



Minnesota Chaplain of the Year Award

At the Department Council of Administration meeting held on Wednesday July 31, 2019 approval was given to move forward in presenting a State Chaplain of the Year Award.

The following criteria will constitute the basis for nominations, and also a proposed procedure and timeline to receive nominations for this award.

Chaplain of the Year Criteria

1. Performance of Duties:
 - A. Exemplary character and conduct: e.g., A person of upmost integrity, professional execution of duties, dependability, punctuality, and timely submission of reports, etc.
 - B. Exemplary performance above and beyond the normal expectations of the position and duties.
2. Personal attitude which is positive and professional in all contacts with others and which represents the VFW and the Department in the best possible way.
3. Commitment to the ministry and duties of the Chaplain, as reflected by service to comrades and their families and responsiveness to needs.
4. A member of the VFW in good standing with the Post, District, and Department.

Review Committee Composition and Instructions

1. A committee assembled by the Department Chaplain will review nominations for the award and recommend a recipient.
2. The committee shall include:
 - A. The Department Chaplain
 - B. Three Past Department Commanders
 - C. The most recent past recipient of the Chaplain of the Year Award.
3. Instructions to the Committee
 - A. The committee shall follow procedures and criteria as outlined in this document. However, if no candidates are nominated or judged by the committee to meet the criteria for Chaplain of the Year, the committee shall not recommend a recipient.
 - B. All proceedings of the committee must be kept strictly confidential.

Procedure

The following procedure is recommended for receiving and reviewing nominations:

1. Information concerning this award will be distributed to the Department Council of Administration each year during the Fall Council of Administration September meeting. The members of the Department COA can then present this information to their respective District and Post Commanders and Adjutants at their next District Meeting.
2. The Department Chaplain will email information concerning the Chaplain of the Year Award and begin to solicit nominations from District Commanders and Adjutants, beginning in October.
3. All nominations should be submitted to the Department Chaplain by April 1. Nomination letters should be emailed, or sent USPS to the Department Chaplain. Contact information is listed below.
4. A nomination shall address the above criteria and shall not exceed two type written pages.
5. The committee shall review each nomination according to the selected criteria and recommend a recipient by April 30th.
6. The Department Chaplain will review the Committee's recommendation for Chaplain of the Year with the Department Adjutant.
7. The Chaplain of the Year Award will be presented at the Department Convention.
8. The Department Chaplain will notify the respective District and Post and if feasible, request attendance to present the award.
9. The Department will notify the recipient of the Minnesota Chaplain of the Year Award and request attendance at the Department Convention to receive the award.

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