

SPECIAL OPERATIONS ASSOCIATION
STANDARD OPERATING PROCEDURE
ANNEX O
CHAPLAIN

I. GENERAL

A. PURPOSE. This Standard Operating Procedure (SOP) Annex is to standardize routine recurring operational and administrative procedures required of the Special Operations Association (SOA) Chaplain.

B. CONFORMITY. This annex and all actions taken to implement its directives will conform with the current bylaws of the SOA (as amended or dated later) and the Articles of Incorporation in the State of Texas, Charter Number 120709501, as amended by Certificate dated 2 January 2003 (or amended by Certificate at a later date), and SOA SOP Annex C (Treasurer).

II. DUTIES OF THE CHAPLAIN

A. At Official SOA governing and social functions, or as requested by other committees, the Chaplain will render an invocation and/or other ceremonial procedure as rendered appropriate by the SOA BOD.

B. CONDOLENCE CALLS: Upon receipt of the information of a deceased member, usually by email from the Membership Chair, the Chaplain shall make an attempt to telephone the next of kin (NOK) to the deceased member with condolences from the SOA, offer assistance, and conduct a prayer with the NOK if appropriate. In the case of a deceased member's death becoming known to the SOA over thirty days after his passing, no attempt will be made to contact the NOK.

C. REPORTS TO BE MADE BY THE CHAPLAIN AT THE SPECIAL OPERATIONS ASSOCIATION REUNION (SOAR) BOD MEETING:

1. Summary of Chaplain's activities since the last SOAR
2. Plans for invocations, or other prayers during the SOAR
3. Any suggestions concerning spiritual matters for the good of the organization

IV. EFFECTIVE DATE. This annex to the SOA SOP will become effective upon the approval of the BOD and the dated signature of the Vice President of the SOA.

Approved by the Board of Directors on January 16, 2020.



MICHAEL E. TAYLOR
Vice President
Special Operations Association