



# CHAPLAINS

# RESOURCE GUIDE



**PHI DELTA THETA**  
*Become the greatest version of yourself*



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## Introduction

Congratulations on your election to the position of Chaplain. The high principles which constitute the foundation of Phi Delta Theta are clearly stated in *The Bond*, a document signed by every initiated member.

It is the goal of the General Fraternity that these principles become part of the daily life of each member, and in this way the high principles will be an important factor in regulating daily behavior. The principles of *The Bond* are not lived in isolation, but form the base for an organized brotherhood in which members will mutually support each other in the concrete living situations of daily life. The principles articulated in *The Bond of Phi Delta Theta*, summarized as friendship, sound learning, and moral rectitude, can find application in a variety of areas.

## **Responsibilities of the Chaplain**

**O**bviously, a major part of the chaplain's job is assisting in the performance of the ritual in the opening ceremony of the meeting, as well as participating in the initiation. As part of the Minimum Standards and Expectations set forth by the General Council, ritual must be performed weekly, during all chapter business meetings, and the Bond must be read monthly.

Coordinating chapter religious or spiritual activities is also among the chaplain's responsibilities. Examples include leading the chapter in prayer before meals, meetings and important Fraternity events, or leading the chapter in a religious discussion.

Additionally, your position requires you to make opportunities available to your chapter regarding their spiritual and personal lives. Be available to discuss issues that effect college students such as depression, stress, alcoholism, moral issues, etc. Let the chapter know that you are a resource if they need assistance; if you cannot provide them with this assistance, let them know where they can find help. Also, post the times of services for various religious denominations represented in the chapter and encourage brothers to attend services together.

The list can go on and on. It is important to remember that your position carries with it the responsibility of being a positive role model and influence on your brothers.

## **Importance of the Chaplain**

**T**he Chaplain position is one of the most important within Phi Delta Theta. The Chaplain has the opportunity to increase the personal and spiritual development of the Brotherhood. Unfortunately, far too many chapters use the office as nothing more than a figurehead for performing his part in meetings and initiation.

Though our Fraternity is based upon Christian beliefs, members of Phi Delta Theta are encouraged to practice their faith as they choose. One will find religion is often a delicate subject. Therefore, do not focus your position solely on the religious aspects of the membership, but also on the improvement of the individual.

## Requirements of *The Code*

The following sections of *The Code* and other General Council policies are in place to help guide and counsel the chapter and the chaplain in the role of the chaplain in the Fraternity. This position has changes over the years as the Fraternity has changes but the continued spirit of being a source of support and guidance for undergraduate members of the Fraternity has not. Along with the role of being a conservator of the chapter's moral the following stipulation apply to the chaplain.

### **General Council Policy 3.1:** Ritual - Secrecy

The General Council voted to support the recommendation of the Communications Committee that a firm policy be adopted which would exclude any non-initiated member from a Phi Delta Theta Chapter Meeting, even in those instances where the paraphernalia has been removed. Specifically, chapter officers will be advised that it is in violation of Fraternity policy to admit pledges to any portion of a Chapter Meeting. Any business requiring input from non-initiates should be undertaken in a general, informal session and then referred to the chapter for action at an official meeting where the ritual is performed.

### **General Council Policy 3.2:** Loss of Ritual Books, Bond Books

For the loss of a ritual book a chapter is to be assessed a penalty of \$50 plus the cost of replacing the book. For the loss of a Bond book a chapter is to be assessed a penalty of \$250 plus the cost of replacing the book.

### **General Council Policy 3.9:** Prayer at Chapter Meetings

In response to questions which have been raised about various prayers which form a part of the Fraternity ritual, the General Council approved the following ruling: It is the interpretation of the General Council that the prayers set forth in the ritual of the Phi Delta Theta Fraternity are suggested invocations rather than mandatory petitions. Alternate prayers offered by the chaplain or other chapter members are acceptable.

*(Established by the General Council, February 18, 1988)*

## Chaplain and Awards

One of the primary purposes of establishing a chapter of the Fraternity is to enhance the educational institution at which it resides. Many college campuses question the values of fraternities and Greek life because of a perceived lack of contribution to the college environment.

The chaplain is both directly and indirectly responsible for many awards presented by the International Fraternity. You should discuss these awards in more detail with the chapter's awards chairman.

**Hayward S. Biggers Ritual Trophy** - awarded to chapters that demonstrate superior performance of the Ritual.

**Bininger Religious Life Award** - granted to the chapter whose members, individually and collectively, best seek to develop the high type of moral character and service contemplated in *The Bond*.

**Gold Star, Silver Star and Improvement Citations** - a portion of the application addresses the practice of the Ritual.

**St. Louis Fraternity Educational Award** - a portion of the application focuses on instilling a deep appreciation of the Fraternity, giving examples of the development of better individuals, brotherhood, and promotion of the cardinal principles of Phi Delta Theta.



## Involving the Chapter

Involvement is the main drive for this entire manual. It is hoped that by becoming familiar with the *Chaplain's Manual*, you will be more aware of the tangible responsibilities you hold. The development of a strong support network and the availability of opportunities that will foster spiritual growth are benefits that the chaplain can provide the chapter. The

### *Literary Exercise*

One of the more interactive roles of the Chaplain in meetings can be the performance of a literary exercise. Literary exercises are done in Chapter Meetings, between special ceremonies, and the proposals for membership. (See the description of meeting order in The Code or in your ritual book for more information.) A literary exercise can be as simple as reading a short article on a subject of relevance to the state of the chapter, and facilitating a short discussion on how it relates to your members as both college and Phi Delt men. Articles and quotes can be found in magazines, books, music, or even on the World Wide Web.

### *Ideas That Work*

1. Post a schedule that identifies locations of worship services for various religious organizations and encourage brothers to attend these services together.
2. Organize a weekly service for brothers and their dates.
3. Distribute information on organizations such as Alcoholics Anonymous, suicide hotline, campus counseling, etc. and speak with individual brothers about using these services.
4. Hold a “fireside” or “pass the gavel” with the chapter to build unity or to air complaints and improve chapter morale.
5. Organize holiday dinners (i.e. Rosh Hashanah, Thanksgiving, Hanukkah, Easter, etc.)
6. Act as a mediator in brothers’ arguments.

7. Invite guest speakers to your chapter to speak on current events, religious issues, etiquette, career management, etc.
8. Send cards/flowers to brothers or their families or alumni during times of illness or mourning.
9. Serve as a counselor that brothers and Phikeia can come to with personal problems; provide direction or make inquiries for the person they can contact for further guidance. Keep all conversations confidential and make sure that everyone knows that all conversations will be private.
10. Invite leaders of campus religious organizations to make brief presentations prior to Chapter Meetings or to have dinner with the chapter.
11. Share a weekly moment of silence for loved ones in need.
12. Organize weekly Bible studies (these could be conducted with alumni).
13. Read and discuss *The Bond*, current events, the Fraternity's statement on Hazing and alcohol use.
14. Conduct chapter retreats (include Phikeia). This allows the chapter to get away from the stress of campus life and/or reconcile differences among members, etc.
15. Post inspirational verses, stories, poems, etc. on the chapter house bulletin board on a weekly basis - have brothers come up with their own at Chapter Meetings.

## **Inspirational Words, Prayers and Stories**

### *Leadership*

“Democracy necessarily means a conflict of will and ideas, involving sometimes a war . . . between different ideas.”

- Gandhi

“A president’s hardest task is not to DO what is right, but to KNOW what is right.”

- Lyndon B. Johnson

“Effective leadership is putting first things first. Effective management is discipline, carrying it out.”

- Stephen Covey

“Leadership is the art of getting someone else to do something you want done because he wants to do it.”

- Dwight D. Eisenhower

“Leadership is more of an art, an idea, than a set of tasks. The true signs of artful leadership are expressed, primarily, in its practice.”

- Max Depree

“Leadership is a combination of strategy and character. If you must be without one, be without the strategy.”

- Gen. H. Norman Schwarzkopf

“The difference between a boss and a leader: a boss says, ‘Go!’ - a leader says, ‘Let’s go!’”

-E. M. Kelly

“The best executive is the one who has sense enough to pick good men to do what he wants done, and self-restraint to keep from meddling with them while they do it.”

-Theodore Roosevelt

## *Motivation*

People who know how to brighten a day with heart-warming smiles and with kind words they say,

People who know how to gently impart the comfort it takes to cheer someone's heart,

People who know how to always come through when there's anything they can possibly do,

People who know how to willingly share, who know how to give and who know how to care, who know how to let all their warm feelings show...

Are people that others feel lucky to know.

Man will work:

8 hours a day for pay

10 hours a day for a good boss

24 hours a day for a cause.

“Act as if what you do makes a difference. It does.”

- William James

“A prince should also show his esteem for talent, actively encouraging able men, and honouring those who excel in their profession.”

- Machiavelli

“The final test of a leader is that he leaves behind him in other men the conviction and the will to carry on.”

- Walter Lippmann

“Innovation thrives on encouragement.”

- Author Unknown

“Even the smallest person can change the course of the future.”

- J. R. R. Tolkien

“Soldiers needed to believe they had the respect of their officers, and to value that respect more than life itself. Moreover, they had to know that their officers’ respect was justified - that they really were the good soldiers that their officers believed them to be.”

- Orson Scott Card (Ender’s Shadow)

“To do what ought to be done, but would not have been done unless I did it, I thought to be my duty.”

- Robert Morrison

“Outstanding leaders go out of the way to boost the self-esteem of their personnel. If people believe in themselves, it’s amazing what they can accomplish.”

- Sam Walton

“Most of us, swimming against tides of trouble the world knows nothing about, need only a bit of praise or encouragement - and we’ll make the goal.”

- Jerome P. Fleishman

Empowerment: recognizing that people already have power through their knowledge, experience, and motivation, and then creating an environment that encourages letting that power out.

“When you’re being kicked from the rear, it means you’re in front.”

- Anonymous

“You do not lead by hitting people over the head - that’s assault, not leadership.”

- Dwight D. Eisenhower

“In the beginning I used to make one terrible play a game. Then I got so I’d make one a week and finally I’d pull a bad one about once a month. Now, I’m trying to keep it down to one a season.”

- Lou Gehrig

*Faith*

For Food,

For Raiment,

For Life,

For Opportunity,

For Friendship and Fellowship,

We thank Thee, O Lord.

Four things are real: God, human folly, prayer and laughter. We can try constantly to understand the first two. The last two help us to endure the struggle.

Lord make me an instrument of Thy peace;

where there is hatred let me sow love;

where there is injury, pardon;

where there is doubt, faith;

where there is despair, hope;

where there is darkness, light;

and where there is sadness, joy.

If you work upon marble, it will perish;

If you work upon brass, time will efface it;

And if you build temples, some day those temples will crumble into dust;

But if you work upon the immortal souls of men,

Imbue them with spirit, give them a just fear of God,

and cause them to love their fellow man.

You engrave upon those tablets something which will

last through all eternity.



O Divine Master, grant that I may not so much seek to be consoled as to console; to be understood, as to understand, to be loved, as to love, for it is in giving that we receive, it is in pardoning that we are pardoned, and it is in dying that we are born to eternal life.

Suppose God granted you a life of seventy years. How would you spend it? An average person would spend it like this:

Three years getting an education.

Eight years recreating and relaxing.

Six years eating.

Five years riding in a car.

Four years talking.

Three years reading.

Twenty-four years sleeping.

How much time do you give to God?

If you went to church every week and prayed for five minutes every morning and evening, you would give five months to God - five months out of seventy years.

“Convince your enemy; convince him that he's wrong. To win a bloodless battle, victory is long. A simple act of faith, reason over might. To blow up his children, you only prove him right.”

- Sting

“We must learn to love together as brothers, or perish together as fools.”

- Rev. Martin Luther King

O Lord, who will be strong enough to know when he is weak, and brave enough to face himself when he is afraid; one who will be proud and unbending in honest defeat, and humble and gentle in victory.

Build me a son whose wishes will not take the place of deeds; a son who will know  
Thee - and that to know himself is the foundation stone of knowledge.

Lead him, I pray, not in the path of ease and comfort, but under the stress and spur  
of difficulties and challenge. Here let him learn to stand up in the storm; here let him  
learn compassion for those who fail.

Build me a son whose heart will be clear, whose goal will be high, a son who will  
master himself before he seeks to master other men, one who will reach into the  
future, yet never forget the past.

And after all these things are his, add, I pray, enough of a sense of humor, so that he  
may always be serious, yet never take himself too seriously. Give him humility, so that  
he may always remember the simplicity of true greatness, the open mind of true  
wisdom, and the meekness of true strength.

Then, I, his father, will dare to whisper, "I have not lived in vain."

"Weeds are flowers too, once you get to know them."

- A. A. Milne

"Faithless is he that says farewell when the road darkens."

- J. R. R. Tolkien

"Trust is the emotional glue that binds followers and leaders together."

- Warren Bennis & Bert Nanus

"A leader is a dealer in hope."

- Napoleon Bonaparte

## *Challenge*

“It is the nature of all greatness not to be exact.”

- Edmund Burke

“Thought-starter: To make sacrifices in big things is easy, but to make sacrifices in little things is what we are seldom capable of.”

- Goethe

“Success is to be measured not so much by the position that one has reached in life as by the obstacles which he has overcome while trying to succeed.”

- Booker T. Washington

“The only way to safeguard yourself against flatterers is by letting people understand that you are not offended by the truth.”

- Machiavelli

“Leaders are visionaries with a poorly developed sense of fear and no concept of the odds against them.”

- Dr. Robert Jarvik

“We have to do the best we can. This is our sacred human responsibility.”

- Albert Einstein

“Tradition without evolution is merely stagnation.”

- Anonymous

“It’s lack of faith that makes people afraid of meeting challenges, and I believe in myself.”

- Muhammad Ali

## HERE'S HOW SUCCESSFUL PEOPLE GET THAT WAY

They have plenty of drive.

They accept responsibility cheerfully.

They know that success is never an accident.

They know that the customer is their real "boss."

They look, listen and learn.

They find out if they're not sure.

They set an example for others.

They know that the next field only looks greener.

They welcome new ideas.

They profit by their mistakes.

They speak clearly and convincingly.

They don't expect all the credit.

They cooperate.

They realize that their future is their own responsibility.

They think things through - first.

They believe that good manners are good business.

They are willing to go that "extra mile."

They are careful about their finances.

They set a goal for themselves.

They realize that everything worth having has a price tag.

They keep physically and mentally fit.

They earnestly WANT to succeed.

They know the value of enthusiasm.

They make others feel important.

They try to help the “boss.”

They never “Pass the Buck.”

They control their temper.

They consider work a privilege, not a chore.

They are their own critic.

They’ve learned that easy does it.

They try to cut expenses.

They never forget.

## *Courage*

### Team Spirit

It seems there was a boy on a high school football team somewhere in Texas, who was found to have cancer. He went through the usual procedures including chemotherapy. He made the most important goal line stand there is and endured pain and physical hardships that made blocking and tackling seem pretty tame. And, of course, he lost his hair. Being bald is a rather serious humiliation to a teenager, and the boy confided in his mother that going back to school without hair bothered him. He didn't want to look different from the other kids. What teenager does?

But the day arrived and he did go back. And he saw a remarkable sight. Every boy on the football team had shaved his head so their team mate would know they were in this game together. The story didn't say anything about the team's record, but it didn't have to. It's obvious, these boys are winners.

“The last of the human freedoms is to choose one's own attitudes.”

- Victor Frankl

“The trick will be to seize the opportunities, avoid the pitfalls, and get home by 6:00.”

- Woody Allen

“Courage is being scared to death – but saddling up anyway.”

- John Wayne

“Only those who dare to fail greatly, can achieve greatly.”

- R. F. Kennedy

“The real man smiles in trouble, gathers strength from distress and grows brave by reflection.”

- Thomas Paine

“The ultimate measure of a man is not where he stands in moments of comfort and convenience, but where he stands at times of challenge and controversy.”

- Martin Luther King Jr.

“When you get to the end of your rope, tie a knot and hang on.”

- Franklin D. Roosevelt

“A prince must be slow to take action and must watch that he does not become afraid of his own shadow; his behavior must be tempered by humanity and prudence so that over-confidence does not make him rash, nor excessive distrust make him unbearable.”

- Machiavelli

“Confidence... thrives on honesty, on honor, on the sacredness of obligations, on faithful protection and on unselfish performance. Without them it cannot live.”

- Franklin D. Roosevelt

*Action*

“All that is necessary for the triumph of evil is that good men do nothing.”

- Edmund Burke

It's not the things I failed to do,

That makes me wipe this eye –

It's things I should and could have done,  
and simply failed to try.

- In Cherished Remembrance

Twelve Guide Posts for Living

I will do more than belong - I will participate

I will do more than care - I will help

I will do more than believe - I will practice

I will do more than be fair - I will be kind

I will do more than forgive - I will forget

I will do more than dream - I will work

I will do more than teach - I will inspire

I will do more than earn - I will enrich

I will do more than give - I will serve

I will do more than live - I will grow

I will do more than be friendly - I will be a friend

I will do more than be a citizen - I will be a patriot.



On This Day

Mend a quarrel.

Search out a forgotten friend.

Dismiss a suspicion and replace it with trust.

Write a letter to someone who misses you.

Encourage a youth who has lost faith.

Keep a promise.

Forget an old grudge.

Examine your demands on others and vow to reduce them.

Fight for a principle.

Express your gratitude.

Overcome an old fear.

Take two minutes to appreciate the beauty of nature.

Tell someone you love them.

Tell them again.

And again,

And again.

A man who misses all the fun

Is he who says, "It can't be done."

In solemn pride he stands aloof

And greets each venture with reproof.

Had he the power he'd efface

The history of the human race.

We'd have no radio or motor cars,

No streets lit by electric stars,  
No telegraph nor telephone,  
We'd linger in the age of stone.  
The world would sleep if things were run  
By men who say, "It can't be done."

#### Make Calls

He is nothing, he can do nothing, he can achieve nothing, without making calls.  
If you are poor, make calls.  
If you are rich, continue making calls.  
If you are burdened with seemingly unfair responsibilities, make calls.  
If you are happy, keep right on making calls.  
Idleness gives room for doubts and fear.  
If disappointments come, make calls.  
If your health is threatened, make calls.  
Make calls as if your life were in peril. It really is.  
No matter what ails you, make calls.  
Making calls is the greatest remedy available for both mental and physical affliction.  
I agree with the poem and I add the following: Make calls even if at times it seems  
"The Whole World is Out or Busy."

"Never mistake motion for action."

- Earnest Hemmingway

“There is no more noble occupation in the world than to assist another human being - to help someone succeed.”

- Alan Loy McGinnis

“You must guard against elation. Do not look at the past as a thing that should be satisfying, look at it only as something in general that was well done. Thank God for it, but go out and do something better.”

- Robert Morrison

“Every great and commanding moment in the annals of the world is the triumph of somebody’s enthusiasm.”

- Ralph Waldo Emerson

“I couldn’t wait for success, so I went ahead without it.”

- Jonathan Winters

“I wish none of this had ever happened,” said Frodo.

“So do all that live to see such times,” replied Gandalf, “but that is not for them to decide. What is important is what you do with the time that has been given to you.”

- J.R.R. Tolkien

“No dress rehearsal: This is our life.”

- Gord Downie

“Things may come to those who wait. But only the things left by those who hustle.”

- Abraham Lincoln

## *Ritual*

“Deprived of reason, faith has stressed feeling and experience, and so run the risk of no longer being a universal proposition. It is an illusion to think that faith, tied to weak reasoning, might be more penetrating; on the contrary, faith then runs the grave risk of withering into myth or superstition.”

- Pope John Paul II

“I made a promise, Mr. Frodo,” said Sam, “A promise. And I intend on keepin’ it.”

- J.R.R. Tolkien

“All your scholarship would be in vain if at the same time you do not build your character and attain mastery over your thoughts and your actions.”

- Gandhi

“The good neighbor looks beyond the external accidents and discerns those inner qualities that make all men human and, therefore, brothers.”

- Rev. Martin Luther King Jr.

Four things a man must learn to do

If he would make his record true:

To think without confusion clearly

To love his fellow men sincerely

To act from one’s motives purely

To trust in God and Heaven sincerely.

“Worship and prayer are not to be performed with the lips, but with the heart. That is why they can be performed equally by the dumb, the stammerer and the ignorant.”

- Mahatma Gandhi

*Miscellaneous*

Television enables people with nothing to say to talk to people who aren't listening.

A diamond is a chunk of coal that made good under pressure.

A smile is an inexpensive way to improve your looks.

The reward of a thing well done is to have done it.

Most smiles are started by another smile.

Well done is better than well said.

After the ship has sunk, everyone knows how it might have been saved.

He who never made a mistake never made a discovery.

A Budget is what you stay within if you go without.

If you think nobody cares if you're alive, try missing a couple of car payments.

If life were a bed of roses, some people wouldn't be happy until they developed an allergy.

“First Class All the Way” by Ann Landers

Class never runs scared. It is sure footed and confident in the knowledge that you can meet life head-on and handle whatever comes along.

Jacob had it, Esau didn't. Symbolically, we can look to Jacob's wrestling match with the angel. Those who have class have wrestled with their own personal angel and won a victory that marks them thereafter.

Class never makes excuses. It takes its lumps and learns from past mistakes.

Class is considerate of others. It knows that good manners are nothing more than a series of small sacrifices.

Class bespeaks an aristocracy that has nothing to do with ancestors or money. The most affluent blueblood can be totally without class, while the descendent of a Welsh miner may ooze class from every pore.

Class never tries to build itself up by tearing others down. Class is already up and need not strive to look better by making others look worse.

Class can “walk with kings and keep its virtue and talk with crowds and keep the common touch.” Everyone is comfortable with the person who has class because he is comfortable with himself.

If you have class you don't need much of anything else. If you don't have it, no matter what else you have, it doesn't make much difference.

“When bad men combine, the good must associate; else they will fall one by one, an unpitied sacrifice in a contemptible struggle.”

- Edmund Burke

“Most time is wasted, not in hours, but in minutes. A bucket with a small hole in the bottom gets just as empty as a bucket that is deliberately emptied.”

- Paul J. Meyer

“They who know how to employ opportunities will often find that they can create them; and what we can achieve depends less on the amount of time we possess than on the use we make of our time.”

- John Stuart Mill

## TEN THINGS TO REMEMBER

1. The value of time
2. The success of perseverance
3. The pleasure of working
4. The dignity of simplicity
5. The worth of character
6. The power of kindness
7. The obligation of duty
8. The influence of example
9. The wisdom of economy
10. The virtue of patience

“It is a common experience that a problem difficult at night is resolved in the morning after the committee of sleep has worked on it.”

-John Steinbeck

“Tell me what are the prevailing sentiments that occupy the minds of your young peoples, and I will tell you what is to be the character of the next generation.”

- Edmund Burke

“Speak when you’re angry and you’ll make the best speech you’ll ever regret.”

- Lawrence J. Peter

“The very essence of leadership is that you have to have a vision.”

- Theodore Hesburg

“A man cannot be too careful in the choice of his enemies.”

- Oscar Wilde

“The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather in a lack of will.”

- Vince Lombardi

“Wisdom is not a product of schooling but of the life-long attempt to acquire it.”

- Albert Einstein

“Of course it’s hard. If it weren’t hard everyone else would be doing it.”

Tom Hanks in *A League of Their Own*