



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND
MARINE CORPS AIR GROUND COMBAT CENTER
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CCO 1730.4H
RM

JAN 16 2019

COMBAT CENTER ORDER 1730.4H

From: Commanding General
To: Distribution List

Subj: COMMAND RELIGIOUS PROGRAM

Ref: (a) OPNAVINST 1730.1E
(b) MCO 1730.6F W/Admin Ch
(c) SECNAVINST 1730.7D
(d) SECNAVINST 1730.8B W/Ch 1
(e) SECNAVINST 7010.6B
(f) SECNAVINST 1730.10A
(g) SECNAVINST 1730.9A
(h) Manual for Courts Martial, Section V, Rule 503
(i) MCRP 6-12A
(j) MCRP 6-12B
(k) MCRP 6-12C
(l) MCO 4400.150
(m) MCO 5200.24D
(n) DoD 7000.14-R Volume 13
(o) MCO P5060.20 W/Ch 1
(p) NAVPERS 15555

Encl: (1) Religious Ministries Procedural Guidance

1. Situation. In accordance with the references and enclosure, establish procedures for the Command Religious Program (CRP) aboard the Combat Center.

2. Cancellation. CCO 1730.4G.

3. Mission. To facilitate and enhance faith, worship, religious education, community outreach, fellowship, and spiritual development by promoting personal and family values, cultural sensitivity, and high moral standards.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The CRP shall provide for the free exercise of religion and related programs of ministry for all Combat Center personnel, their families, and other authorized personnel.

(2) Concept of Operations. The CRP will be supported, managed and funded as a mission essential program, and as an integral part of the Combat Center's planning, programming, and budgeting activities for manpower, facilities, and fiscal resources.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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b. Subordinate Element Missions. All commands, organizations, units, and authorized personnel are to support the CRP.

c. Coordinating Instructions

(1) References (a) through (d) establish Marine Corps policy for the free exercise of religion for all members of the command, their family members, and other authorized personnel.

(2) Reference (e) establishes policies and procedures for the religious offering fund (ROF).

(3) Reference (f) provides policy for Chaplains advising the commander on the spiritual, moral, and ethical well-being of the command.

(4) References (g) and (h) define the scope and limits of confidential communication to members of the Religious Ministries staff.

(5) Commanders are responsible for implementing and maintaining a CRP in support of free exercise of religion in accordance with references (a) through (d).

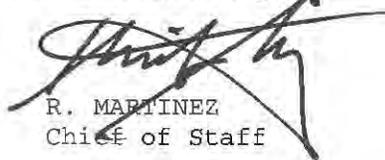
(6) Navy Chaplains and religious program specialists (RP) are assigned to the Combat Center to provide ministries and services in accordance with references (a) through (c). Navy Chaplains and RPs form a religious ministry team and their duties are performed in accordance with references (i) through (k).

5. Administration and Logistics. Distribution statement A directives issued by the Commanding General are distributed via email upon request and can be viewed at <http://www.29palms.marines.mil/Staff-Offices/Adjutant-Office/Orders>.

6. Command and Signal

a. Command. This Order is applicable to all active-duty and reserve personnel, family members, and other authorized personnel aboard the Combat Center.

b. Signal. This Order is effective the date signed.


R. MARTINEZ
Chief of Staff

Distribution: A

LOCATOR SHEET

Subj: Religious Ministries Procedural Guidance

Location: _____
(Indicate the location(s) of the copy(ies) of this Manual.)

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RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Mission and Organization

1. Responsibility. The command is responsible to provide for the free exercise of religion for all members of the command, their family members, and other authorized personnel per current directives. The Director Religious Ministries (RM) facilitates the planning, budgeting and development of programmed ministries. The command provides manpower, facilities, and fiscal resources to accomplish the mission.

2. Mission Statement. To facilitate and enhance faith, worship, religious education, community outreach, fellowship and spiritual development by promoting personal and family values, cultural sensitivity and high moral standards including, but not limited to:

a. Divine services, administration of rites of sacraments, pastoral care, counseling, and other activities.

b. Programs of instruction and other activities that provide preparation for: marriage, marriage enrichment, marriage and post-marriage counseling, family enrichment, domestic violence prevention, singles ministry, youth ministry, and more. Where possible, RM will work closely with the Marine Corps Community Services (MCCS) program per reference (b).

c. Distributions from the Religious Offering Fund (ROF) may be made for the following but not limited to volunteer service projects, contributions to charitable organizations, musicians or religious coordinators compensation, religious/liturgical supplies, and faith group sponsored fellowship.

d. Provisions for training of lay leaders, religious education teachers, and other volunteers in the Command Religious Program (CRP).

e. Visitation and ministry to command personnel and other authorized personnel in hospitals, confinement facilities, homes, and barracks.

3. Functions. The command's responsibility for the CRP is executed through the following staff positions:

a. Director, Religious Ministries. The senior Chaplain is designated Director of the RM. The RM staff Chaplains serve under the cognizance of the Director RM. The Director RM is a special staff officer of the command and reports to and advises the Commanding General (CG) in matters concerning the religious, morale, moral and ethical rights, and needs of the members of the command, their family members and other authorized personnel. The Director RM reports to and advises the Chief of Staff on all administrative matters and keeps the Chief of Staff informed of all direct reports made to the CG. Specific responsibilities include:

(1) Coordinates all ministries and programs of the RM, oversees the preparation of the budget and monitors the billet structure of the RM.

(2) Serves as the Local Area Coordinator for all Chaplains, Religious Program Specialists (RP) and Marine Chaplain's Assistants (CA) aboard the base. As Local Area Coordinator, the Director RM will hold a monthly staff meeting to share information, plan events, and provide training.

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(3) Coordinates with 7th Marines Regimental Chaplain, the assignment of Chaplains to units requesting services in the field.

(4) Serves as point of contact and coordinates ministry support for Marine and other Armed Services groups, other than 7th Marine Regiment, training at Camp Wilson.

(5) Provides Combat Religious Ministry Team (RMT) Training to unit Chaplains and RPs attending Integrated Training Exercise (ITX). The training will be held during the Reception, Staging, Onward Movement, and Integration phase and will consist of practical combat ministry related skills designed to enhance the RMTs' ITX experience and provide additional preparation for combat deployments.

(6) Provides and facilitates worship services for all faith groups.

(7) Provides oversight for the Protestant, Roman Catholic, Jewish, Muslim, and other faith groups.

(8) Responsible for the supervision of the ROF as Administrator, in accordance with reference (e).

(9) Oversees and coordinates with the senior Religious Program Specialist the monthly area training for RPs.

(10) Supervises the Prevention, Relationship and Enhancement Program (PREP). Ensures PREP is held regularly (a minimum of 10 times a year).

(11) Responsible for supervision of the Marine Corps Mountain Warfare Training Center (MCMWTC) RMT including monitoring billet structure and providing for RM coverage during gaps and in emergency situations that are beyond the scope of the MCMWTC assigned RMT.

(12) Serves as liaison for ministry in support of the Naval Hospital.

(13) Performs other functions as the CG may delegate.

b. Deputy Director Religious Ministries. The Deputy Director RM reports directly to Director RM and is responsible for assuming all the functions and duties of the Director RM in his or her absence. Specific responsibilities include:

(1) Serves as the RM Requisitioning Officer, responsible for signing all documents for the purchasing of supplies in support of the RM. This includes the preparation, submission and tracking of the RM Operations and Maintenance (O&M) Funds Budget, serving as Funds Approver, Purchase Request Approver, and manages the RM Government Commercial Purchase Card program.

(2) Functions as Contracting Officer's Technical Representative to monitor civilian non-personal services contracts, verify and certify vouchers, and forward vouchers for payment. Reviews and recommends updates to contracts to the Purchasing and Contracting Office of the Supply Division.

(3) Serves as the Standard Labor Data Collection and Distribution Application Certifying Official with responsibilities for certifying Civilian Labor time cards.

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(4) Functions as Senior Watch Coordinator for scheduling the Area Chaplain's Duty Watch Bill.

(5) Maintains the RM Master Calendar with responsibilities for reviewing and recommending all temporary additional duty and leave schedules.

(6) Reviews, recommends, and drafts responses for the Director RM for all correspondence and reports including fitness reports, enlisted performance evaluations, and military and civilian awards which are handled by the RMD.

(7) Monitors the Consolidated Memorandum Receipt (CMR) of the Defense Property Accountability System to ensure proper accountability of RM property and supplies tracked by the CMR.

(8) Initiates and submits all RM requests for Base Access.

(9) Serves as the RM Inspector for the Commanding General's Inspection Program (CGIP).

(10) Performs other functions as the Director RM may delegate.

(11) Responsible for supervision of ROF as Assistant Administrator per reference (e).

c. Headquarters Battalion (HQBN) Chaplain. The HQBN Chaplain serves as Command Chaplain for HQBN and reports directly to the HQBN Commanding Officer with primary responsibility for advising the HQBN Commanding Officer in matters concerning the religious, morale, moral and ethical rights and needs of the members of the command, their family members, and other authorized personnel. Specific responsibilities include:

(1) Advises the Director RM through the Deputy Director RM of significant issues and events at HQBN, and any needs related to the Religious Program.

(2) Assists the Deputy Director RM in providing vital and comprehensive programs to the Combat Center.

(3) Prepares budget requests and budget submissions to be included in the budget of the RM for HQBN Religious Programs.

(4) Supervises administrative tasks and responsibilities of the CRP, including preparation and timely submission of reports, command correspondence, and maintenance of complete and current files.

(5) Develops programs and guides discussion groups and seminars that promote character building, marriage and family improvement, development of personal values, and attitude modification.

(6) Ensures facilities used for RM are effectively maintained and utilized.

(7) Makes pastoral visits to hospitals, brigs, and correctional custody units.

(8) Visits workspaces regularly.

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(9) Provides pastoral counseling to HQBN personnel and family members.

(10) Serves as Duty Chaplain in the Area Chaplain Duty Watch Bill.

(11) Serves as liaison between RM and HQBN.

(12) Assists the Protestant Chapel Pastor in the maintenance of the spaces, property, and building security as needed.

(13) Plans, leads, and preaches at worship services as required.

(14) Performs other duties as the Director RM may delegate.

d. Marine Corps Communication-Electronics School (MCCES) Senior Chaplain. The senior MCCES Chaplain serves as Command Chaplain for the MCCES and reports directly to the MCCES Commanding Officer with primary responsibility for advising the MCCES Commanding Officer in matters concerning the religious, morale, moral and ethical rights and needs of the members of the command, their family members and other authorized personnel. Specific responsibilities include:

(1) Advises the Director RM through the Deputy Director RM of significant issues and events at MCCES and any needs related to the Religious Program.

(2) Assists the Deputy Director RM in providing vital and comprehensive programs to the Combat Center.

(3) Prepares a budget request and budget submission to be included in the budget of the RM for MCCES Religious Programs.

(4) Supervises the administrative tasks and responsibilities of the CRP, including preparation and timely submission of reports, command correspondence and maintenance of complete and current files.

(5) Develops programs and guides discussion groups and seminars that promote character building, marriage and family improvement, development of personal values, and attitude modification.

(6) Ensures facilities used for RM are effectively maintained and utilized.

(7) Makes pastoral visits to hospitals, brigs, and correctional custody units.

(8) Visits workspaces regularly.

(9) Provides pastoral counseling to MCCES personnel and family members.

(10) Serves as Duty Chaplain in the Area Chaplain Duty Watch Bill.

(11) Serves as liaison between RM and MCCES.

(12) Plans, leads, and preaches at worship services as required.

(13) Performs other duties as the Director RM may delegate.

e. MCCES Staff Chaplain. The MCCES Staff Chaplain serves under the supervision of the MCCES Senior Chaplain and reports directly to the MCCES Commanding Officer with primary responsibility for advising the MCCES Commanding Officer in matters concerning the religious, morale, moral and ethical rights and needs of the members of the command, their family members and other authorized personnel. Specific responsibilities include:

(1) Assists the senior MCCES Chaplain in the delivery of quality ministry with emphasis on providing and facilitating ministry for the MCCES student population.

(2) Makes pastoral visits to hospitals, brigs and correctional custody units.

(3) Visits workspaces regularly.

(4) Provides pastoral counseling to MCCES personnel and family members.

(5) Serves as Duty Chaplain in the Area Chaplain Duty Watch Bill.

(6) Plans, leads, and preaches at worship services as required.

(7) Performs other duties as the Director RM may delegate.

f. Protestant Chapel Pastor. The Protestant Chapel Pastor serves as primary manager of all Chapel programs and worship services held in the Protestant Chapel. The Protestant Chapel Pastor is responsible for ensuring that all scheduled services have a Chaplain or duly appointed religious ministry professional (RMP) assigned to conduct worship and all other provisions have been made for the conduct of worship including worship teams or choirs for the musical portions of worship, ushers for collecting the offering, communion elements prepared on communion Sundays, and support for all audio visual (A/V) equipment necessary for the conduct of worship. Specific responsibilities include:

(1) Plans, leads, and preaches at the Protestant Chapel worship services.

(2) Coordinates all worship services conducted in the Protestant Chapel including special worship services held on Christmas, Easter, and other special occasions. This includes responsibilities for special worship services held for the Protestant Chapel community in other locations including the annual Easter Sunrise Service.

(3) Supervises all the business of the Protestant Chapel including, but not limited to: Bulletin preparation, maintenance of the spaces, changing the banners for the liturgical seasons, scheduling of events, security of the building, properly maintaining stock and supplies including altar linens, robes, administrative supplies, music, and religious educational materials.

(4) Serves as Division Officer with responsibility for leadership and supervision of the RPs and Marine chaplain assistants who support the CRP. The Division Officer will serve as Senior Rater on enlisted performance evaluations.

(5) Advises the Director RM through the Deputy Director RM of significant issues and events at the Protestant Chapel and any needs related to the religious program.

(6) Assists the Deputy Director RM in providing vital and comprehensive programs to the Combat Center.

(7) Prepares a budget request and budget submission to be included in the budget of RM for the Protestant CRP.

(8) Supervises the administrative tasks and responsibilities of the CRP, including preparation and timely submission of reports, command correspondence and maintenance of complete and current files.

(9) Coordinates Protestant Chapel community ministry programs that meet the diverse religious needs of the Chapel community. This includes responsibilities for advising and assisting the Christian Women's Fellowship Program (CWF), the Mothers of Preschoolers Program (MOPS), the Men's Ministry, Home Fellowship Bible Study Groups, Children's Church, Music Ministry, Youth Ministry, and the Nursery.

(10) Ensures facilities used for RM are effectively maintained and utilized.

(11) Makes pastoral visits to hospitals, brigs, and correctional custody units.

(12) Provides pastoral counseling to Protestant Chapel community.

(13) Serves as Duty Chaplain in the Area Chaplain Duty Watch Bill.

(14) Performs other duties as the Director RM may delegate.

g. Roman Catholic Chapel Pastor or Contract Roman Catholic Priest. The Roman Catholic Chapel Pastor or Contract Roman Catholic Priest serves as the primary manager of all Chapel programs and worship services held in the Catholic Chapel. When this position is filled by a contractor, it should be clearly understood that the contractor will function only as a Catholic priest, and not in the broad capacity commonly associated with military Chaplains. The only function required of the contractor and authorized by contract is that of providing for the religious needs of Roman Catholics. Specific responsibilities include:

(1) Serves as the Roman Catholic Administrator and oversees all programs, ministries, events and activities involving Roman Catholic personnel and their families aboard and around the Combat Center.

(2) Celebrates two weekend Masses at the Catholic Chapel according to the published schedule and in accordance with the Archdiocese of Military Services (AMS).

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(3) Celebrates Daily Mass Monday through Friday (except on a regularly scheduled day off, to be determined).

(4) Celebrates two Masses according to the published schedule for each of the major liturgical observances or Holy Days of the Catholic Faith, to include, but not limited to: Feast of Mary, the Mother of God (1 January), Ash Wednesday, Holy Thursday, Good Friday and Holy Saturday, Feast of the Assumption (15 August), Feast of All Saints (1 November), Feast of the Immaculate Conception (8 December), and Christmas (25 December).

(5) Celebrates the Sacraments of the Roman Catholic Church in accordance with AMS guidance.

(6) Certifies the training of all liturgical assistants (Ushers, Altar Servers, Lectors, and Extraordinary Ministers of Holy Communion) as needed for the proper conduct of Roman Catholic worship and ceremonies. The training will normally be conducted by the Catholic Coordinator of Religious Education.

(7) Provides pastoral counseling for all Roman Catholic active duty, reserve, or retired military personnel. In the case of a contracted Roman Catholic priest, the scope of this counseling shall be limited to issues of a pastoral or sacramental nature related to the counselee's Roman Catholic faith.

(8) Provides pastoral visits during regular working hours to Catholics who are hospitalized, including the provision of Holy Communion and the Anointing of the Sick and Dying, as needed.

(9) Participates in the monthly meetings of the Catholic Chapel Advisory Council.

(10) Prepares and delivers to the AMS a Quarterly Report, which may be delivered electronically. The report should consist of all sacramental acts performed during the quarter as well as a narrative which highlights the events of the period. A copy of the AMS Report shall be provided to the Director RM.

(11) Performs other functions as the Director RM may delegate.

h. Religious Ministries Leading Chief Petty Officer (LCPO). The RM LCPO reports directly to the Deputy Director RM and assumes supervisory responsibilities for all matters related directly to the enlisted personnel assigned to the RM. In addition, the RM LCPO is primarily responsible for accurate and timely submission of all naval correspondence and administration. Specific responsibilities include:

(1) Supervises junior RP and all CAs/Marine Clerks attached.

(2) Serves as the training and career management mentor of enlisted personnel assigned to RM.

(3) Coordinates with Navy Personnel Support Detachment to handle all matters related to administration of personnel records.

(4) Provides administrative and logistical support as requested by visiting units, active and reserve, involved in ITX training at Camp Wilson.

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- (5) Files records and correspondence.
 - (6) Organizes and monitors the maintenance of files.
 - (7) Carries out the disposal, stowage, and transmission of obsolete files, records, and directives.
 - (8) Performs receptionist duties (e.g., answer phones, take messages, type).
 - (9) Stands the RM enlisted duty in accordance with RP and CA watch bill.
 - (10) Prepares, types, and routes correspondence, directives, and messages.
 - (11) Initiates, tracks, and reviews building maintenance work requests and vehicle requests.
 - (12) Prepares and processes administrative, operational, and ecclesiastical records and reports.
 - (13) Advises personnel on policies and procedures regarding the use of RM facilities.
 - (14) Ensures the security of the RM facilities.
 - (15) Reviews enlisted personnel leave requests and routes for approval.
 - (16) Reviews reports, records, and correspondence that require an official signature.
 - (17) Mails all official reports and correspondence including Officer Fitness Reports and Navy Enlisted Performance Evaluations.
 - (18) Serves as Senior Enlisted Advisor to the Director RM.
 - (19) Performs other duties the Director RM may delegate.
- i. RPs and Marine CAs. RPs and CAs assigned to the Combat Center are responsible for performing the following functions:
- (1) Prepares facilities for CRP activities in support of worship services, religious educational programs, spiritual renewal activities, humanitarian programs, and other CRP sponsored activities.
 - (2) Obtains a current government driver's license and serves as an authorized driver of government vehicles in support of the CRP.
 - (3) Functions as office clerk and receptionist. Types and processes official correspondence, messages and ecclesiastical, personnel, budget, facility, material reports and records.
 - (4) Maintains documents, directives, orders, instructions, and record files.

(5) Maintains an up-to-date inventory of supplies, ecclesiastical gear, consumables, literature, and office equipment.

(6) Conducts periodic inspections of facilities and equipment, and prepares maintenance repair requests as necessary.

(7) Maintains utilization schedules of Chapel facilities.

(8) Supports any events or functions when the services of a Chaplain are required such as weddings, funerals, memorial services, baptisms, and special religious services. These are in addition to regular religious observances on weekends.

(9) Manages reservations, scheduling, and coordination of the Chapel spaces which consists of various training evolutions, military briefings, family briefings, and all CRP events.

(10) Coordinates with answerable party when a specific reservation calls for the Chapel to be used after hours. The RP will acquaint the requesting party with building security procedures and will sign-out a single access key to said party and retrieve it at the beginning of the next business day.

(11) Facilitates the booking of the Chapel for weddings, funerals, and memorial services. Familiarizes relevant parties with sound and security needs during normal working hours and briefs the Deputy Director RM and Chapel Pastor concerning all reservations.

(12) Provides information and referrals in response to telephone, fax, email, and personal inquiries in reference to the CRP.

(13) Maintains Chapel appearance, neatness, and security of various areas, beyond services provided by professional contracted cleaners, by being responsible for the facility in the following ways:

(a) Ensures unit and group compliance with Chapel usage terms and conditions.

(b) Ensures furniture that is moved during Chapel usage is replaced in original position.

(c) Ensures units and groups do not use anything that might damage walls, furniture, floors or carpets.

(d) Ensures that no tobacco products are used in any Chapel spaces.

(e) Ensures that no food or beverages are brought into the Sanctuary.

(f) Exercises discretion in situations where units have not complied fully with clean-up policies. The RP or CA will either return the space to proper condition or recall the unit or group to do so.

(g) Ensures that Chapel A/V equipment is turned off, and secured after any event in the Chapel.

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(h) Ensures that all Chapel spaces are securely locked, checking each of the exterior doors upon leaving the building at the close of business. Offices not in use are to remain locked. Security also includes opening the building for daily access to units or individuals who seek a place for private worship.

(14) Facilitates maintenance and stock of basic supplies in offices, rest rooms and Chapel kitchen by completing a monthly inventory of food, cleaning, and office supplies. Makes necessary arrangements to procure or place on order any items that fall below acceptable levels.

(15) Facilitates use of Chapel A/V equipment and training aids for all units and groups using the Chapel. Ensures borrowers comply with RM specifications regarding use of equipment. Checks and secures all equipment when groups have finished. If necessary, provides training on the use of A/V equipment prior to use.

(16) Prepares and maintains all external Chapel signs, including fixed signs at the Chapels and temporary street signs. Frequently checks for misaligned or missing letters/numbers on permanent signs and torn or damaged temporary signs. Ensures the timely removal of temporary street signs after the advertised event has concluded.

(17) Religious Offering Fund Custodian. Manages ROF as E4 or above. The ROF Custodian will be listed as authorized signatories on the ROF account. The ROF custodian is responsible to the ROF Administrator for proper operation of the ROF. The custodian must maintain accurate documentation of all ROF transactions. The ROF custodian is responsible for providing proper ROF custody, control, and security. The custodian will assist the administrator in preparing monthly reports for commanders and sub-account representatives. ROF records are to be maintained for six fiscal years.

(18) Religious Offering Fund Alternate Custodian. Assists primary custodian in ROF duties. Assumes primary custodian position when primary custodian is on leave, temporary additional duty, or otherwise stated by Administrator in email or writing.

(19) Performs other duties as required by the Division Officer.

j. Administrative Assistant to RM. The Administrative Assistant is a General Services Civilian employee assigned to the command in support of the Director RM in accordance with the established Position Description. The Administrative Assistant reports directly to the Director RM. Specific responsibilities include:

(1) Coordinates correspondence, files, reports, and other administrative duties with various sections within the RM.

(2) Prepares and reviews for final signature various reports and other correspondences for the Directorate and maintains subject matter files and records.

(3) Controls use of various facilities, rooms, and materials for use by groups or individuals.

(4) Takes reservations and directs space usage of RM classrooms for programs, staff, and/or tenant commands.

(5) Types in proper format from rough draft various materials including correspondence, messages, bulletins, training schedules, work requests, and other documentation. Ensures that reports and other data are produced and received in a timely manner.

(6) Functions as primary information and referral agent for programs and ministries of the RM. In coordination with Communications Directorate and the Communications Strategy & Operations Officer, updates to the RM web pages on the Marine Corps Air Ground Combat Center (MCAGCC) website, making sure that all information posted are current and accurate.

(7) Maintains updated weekly worship schedule for all Chapel worship services along with all other RM programs and develops monthly "SPEED CALL" for distribution of information via email.

(8) Maintains and updates RM Bulletin boards and information flyer displays.

(9) Maintains and updates Chaplain and RP Social Roster including all RMTs serving aboard the Combat Center in tenant commands.

(10) Coordinates special project meetings, training, and other events with various offices and individuals.

(11) Compiles monthly RM Staff Meeting reports and prepares meeting agenda based on compiled reports.

(12) Directs all phone calls and visitors to the appropriate office or individuals to meet the needs of the requester.

(13) Assists in the coordination of Very Important Person visits including reservations for lodging, setting up official calls, and drafting the itinerary.

(14) Collects, reviews, processes, and prioritizes any incoming or outgoing mail and correspondence.

(15) Maintains tickler file on due dates for tasks and reports including enlisted performance evaluations, chief evaluations, officer fitness reports, mid-term counseling, and end of tour awards. Maintains calendar tickler file for event coordination milestones for holidays and holy days.

(16) Responsible for reproduction, faxes, and other materials needed by each section of the RM.

(17) Compiles data and statistics on all worship services and special events that are submitted from the individual Chapels and processes annual Command Chronology Report on the RM.

(18) Maintains and keeps all official and supplementary records and files of RM in accordance with Navy and Marine Corps regulations.

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(19) Administratively supports the PREP by inputting attendance and registration information into a database to create statistical reports. Administratively supports the CWF and MOPS programs.

Chapter 2

Inspection and Reports

1. Inspections. The Director RM will periodically inspect Chaplain activities and make appropriate recommendations. The Deputy Director RM serves as the Inspector for RM under the CGIP and will conduct periodic inspections to ensure compliance with all relevant instructions and orders. A CGIP no-notice inspection may be conducted at any time by local inspectors or higher headquarters inspectors. Typically, official CGIP inspections are conducted at least bi-annually. Inspections of RM will be conducted in accordance with the current Functional Area Checklist for RM in the 1730 series. The Director RM will keep the Chaplain of the Marine Corps advised as appropriate through the Chaplain for Marine Corps Combat Development Center. The Director RM will visit each MCAGCC Chaplain and provide appropriate suggestions. Inspections by the Inspector General Marine Corps will be scheduled by a MCAGCC bulletin in accordance with local operational commitments and the schedules of higher headquarters.

2. Reports. Required reports will be submitted per references (a) and (b).

a. Monthly RMT Report. Chaplains and RPs will provide monthly statistical RM data to the Director RM in the format requested no later than the last day of each month. The completed report will be forwarded to the CG for review.

b. Ecclesiastical Reports. All MCAGCC Chaplains will comply with the requirements of their respective faith group in the submission of reports on their ministry.

c. Fitness Reports

(1) Reports on the fitness of officers and chief petty officers will be prepared and submitted in accordance with BUPERSINST 1610.10 series. Chaplains are responsible for ensuring continuity and timely submission of their fitness reports. The fitness reports for Chaplains and the Senior Enlisted Leader working for the Director RM will be prepared by the Director RM for signature by the MCAGCC Chief of Staff. Chaplains assigned to serve HQBN or MCCES will have their fitness reports prepared by Director RM in consultation with the Commanding Officer of HQBN or MCCES and then signed by their respective Commanding Officer. The fitness report for the Director RM will be prepared and signed by the CG.

(2) Enlisted performance evaluations will be prepared and submitted in accordance with BUPERSINST 1610.10 series. The Senior Enlisted Leader's report will be signed by the MCAGCC Chief of Staff as the Reporting Senior. The Director RM or Deputy Director RM will sign RP's performance evaluations as Reporting Senior. Each enlisted member is responsible for submitting an enlisted performance evaluation report to his or her supervisor.

(3) The Director RM will recommend proficiency and conduct marks semiannually on 31 January and 31 July for all Marine Corps personnel assigned to RM. This recommendation will be forwarded to the Commanding Officer, Alpha Company, HQBN.

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Chapter 3

Programs and Operations1. Divine Services

a. General. It is the responsibility of the CG to cause divine services to be held whenever the weather and operational conditions permit; to use all means available to foster high morale; develop and strengthen the moral and spiritual well-being of personnel stationed at the Combat Center and their family members per references (a) through (c).

b. Form. Divine services will be conducted by individual Chaplains in accordance with their religious faith group and references (a) through (c). The Chaplain will facilitate those of other faith groups to worship according to their own persuasion through use of an appropriate Chaplain, civilian clergy, contracted clergy, or appointed voluntary RMP. Appendix A provides a sample letter of appointment for voluntary RMPs. The role of a voluntary RMP is similar to that of the Lay Leader, though the latter is used only for operational units in a deployed status.

c. Space. Care will be taken to ensure spaces provided for divine services are kept in well maintained condition and that no other functions, other than divine services, are scheduled for these spaces during the time of divine services.

2. General Duties of Chaplains

a. Familiarity with the Unit. To be effective, each Chaplain must be thoroughly familiar with the mission of the MCAGCC. The Chaplains should establish rapport with unit officers, staff noncommissioned officers and all other personnel in order that they can be viewed as an integral part of the MCAGCC.

b. Moral Leadership. The fostering of moral standards is the responsibility of the CG. However, as a specialist in the field of religion, the Chaplain is one of the key officers who can advise the command concerning the religious and moral welfare of MCAGCC personnel and their family members. It is appropriate for Chaplains to give lectures dealing with the moral and religious aspects of any subject, particularly marriage, family relationships, religious duties, and personal responsibilities.

c. Counseling of Personnel. The counseling of personnel in spiritual matters is one of the Chaplain's primary duties. In order for Chaplains to be fully effective, unit commanders and Officers-in-Charge will seek out and request the services of their Chaplains to the fullest extent possible. Counseling conducted by a Chaplain is confidential communication and proper regard must be exercised to protect the privacy of the individual as required by reference (g).

3. Training of Chaplains

a. Local Chaplain Training. The Director RM, as the Chaplain Corps senior officer, will conduct periodic local training meetings for all Chaplains, RPs, and Marine CAs assigned to all commands aboard the MCAGCC.

b. Annual Professional Development. The Chief of Chaplains provides periodic Professional Development Training Courses for Chaplains and senior Religious Program Specialists. The Director RM will coordinate attendance at these courses by all Chaplains and senior Religious Program Specialists assigned aboard the MCAGCC. Funds will be supplied to support this required training.

c. Mission Specific Training. Training topics such as Family Violence Prevention, Drug and Alcohol Treatment and Prevention, Core Values, Suicide Prevention, Sexual Assault Prevention and Response, Sexual Harassment, Management and Organizational Skills, etc., will be conducted throughout the year. The Director RM will determine which MCAGCC Chaplains are selected for this training. Funds will be sourced to support this mission specific training.

d. Faith Group Specific Chaplain Training. Chaplains are encouraged to attend annual denominational or faith group specific training activities and funds will be sourced to support this training.

4. Duty Watch

a. Duty Chaplain

(1) The MCAGCC maintains 24 hour, 7 days-a-week, consolidated Chaplain duty watch to respond to emergencies among the commands and units at the MCAGCC. The Duty Chaplain stands the watch using a cellular phone and must remain within 45 minutes of the base at all times during their watch.

(2) All resident Chaplains participate in the duty watch, which is coordinated by the Deputy Director RM with the individual Chaplains and, in the case of the 7th Marines (Reinforced), through the Regimental Chaplain.

(3) The Duty Chaplain stands the watch for one week from Friday to Friday. Turnover will be accomplished by 0800 on the start day of the duty. On Friday mornings at 0745, the Duty Chaplain will attend a meeting in the G-1 Conference Room (Building 1554N) in order to assist in properly briefing the oncoming Command Duty Officer (CDO), using paragraph 4 (below) as a guideline.

(4) In the case of an emergency, the following procedure will be utilized by anyone trying to reach the Duty Chaplain:

(a) The Duty Chaplain should be contacted by calling the CDO at (760) 830-7200. The CDO will contact the Duty Chaplain via cellular phone. The Duty Chaplain cellular telephone number has been provided to CDO and will not be given out to the callers. The CDO calls the duty Chaplain and provides the Duty Chaplain with relevant information to call or meet with whoever is requesting a Chaplain.

(b) During normal working hours, anyone needing a Chaplain should first attempt to contact the related unit's Chaplain. If they cannot reach the unit Chaplain, they shall be instructed to call the Protestant Chapel at (760) 830-6464.

(c) The Duty Chaplain should be contacted regarding any of the following situations: Any area disaster, any death of attached personnel, any attempted or completed suicide, or when Casualty Assistance Calls Officer

(CACO) assistance is required. The Duty Chaplain shall always notify, as soon as possible, the Director RM in the event of any of these four situations.

(d) If the CDO is unable to reach the Duty Chaplain, the CDO will call the Supernumerary Duty Chaplain or Senior Watch Officer for assistance. These numbers will be available in the CDO binder.

(e) When practical or applicable, the Duty Chaplain shall contact the appropriate unit Chaplain and provide a back brief on relevant factors that require additional ministry during regular working hours or regular work days. The Duty Chaplain will not release confidential communication unless the release has been authorized by the individual with whom the Chaplain holds the confidential communication.

(f) The unit Chaplain may be contacted after hours regarding an emergency situation involving personnel from their command, but they are not required to be available for emergency response after working hours. The Duty Chaplain must respond to the emergency. In the event that additional Chaplain support is required or in the case of a mass casualty event, the Duty Chaplain shall contact the Director RM or Senior Watch Officer for the coordination of a more substantial Chaplain response.

(5) The Duty Chaplain will address all problems or issues regarding the Duty Chaplain Watch with the Director RM on the next working day.

(6) The CDO has sets of keys for both the Protestant and Catholic Chapels. The keys will only be used during an emergency, such as fire or flooding. Under no circumstances will individuals be allowed unsupervised access to the Chapels. Personnel requesting access to the Chapel after working hours will be directed to the Duty Chaplain in accordance with paragraph 4 above.

(7) Every attempt will be made to ensure that Chaplains do not stand duty 30 days before or after Permanent Change of Station, or 45 days before or after a major deployment.

b. Religious Program Specialist Duty

(1) All resident RPs participate in the watch support of worship services and other events of RM. Standing the watch is not only an important part of the unit ministry team and service to all the families and service members but also an integral part of the training of RPs for advancement in the rating.

(2) The watch bill coordinator is the Senior Religious Program Specialist of the Combat Center. The Senior Religious Program Specialist Watch Coordinator will prepare the watch bill in consultation with the individual RPs and, in the case of the 7th Marines (Reinforced), with the Regimental Chaplain's Office.

(3) The watch bill will be prepared and distributed two weeks prior to the beginning of the new watch period.

(4) RP Duty in the Chapels will primarily consist of the following activities: Opening and closing the Chapels, monitoring the counting of the

ROF, assisting in the rigging and unrigging for the various worship services, monitoring the Chapels for security, safety, and fire, and assisting in the preparation and clean-up for fellowship.

5. Leave and Liberty

a. General. Leave and liberty is a right and privilege. Exercising that right and utilizing that privilege will be in accordance with MILPERSMAN 1050-010, MILPERSMAN 1050-290, and MCO P1050.34. The right to take leave and the privilege of utilizing liberty will be governed by the following criteria:

(1) The needs of the Marine Corps, as interpreted by the Director RM, or authorized representative(s).

(2) The nature of the leave or liberty (e.g., regular or emergency leave/regular or special liberty).

(3) The needs or desires of the individual.

b. Applicability. This applies to all Navy personnel assigned to the RM. Chaplains who are assigned to HQBN or MCCES submit leave requests via the Deputy Director RM (Watchbill Coordinator) and Director RM prior to his/her respective Commanding Officer.

c. Policy

(1) Emergency Leave. In the absence of the Director RM, the Deputy Director RM is delegated the authority to authorize leave in accordance with MILPERSMAN 1050-130.

(2) Regular Leave. Personnel requesting regular leave will obtain recommendations via the appropriate chain of command to the Deputy Director RM for his/her action. The Director RM will take action on leave requests submitted by the Deputy Director RM. The Chief of Staff will take action on leave requests submitted by the Director RM.

6. Deaths and Funeral/Memorial Services. The MCAGCC Duty Chaplain or the unit Chaplain will assist in condolence calls and/or death notifications as requested by the unit commander. The Chaplain will not function as the CACO per MCO P3040.4E. The Chaplain will assist the commanding officer/Officer-in-Charge on any funeral/memorial service that may be required.

a. The religious faith of the deceased will be respected, and if possible and requested, a Chaplain of that faith may share in the service.

b. The Director RM shall be kept informed regarding appropriate services.

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Chapter 4

Operation and Maintenance Logistics and Fiscal Management

1. Command Support. References (a) through (e) require the use of local O&M funds to support the MCAGCC Religious Program.
2. Budget. It is the responsibility of the Chaplains to submit Program Funding needs to the Deputy Director RM who prepares and submits the CRP budget request per current directives.
3. Procurement. References (b) and (l) provide guidance, procedures and policy for the procurement of contracts, services, consumable and non-consumable items.
4. Inventory. References (b) and (l) provide guidelines for internal controls and requirements for the accountability of non-consumable item inventories. The Deputy Director RM is responsible for RM development of internal controls and accountability for non-consumable inventories.
5. Accounting Procedures/Internal Controls. Reference (m) provides guidance for development of acceptable internal control and fiscal practices. Internal controls, financial reports, and financial records will be prepared and submitted per current directives.
6. Property Accountability. RM property and equipment is to be used for the sole purpose of supporting programs of the RM. The following additional guidance applies:
 - a. RM property and equipment will not be loaned out to any other organization or individual.
 - b. RM property will only be brought off MCAGCC if it is to be used in support of an RM program. For example, a portable sound system or portable barbeque grill may be brought off base, but only in support of an RM sponsored picnic with RM personnel present at the event and RM personnel taking responsibility for the property.

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Chapter 5

ROF Management

1. Background. Many faith groups provide the opportunity for volunteer contributions and benevolences in their worship and religious life. The ROF is established at MCAGCC to serve the religious needs of the contributors for the collection and disbursement of offerings as an act of worship within the context of the CRP per reference (e).

2. Policy

a. General. The CRP is a command function supported by appropriated funds. The ROF is a non-appropriated fund established by and administered under the authority of the CG. References (b), (c), (e), and (n) provide information and guidance on the establishment and management of non-appropriated funds. These funds will be used for projects or religious benevolence beyond the limits of the CRP, not as an alternative to support the CRP. The ROF will not exceed \$75,000 at any given time. The MCAGCC ROF will require at least 10 percent of earnings to be distributed to 501(c) charitable organizations by the end of each fiscal year. The banking institution, Frontwave Credit Union, will provide the Custodian with a check book and a debit card. The checks and the debit card will be kept in the safe. The Custodian and Assistant Custodian will be the only two individuals authorized to use the debit card. The provisions of reference (e) and this paragraph do not preclude the receipt and use of contributions to the ROF for items to enhance worship of a more general nature or heighten the importance of a special religious service or activity. Disbursements follow the guidance provided in reference (e). Disbursements from the ROF shall be initiated by the Faith Group Representative and may be approved by the Administrator up to \$5,000.00 and by the CG for amounts above \$5,000.00.

b. Designated Offerings. A special offering designated and received for the support of specific religious missions or other charitable causes may be received, provided a designated offering request is approved by the CG and the purpose is announced before the offering is taken.

c. Audit. The ROF will be audited quarterly or when there is a change in the Fund Administrators.

3. Establishment of MCAGCC ROF. One ROF, with faith group sub-accounts, is established at MCAGCC per reference (e). All funds collected in context of the CRP will be deposited and accounted for in the ROF. No groups will receive/collect religious offerings apart from the ROF. Sub-accounts will be established by the recommendation of the Director RM and with the approval of the CG. The ROF accounts will be managed per current directives.

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Chapter 6

Religious Education and Music

1. Organization. Religious education and music are important elements of any CRP. The Director RM is responsible for ensuring these aspects of the CRP are properly resourced with personnel and funding. Personnel staff support for these programs may be contracted or provided by volunteers. Per references (a) through (d), local O&M funds will be utilized to procure non-personal service contract personnel.

2. Coordinators of Religious Education. The religious education programs for the CRP are executed through the following contract or volunteer positions:

a. Roman Catholic Coordinator of Religious Education (CRE). The Roman Catholic CRE assists the Director RM and Roman Catholic Chaplain or Contract Priest in providing a vital and comprehensive religious education program. Specific responsibilities of the Roman Catholic CRE include:

(1) Advises the Director RM and the Roman Catholic Chaplain or Contract Priest of significant issues and events within the organization and of any specific needs relating to the religious education aspects of the religious program.

(2) Provides religious education training for all Roman Catholic education programs.

(3) Coordinates the Confraternity of Christian Doctrine (CCD) program.

(4) Trains, coordinates, and schedules volunteer Lectors, Extraordinary Ministers of the Eucharist, Lay Presiders, Musicians, Altar Servers, and Ushers for Sunday and holy-day services. A list of all trained Liturgical ministers will be maintained and submitted in the Monthly Liturgical Ministries Report.

(5) Creates and implements a master calendar for each liturgical year in order to schedule and coordinate all worship services, Catholic devotionals and/or special presentations.

(6) Prepares the weekly Catholic Sunday bulletin and the announcements to be made from the pulpit.

(7) Maintains ROF records and prepare cover letters weekly for Catholic ROF donations made to charitable organizations.

(8) Coordinates with the Art and Environment ministers to prepare the Chapel for all seasonal events and ensuring fresh flowers are ordered for the altar every Sunday. The fresh flowers are to be funded by the ROF in accordance with reference (e).

(9) Coordinates and participates in the monthly Chapel Advisory Committee by preparing monthly reports to the committee on current activities. A copy of the monthly Chapel Advisory Committee report shall be submitted to the Director RM.

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(10) Coordinates and trains volunteer teachers and teacher's aides for the following CCD Classes: Pre-kindergarten, Kindergarten, First-Second grades, Third-Fourth grades, Fifth-Sixth grades, Junior High, Senior High, and Adult. The CRE will only utilize Armed Forces Catholic Curriculum provided by RM.

(11) Organizes and conducts summer training and orientation classes for the new and returning CCD teachers and aides. These classes will cover lesson planning, basic Roman Catholic Theology, how to use texts, and classroom discipline.

(12) Plans, schedules, and conducts First Penance and First Communion classes in conjunction with regular classes along with parental education on practices that follow the reception of the Sacraments.

(13) Coordinates and trains volunteer teachers and aides for Confirmation Classes.

(14) Plans, schedules, and conducts Roman Catholic Initiation of Adults (RCIA) and Lenten Programs.

(15) Plans, schedules, and conducts adult classes for the Sacraments of Baptism, First Communion, and Confirmation.

(16) Prepares and submits a monthly report to the Director RM listing all trained volunteer teachers and all classes taught during the month.

(17) Coordinates or conducts marriage preparation classes for couples seeking the Sacrament of Marriage.

(18) Interviews and provides instruction to parents who desire to have their infant baptized. The Infant Baptism preparation classes will utilize the AMS approved curriculum and require a minimum of three hours of instruction for each family.

(19) Coordinates and schedules all infant baptisms and marriages.

(20) Prepares all the necessary forms and certificates for infant and adult baptisms, Confirmation, First Communion, and marriage.

(21) Submits quarterly reports to the AMS on all Catechetical ceremonies conducted including ceremonies for marriage, baptism, Confirmation, First Communion, and RCIA. A copy of the AMS Catechetical submission is to be maintained on file and another copy is to be delivered to the Director RM.

(22) Coordinates an outreach and activities program for Roman Catholic teenagers whose parents are stationed at MCAGCC.

(23) Plans and organizes up to four retreats per year for youth and/or adults enrolled in the Roman Catholic Religious Catechism and other pre-Sacrament classes. The CRE will recommend retreat sites, resource materials, and resource leaders to the RM.

(24) Coordinates youth activities with the designated Catholic Youth Organization (CYO) moderator(s).

(25) Coordinates with the CYO moderator(s) the planning and organizing of the annual Halloween and Christmas parties for the CCD children in the Chapel.

(26) Prepares and submits a monthly report to the Director RM listing all youth program activities for the month.

(27) Attends all staff meetings, as called by the Director RM.

(28) Performs such other duties as may be assigned by the Director RM, or as defined by contract or position descriptions.

b. Protestant CRE. The Protestant CRE assists the Director RM and Protestant Chapel Pastor in providing a vital and comprehensive religious education program. Specific responsibilities of the Protestant CRE include:

(1) Advises the Director RM and Protestant Chapel Pastor of significant issues and events within the organization and of any specific needs relating to the religious education aspects of the religious program.

(2) Coordinates or leads the Protestant Chapel Children's Church.

(3) Coordinates a viable youth program for Protestant teenagers living aboard the Combat Center.

(4) Recruits and trains volunteer teachers and teacher's aides for the Protestant Chapel Children's Church and Sunday School if offered. Provides a recurring basic training for teachers and teacher's aides as required. Classes shall be offered throughout the year.

(5) Recruits and trains substitute teachers to be available to fill in for absent teachers in classes.

(6) Ensures classrooms are available 30 minutes prior to the start of each class, and necessary materials, curriculum, and other resources required by/for teachers are provided.

(7) Conducts training and information meetings a minimum of quarterly for all teachers and teacher's aides.

(8) Remains available to meet with parents, as requested, at times, agreeable to both parties.

(9) Plans, schedules and supervises summer educational activities such as Vacation Bible School, recreation trips, and teacher training workshops.

(10) Maintains a current enrollment of all students enrolled in the Children's Church and/or Sunday School program. Enrollment will include, as a minimum, student's name, address, phone number, sponsor's name, rank, home and duty phone numbers, and Projected Rotation Date/End of Active Obligated Service.

(11) Provides weekly report of attendance of all students attending classes by close of business on the first work day of the week.

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(12) Recommends retreat sites, resource materials, and resource leaders to the Director RM, via the Deputy Director RM.

(13) Researches and prepares a budget request for resources needed to carry out the Religious Education Program to the Director RM by 1 May for the upcoming fiscal year which starts the following 1 October.

(14) Attends all staff meetings, as called by the Director RM.

(15) Performs such other duties as may be assigned by the Director RM, the Protestant Chapel Pastor, or as defined by contract or position descriptions.

3. Chapel Music Coordinators. The music programs for the CRP are executed through the following contract or volunteer positions:

a. Roman Catholic Chapel Music Coordinator. The Roman Catholic Music Coordinator assists the Director RM and Roman Catholic Chaplain or Contract Priest in providing a vital and comprehensive music program that enhances the worship experience of the Roman Catholic congregation. This position may be held by a volunteer or contractor. Specific responsibilities of the Roman Catholic Music Coordinator include:

(1) Coordinates or provides musical accompaniment such as guitar, keyboard, or organ for all weekend Roman Catholic Masses. This includes training of leaders of song, vocal groups, and/or choirs.

(2) Provides and coordinates music for Holy Day Masses, special or occasional services.

(3) Provides a program for the year within 30 days of volunteering or award of contract, and within 30 days of notification of extension or exercise of each option year.

(4) Coordinates or provides choir direction including selection of hymns, choir programs, and folk music, planned for one year for adult choirs, children's choir and/or vocal groups with a minimum of one practice session per week.

(5) Arranges in consultation with the Catholic Chaplain or contract Catholic Priest, for musical performers or groups for outreach programs.

(6) Recruits, trains, schedules and supervises leaders of song, choir(s), and vocal groups.

(7) Ensures any music used is in compliance with copyright laws.

(8) Researches and prepares budget request for resources needed to carry out the Roman Catholic Chapel Music Coordination Program to the Deputy Director RM by 1 May for the upcoming fiscal year which starts the following 1 October.

b. Protestant Chapel Music Coordinator. The Protestant Chapel Music Coordinator assists the Director RM and the Protestant Chapel Pastor in providing a vital and comprehensive music program that enhances the worship

experience of the Protestant Chapel congregation. This position may be held by a volunteer or contractor. Specific responsibilities of the Protestant Chapel Music Coordinator include:

(1) Coordinates or provides musical accompaniment such as guitar, keyboard, or organ for all Protestant worship services. This includes training of leaders of song, vocal groups, praise teams and choirs.

(2) Provides and coordinates music for Holiday worship services including Christmas and Easter worship services, or special or occasional services.

(3) Provides a program for the year within 30 days of volunteering or award of contract, and within 30 days of notification of extension or exercise of each option year.

(4) Coordinates or provides choir direction including selection of praise and worship songs, hymns, and choir programs planned for one year for adult choirs, children's choir and/or vocal groups with a minimum of one practice session per week.

(5) Arranges in consultation with the Protestant Chapel Pastor for musical performers or groups for outreach programs.

(6) Recruits, trains, schedules and supervises leaders of song, choir(s), and vocal groups.

(7) Ensures any music used is in compliance with copyright laws.

(8) Researches and prepares budget request for resources needed to carry out the Protestant Chapel Music Coordination Program to the Deputy Director RM by 1 May for the upcoming fiscal year which starts the following 1 October.

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Chapter 7

Facilities Usage

1. Chapel Usage. Chapel and Religious Education (RE) facilities, Buildings 1541 (Protestant Chapel) and 1542 (Catholic Chapel), exist primarily to support the free exercise of religion by all members of the command, their family members and other authorized personnel.

a. Chaplains and Clergy

(1) Arrangements to engage the services of a Chaplain for any special ceremony shall be made with the Chaplain concerned, and are separate from the arrangements to use the facility. References (a) through (c) stipulate that every Chaplain will conduct public worship and special ceremonies according to the manner and form of the Chaplain's faith group. Services or ceremonies are conducted by a Chaplain when they conform to the Chaplain's ecclesiastical policies but the Chaplain will assist requesting individuals in obtaining a duly qualified person to officiate at services or ceremonies that are not a part of the Chaplain's tradition.

(2) Eligible personnel as defined in reference (b), with the approval of the appropriate facility supervisor, may invite a civilian clergy person or authority to conduct religious ceremonies in the facility. Such arrangements shall be made with the authorized clergy person and are to be considered separate from the arrangements to reserve the facility. Arrangements for the ceremony and the use of the facility are the sole responsibility of the sponsor.

b. Guests and Participants

(1) The sponsor is responsible for making MCAGCC entry arrangements for guests, musicians, florists, photographers, etc. All persons must abide by the MCAGCC regulations concerning entry to MCAGCC. The sponsor shall deliver an alphabetically arranged, typed list of the guests driving vehicles, not registered aboard the Base, to the Provost Marshal Office, Building 1407, at least 96 hours prior to the special ceremony. The list shall be headed by the name of the sponsor, place, date, and time of rehearsal, if applicable, and the ceremony.

(2) The Chapel Usage Request form provides the regulations for facilities usage. The sponsor will comply with these guidelines:

(a) Accountability. The sponsor will be a valid military identification card holder and be held accountable for complying with facility usage regulations.

(b) Chapel Usage Reservation Request. The sponsor will apply to use the Chapel or RE facility by filling out a Facility Usage request letter. This requirement can be accomplished by completing the form electronically after speaking with religious ministries personnel and confirming that the requested space is available at the time required or by visiting the appropriate office in the Chapel or RE facility and completing the request letter in person.

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(c) Consultants. The officiant has final authority regarding procedures of a religious nature in the facility before, during and after the ceremony.

(d) Decorations. Decorations shall not be affixed to any part of the Chapel with nails, staples, or tacks. Decorations must be removed promptly after the service or event.

(e) Fees and arrangements. Per references (b) and (c), no fees shall be charged for the use of the facility. Chaplains, RPs, and CAs shall not accept fees for services provided. Fees for personal services of civilian clergy, organists, sextons, sacristans, and/or soloist shall be arranged and paid directly to such persons and are in no way the responsibility of the RM.

c. General Guidelines

(1) Religious activities (e.g. worship services, memorial services, etc.) take precedence over all other events.

(2) Profanity or vulgar language is not appropriate anywhere at any time; especially in RM facilities.

(3) Weapons are to remain outside of the Chapel.

(4) No tobacco of any type may be used in any RM spaces.

(5) Food and beverages may be consumed in the wings of the Chapels, and in all other non-carpeted areas of the RM Village Center rooms. Water is the only beverage that may be consumed in the Chapel sanctuary and must be in a closed container.

(6) The Chapel sanctuary may only be used for family programs, Noncommissioned Officer graduations, and pre-deployment briefs. Other exceptions may be made on a case-by-case basis.

(7) Chapel facilities (East or West Wings) may be used for daycare during RM programs. The daycare will be provided by the MCAGCC Child Development Center (CDC) and approved for funding by the Director RM. Children may be tended in Chapel spaces only if one or more parents are available within that Chapel. The Village Center spaces also include a room where childcare may be provided, but only by CDC childcare workers.

(8) Sponsors who reserve the Chapel will be responsible for ensuring all guests are legally parked on marked parking spaces. The parade field and other unmarked spaces will not be used for parking.

(9) After a service or event, the sponsor is responsible for ensuring the RM facilities are immediately cleaned and returned to original condition, including replacing and moving furnishings to their correct locations.

(10) Due to fire codes, the wings of each Chapel are limited to 78 people.

(11) No food or refreshments are furnished unless the event is part of a Chapel program. The sponsors shall bring their supplies to support their events.

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(12) The sponsor shall notify the Chapel if he or she decides to cancel the scheduled event so other groups may utilize the facility.

2. Wedding Guidelines. All weddings held in a Base Chapel will be conducted by a MCAGCC Chaplain, operational Chaplain, or an authorized clergy as the officiant. An active duty member, dependent, or retired sponsor will reserve the Chapel and be responsible for the Chapel.

a. Scheduling. No wedding will be scheduled within two hours of other scheduled events. Rehearsals may be scheduled on an hourly basis.

b. Garments. Garments may be changed only in areas designated by the Chapel program supervisor.

c. Reception. Wedding receptions will not be held in the Chapel or RE facility. Arrangements may be made with MCCS for on base receptions. Upon availability and with approval in advance, light refreshments including non-alcoholic beverages and light snacks may be purchased by the sponsor and offered in either of the Chapel wings. Requests for permission to offer a reception of this nature must be made at the time the sponsor makes the reservation.

3. Funeral and Memorial Service Guidelines. Funerals and memorials may be command events or private events. The rules that apply to the Chapel for other events also apply for these types of services.

a. Scheduling. Use of the Chapel for funerals and memorial service requires a reservation like any other event, though it is recognized that these events most often occur with very little advanced notice. The Chapel staff will make every attempt to accommodate requests for Chapel usage for these somber occasions; however, regularly scheduled worship services, special worship services and weddings that have been planned in advance will take precedence over funeral and memorial services.

b. Officiant. It is the responsibility of the sponsor or the command to request the services of a Chaplain or clergy to support the funeral or memorial service. In the event that the sponsor or command does not have a Chaplain assigned, a Chaplain assigned to MCAGCC may be requested.

c. Responsibilities. The command or sponsor has the responsibility for the preparation and execution of a memorial or funeral. Commands should refer to references (o) and (p) for specific guidance on the proper conduct of a military memorial service or funeral. The command or sponsor is responsible for arranging for a Color Guard, a bugler for Taps, a musician for the service, preparing and printing bulletins for the service, and designating Scripture readers, eulogists, and other participants for the service.

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APPENDIX A

RELIGIOUS MINISTRY PROFESSIONAL APPOINTMENT LETTER SAMPLE

1730
UNIT ORG

From: Commanding Officer/Commanding General
To: (Name of Individual)

Subj: APPOINTMENT AS VOLUNTARY CIVILIAN RELIGIOUS MINISTRY PROFESSIONAL IN
SUPPORT OF THE (FAITH GROUP)

Ref: (a) MCO 1730.6F
(b) MILPERSMAN 1730-010
(c) MCRP 6-12B Religious Lay Leader Handbook
(d) CCO 1730.4(Series)

1. You are hereby appointed to serve as a Voluntary Religious Ministry Professional in support of the (Faith Group) aboard Marine Corps Air Ground Combat Center (MCAGCC).
2. In accordance with the references, this appointment is in response to an identified religious ministry support requirement and conveys no additional ecclesiastical/faith group status. This appointment will terminate in one year or when the need for your service as the (Faith Group) Religious Ministry Professional no longer exists, whichever comes first.
3. This appointment implies the authority to cancel such appointment and terminate your status as the MCAGCC (Faith Group) Religious Ministry Professional. This appointment will be terminated if/when your conduct hinders accomplishment of the CRP or reflects adversely upon this command.
4. The Religious Ministries Director for the Combat Center will provide direct supervision and facilitate training for your Religious Ministry Professional duties and responsibilities.
5. You are responsible to maintain your relationship with your faith group and are required to report any changes in your faith group status to this command immediately.
6. Thank you for your willingness to serve our Marines, Sailors, civilians and family members in this important role.

SIGNATURE

Copy to:
CO HQBN
Dir RM
File