. There should be a brief introduction of the main speaker. The person presiding is responsible for keeping the service flowing smoothly.

REHEARSAL:

A rehearsal prior to the event always makes for a more effective service. **COLOR GUARDS / HONOR GUARDS:** Veterans, civic, and fraternal organizations wishing to participate with their color/honor guards, including organizational flags, enhance the service.

FOCAL POINTS:

To symbolize the tragic sinking of the USAT DORCHESTER, there can be any number of focal points for the service: four lit candles, four red roses, a life jacket, or four empty seats near the altar or speaker's area. (For a breakfast or banquet, this can be a completely set table for four, but with no one sitting at the Four Chaplains table.)

A FINAL WORD:

To make your Four Chaplains Service special and memorable, be sensitive, creative, and enthusiastic!

Introduction for Candle **Lighting Ceremony**

At 12:30 A.M. on February 3, 1943, the bell on the troop ship DORCHESTER rang twice and never sounded again.

The DORCHESTER was torpedoed by an enemy submarine and 672 young men paid the supreme sacrifice. Included in the 672 were Four Men of God -- a rabbi, a Roman Catholic priest, a Methodist minister, and a Dutch Reformed minister -- all Army Chaplains.

These Four Chaplains gave their life jackets to save four soldiers and, in so doing, gave up their only means of survival. They were last seen on the deck of the ship with their arms linked together and their heads bowed in prayer as they went to their watery graves in the North Atlantic off the coast of Greenland. Each chaplain received the Purple Heart and Distinguished Service Cross posthumously.

At this time, a candle will be lit for each of the Four Chaplains, as their biographies are read...

I LIGHT THIS CANDLE IN MEMORY OF CHAPLAIN GEORGE L. FOX

George L. Fox, the oldest of the four, knew all about war. Lying about his age in 1917, he enlisted in the Army as a medical corps assistant. He won a Silver Star for rescuing a wounded soldier from a battlefield filled with poison gas, the Croix de Guerre for outstanding bravery in a artillery barrage, and the Purple Heart for wounds. A resident of Vermont, he was a successful accountant and family man when he heard God's call to the ministry. Fox went back to school and later was ordained into the Methodist denomination. When war came, he once again enlisted, telling his wife, "I've got to go. I know from experience what our boys are about to face. They need me." Fox began active duty on August 8, 1942, and served until that fateful morning of February 3, 1943.

I LIGHT THIS CANDLE IN MEMORY OF CHAPLAIN ALEXANDER D. GOODE

Alexander D. Goode was both an outstanding athlete and scholar. Following in his father's footsteps, this young man known for his laughter and love of life, became a rabbi. While studying for his calling, he joined the National Guard and kept up an active membership. The return of the body of the Unknown Soldier had a profound effect on Goode. He attended the ceremonies, choosing to walk the thirty miles rather than drive or take a bus, because he thought it showed more respect. Goode married his childhood sweetheart and was serving a synagogue in York, Pennsylvania, when World War II broke out. He served on active duty from August 9, 1942 until February 3, 1943.

I LIGHT THIS CANDLE IN MEMORY OF CHAPLAIN CLARK V. POLING

Clark V. Poling was the youngest of the Four Chaplains and the seventh generation in his family to be ordained in the Dutch Reformed Church. When war came, he was anxious to go, but not as a chaplain. "I'm not going to hide behind the church in some safe office out of the firing line," he told his father. The elder Poling replied, "Don't you know that chaplains have the highest mortality rate of all? As a chaplain you'll have the best chance in the world to be killed. You just can't carry a gun to kill anyone yourself." So Clark Poling left his pastorate in Schenectady, New York, and enlisted as a chaplain. Just before he left for active duty, Clark asked his father to pray for him - "not for my safe return, that wouldn't be fair. Just pray that I shall do my duty...and have the strength, courage, and understanding of men. Just pray that I shall be adequate." Poling began active duty on June 10, 1942, and served until February 3, 1943.

I LIGHT THIS CANDLE IN MEMORY OF CHAPLAIN JOHN P. WASHINGTON

John P. Washington grew up poor, scrappy, and determined in the toughest section of Newark, New Jersey. One of nine children born to an Irish immigrant family, he was blessed with a sunny disposition, a beautiful singing voice, and a love for music. He also loved a good fight, and was leader of the South Twelfth Street gang when he was called to the priesthood. He played ball with the boys of the parish, organized sports teams and, when war came along, went with his "boys" into the Army. He began active duty on May 9, 1942. His wonderful voice, raised in song and prayer to comfort those around him, could be heard until his final moments on February 3, 1943.

The Legion of Honor

The Legion of Honor is the main award given by the Chapel of Four Chaplains. This award, as well as the others, includes membership on the Roll of the Legion of Honor. The award is signified by the bestowal of the Legion of Honor Certificate in an appropriate ceremony. It is awarded for outstanding sacrificial, volunteer service to one's community and fellow human beings regardless of faith or race in keeping with the spirit of the sacrifice of the Four Chaplains. The service performed must have been above and beyond that required by one's professional or organizational position, and must have required a notable sacrifice on the part of the individual. The award is bestowed upon persons who have been nominated by appropriate individuals and selected by the Chapel's Awards Committee. It is presented publicly at a special Legion of Honor Ceremony or as a part of another award ceremony with proper description and citation. **NOTE:** *nominations must be received 6 weeks in advance of the presentation date.*

Junior Legion of Honor

The Junior Legion of Honor is awarded to young people who have contributed to inter-ethnic and interfaith harmony in the community, and whose lives are marked by volunteer, selfless service. Examples of volunteer service include: Nursing Homes, hospitals, Special Olympics, DARE, SADD, school tutoring, Girl Scouts, Boy Scouts, ROTC, Church, Synagogue, etc.

LEGION OF HONOR NOMINATIONS

I nominate the following person being deserving of membership in the Chapel's **LEGION OF HONOR**. They have served others unselfishly. They have not previously been nominated, and I believe they would add honor to the roll of awardees.

Signature of Nominator: _____

Kindly include a nominating statement for each nominee, giving reasons why he/she should be granted the Legion of Honor Award.

Nominees Name _____

Address _____

Phone _____ E-mail _____

Specifically describe the nominee's selfless service to the community -

State reasons why she/he should be granted the Legion of Honor Award -

Name of Nominator _____

Address _____

Phone _____ E-mail _____

Mail nominations to: The Chapel of Four Chaplains
1201 Constitution Avenue
The Navy Yard, Bldg 649
Philadelphia, PA 19112-1307