

Sample letter of appointment as a fire department chaplain

On Fire Department Letterhead

A P P O I N T M E N T

Date:

To:

From: Chief _____

Subject: Appointment of YOUR NAME, Department Chaplain

Having met the department's requirements for a chaplain of (YOUR DEPARTMENT), effective (effective date), (YOUR NAME) has accepted the appointment as chaplain of our department.

(YOUR NAME) will serve as an on-call resource to the department responding to fire department incidents - serious personal injury accidents and occupied working structure fires - and special calls from other agencies such as, but not limited to, police and other fire departments in the area upon request.

As fire department chaplain, (YOUR NAME) will handle or assist at wakes, funeral services, memorial services and other special projects - parades, festivals, fund-raisers, promotions, etc. - as determined by the chief or his designee.

The fire department chaplain has the authority and is encouraged to participate in county, state, regional and national chaplain organizations as a representative of our department.

Traditionally, chaplains in the fire service are appointed by and serve at the pleasure of the chief of the department and are accountable to the chief for the performance of duties as chaplain.

Respectfully,

Chief, (YOUR DEPT) Fire Department