



May 27, 2022

**Position of**  
**INTERNATIONAL Chaplain**

**Procedure Manual**

## **Positional Overview**

- The International Board of the Red Knights International Firefighters Motorcycle Club shall appoint an individual to the position of International Chaplain at their Fall Business meeting.
- The International Chaplain shall work under the supervision and direction of the President of the RKIFMC following the guidelines and By-Laws.
- All expenses for the office of the International Chaplain shall be paid by the Red Knights per SOG 9:01.
- The Office of International Chaplain shall be by nature and scope, non-denominational and operate under the purview of the Red Knights International Firefighters Motorcycle Club By-Laws and SOG's.
- The Chaplain may be removed from office at any time during a term for actions, deemed by the International Board, as unbecoming, inappropriate or non-professional; additionally, if convicted of violating local, state, federal or international law while executing the responsibilities of the office.
- The Chaplain shall perform all duties as designated by the International Board of the Red Knights, and from time to time, may include duties that may have religious overtones, such as opening and/or closing prayers, benedictions, swearing-in of new officer ceremonies, participation in funeral services activities, and interaction with individuals or families in religious context or setting.
- The Chaplain and its Office shall be available to all members of the Red Knights organization who request assistance, guidance, or support while encountering difficult or stressful situations, including, but not limited to, death, injury, hospitalization, and illness.
- The Chaplain shall be prepared to offer advice and guidance to the family and members, including Active Members, Chapter Officers, State/Provincial Officers, and International Officers who request such in times of illness or bereavement.

- The Chaplain shall send the appropriate sympathy or get-well card to the family of any current member that has been deemed in need.
- A sympathy card shall be sent to the family of all Members, only if no international representation is available to attend. A flag and coin set should also be sent to the chapter president for a private presentation to the family.
- Any expenses incurred by the "Office of the Chaplain" in the execution of its duty shall be on a best cost need basis; and approved by the International President in advance of any expenditure unless deemed otherwise, i.e. postage, office supplies, etc.
- Expense reimbursement shall follow the Organizational Guidelines as found in the approved By-Laws and SOG 9:01 and 16:06 and be submitted to the International Treasurer for payment.

## **Position Responsibilities:**

### **Bereavement Duties:**

- Receive email, phone calls, and social media information pertaining to the reported passing of a Red Knight member.
- Monitor the email account [chaplain@redknightsmc.com](mailto:chaplain@redknightsmc.com) and respond to all communications in a timely manner.
- Upon receipt of a notification, the Chaplain will work directly with the international Treasurer to determine if the deceased was a current member based upon the latest published Roster of Membership provided by the International Secretary.
- The Chaplain shall confirm the passing of a member by contacting a Chapter representative and at that time extend condolences/sympathy to the Chapter on behalf of the international organization and its officers.
- Directs and assists the Chapter Representative through the Notification of Passing process and requests a picture of the member be submitted for use in the Heaven One archives.

- Inform the Chapter Representative of the flag and memory coin presentation that is available for the family.
- Determine via Chapter representative, the family wishes regarding Red Knight's participation in any aspect of the funeral including calling hours, memorial service and funeral service including where that participation will occur.
- Inform Chapter representative of the International organization's desire to show its an appreciation of the member's service and their condolences, by sending an International Officer to be in attendance and participate in the flag and coin presentations.
- Select an International Representative to attend calling hours, memorial service, and/or funeral under the authority of the International Board using practices of the closest International Board Member being asked first.

**Guidelines for Representative Selection:**

*1<sup>st</sup>* Regional Director or Executive Officer

(The representative may not necessarily be the Regional Director for that area if another Director or Executive Officer is Closer and available.)

*2<sup>nd</sup>* Next closest International Officer

*3<sup>rd</sup>* International Chaplain

(If no Regional Director or Executive Officer is available, the International Chaplain may attend upon obtaining the permission of the International President to attend.)

*4<sup>th</sup>* Past International Board Member

*5<sup>th</sup>* State Representative

*6<sup>th</sup>* Chapter President or Chapter Representative

- The Chaplain will notify all Board members when a representative has been assigned, giving full details of the process used to select that representative.
- If no International Officer or selected representative can be in attendance, The Chaplain will ensure that a pressed,

pre-folded flag, coin, and presentation certificates are sent to the appropriate State and/or Chapter representative for presentation to the family.

- The travel costs will be paid by the Red Knights and will follow the guidelines set in Section 9:01 of the RKIFMC SOG's all expenses will be sent to the Red Knights Treasurer for payment.

## **Uniform Code:**

The dress uniform for all International Executive Board members and the Director of Bereavement and Family Service while attending calling hours, memorial, or funeral service for a RKMC member shall be black trousers with red stripe, a button down short or long sleeve white shirt, black tie (with long sleeve shirt only), black shoes/boots, and a red vest with colors. Outer wear garments may be worn as needed.

If a State/Province Representative or Chapter President attends the calling hours, memorial, or funeral service for an RKMC member on behalf of the International Organization, the uniform shall be black or dark blue trousers, a button down short or long sleeve white shirt, black tie (with long sleeve shirt only), black shoes/boots, and a vest with colors. Outer wear garments may be worn as needed.

## **Flag and Angel Coin Presentation:**

### **Red Knights Flag:**

A Red Knight International Firefighters Motorcycle Club's flag shall be made available for all Red Knight members (in good standing at the time of their passing) for the calling hours, memorial service and/or funeral service. The International Representative attending, along with the Chapter Representative, will present the flag to the family. At the request of the family, the RKMC flag may be displayed or drape the coffin for calling hours, memorial service and funeral ceremony. Presentation will then be deferred to the final resting spot at the cemetery. In some instances, the flag may be requested by the family to rest upon the coffin during burial. Such request shall be honored. If a State/Province Representative or Chapter President attends in place of an International Representative, a pressed, pre-folded flag will be sent to them prior

to the date of services. Directions on how to fold the flag will be sent along with the flag in case of disruption during shipment.

When presenting the Red Knights flag, the presentation documents will be sent to each director or officer making the presentation.

**Angel Coin:**

An Angel Coin will be presented to the surviving spouse/partner of the passing member. This will be presented by the attending Board member or chosen representative.

The presentation documents will be sent to each director or officer making the presentation for the angel coin.

