

## RMD Chapel User Guide

### Facilities Usage

1. Chapel Usage. Chapel and Religious Education (RE) facilities, buildings 1541 and 1542, 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 to the chaplain's faith group. Services or ceremonies are conducted by a chaplain when they conform to the chaplain's ecclesiastical polices but the chaplain will assist requesting individuals in obtaining a duly qualified person to officiate said service or ceremony that is not 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 the MCAGCC. The sponsor shall deliver an alphabetically arranged, typed list of the guests driving vehicles without DOD decals to the PMO, building 1407, at least 96 hours prior to the special ceremony. The list shall be headed by 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) The sponsor will be a valid military identification card holder.

(b) The sponsor will apply to use the chapel or religious education facility by filling out a Facility Usage form. 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 religious education facility.

(c) The sponsor, upon appropriate approval by the required personnel, will comply with this instruction and the following guidelines:

(d) The sponsor will apply to use the chapel or religious education facility.

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

2. Decorations shall not be used which require the use of nails, staples, or tacks to affix them to any part of the chapel. Decorations must be removed promptly after the service or event.

3. Fees and arrangements. References (b) and (c), state no fees shall be charged for the use of the facility. Chaplains, Religious Program Specialists or Chaplain's Assistants for services provided will not accept fees. 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 Religious Ministries Directorate.

c. Instructions for Use of RM Facilities

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

(2) Profanity or vulgar language is not appropriate anywhere at anytime; 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, in the Charity Room and Peace Room of the Religious Ministries Center (RMC) and in all other non-carpeted areas of the RM Village Center rooms. Water may be consumed in the main chapel when the Command is at sleeves up. When sleeves are down, no water or any other liquid may be consumed in the main chapel.

(6) The nave of the chapel may only be used for family programs, NCO graduations, and pre-deployment briefs. Other exceptions may be made.

(7) Under Marine Corps policies, the chapel facilities do not meet standards for daycare. Therefore chapel facilities may not be used for daycare. Children may be tended in chapel spaces only if one or more parents are available within that chapel. The Village Center RM spaces include a room where childcare may be provided, but only by childcare workers from the MCAGCC Childcare facility.

(8) All personnel who are married in a base chapel will have a MCAGCC, FMF chaplain or an authorized clergy as an officiate. The active duty or retired sponsor will reserve the chapel and be responsible for the chapel

(9) Sponsors using a chapel will ensure that all participants in the events do not park on the Commanding General's parade field.

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

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

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

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

d. Weddings

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

(2) Garments. Garments may be changed only in areas designated by the chapel program supervisor.

(3) Reception. Wedding receptions will not be held in the chapel or religious education facility. Arrangements may be made with Marine Corps Community Services on base receptions.

2. Memorial/Funeral Service Guidelines. Funerals and memorials often bring commands together with a chaplain from a different command. In an effort to promote unity and teamwork the following list of responsibilities is suggested as a model for organizing the service.

<u>Responsibility of:</u>	<u>Command</u>	<u>Chaplain</u>
a. Notify Next of Kin	X	
b. Ascertain Religious Preference of Deceased	X	
c. Assign Coordinator for memorial service	X	
(1) Arrange for Color Guard	X	
(2) Arrange for bugler for Taps	X	
d. Arrange for Music	X	
e. Arrange time and place of Memorial Service	X	
f. Obtain command Decision of a Chaplain of Deceased's faith	X	

Responsibility of:	Command	Chaplain
g. Obtain bulletin information	X	
(1) Assign personnel to give command to post/retire the colors (E-8 or above)	X	
(2) Designated personnel to read scriptures and prayer	X	
(3) Designate unit representative to give eulogy (senior personnel recommended)	X	
(4) Provide obituary data for Bulletin	X	
h. Prepare Bulletin		X
(1) Type Bulletin		X
(2) Command approve Bulletin content	X	
<u>1.</u> Print Bulletin	X	
i. Disseminate Frost Call/SpeedCall	X	
j. Rehearse color guard/bugler	X	
k. Test PA. System and determine need for external system, set up as necessary	X	
l. Notify maintenance personnel who work on the involved Chapel of the service time to preclude water on sidewalks, sprinklers or mowing during services.	X	
m. Brief family regarding arrival/departure at the Chapel	X	
n. Reserve front row of pews on each side for family and command.	X	
o. Clean Chapel	X	
p. Distribute to participants and leave 30 bulletins in chapel office for family and/or senior personnel	X	
q. Rehearse all participants	X	
r. Test PA system prior to arrival of command	X	
s. Ensure color guard, ushers, bugler arrive at Chapel	X	
t. Distribute bulletins at service and provide ushers.	X	

Responsibility of:	Command	Chaplain
u. Pick up and accompany family to chapel	X	
v. Program participants arrive at chapel, (guests arrive, Color guard, and bugler, at back of Chapel)	X	
w. Have musician begins playing	X	
x. Senior personnel of command arrive/seated	X	
y. Family arrives via side door/seated	X	
z. Senior officer of command is seated	X	
aa. Procession of principals		X
bb. Color guard in place for posting of Colors	X	
cc. Service Begins		
dd. After Taps, color guard commander say, "Please remain standing for the retiring of colors." All except color guard remain in place until dismissed.		
ee. Sequence:		
(1) Retire the colors	X	
(2) Chaplains leave altar to stand by Family		X
(3) Family departs followed by senior personnel of command Chaplains accompany family or go to narthex	X	
(4) Senior officer of command accompanies family or follows Chaplains to narthex	X	
gg. Color Guard commander says "On behalf of _____ family, thank you for being here today to pay tribute to _____ and his/her service to our Nation, the Marine Corps/Navy and Almighty God." (If appropriate any other comments).		

APPENDIX A

LAY READER ASSIGNMENT LETTER SAMPLE

1730  
REL

From: Commanding Officer

To: (Name of Individual)

Subj: APPOINTMENT AS (RELIGION) LAY LEADER FOR (UNIT)

Ref: (a) MCO 1730.6D  
(b) Marine Corps Manual per. 2816.2b

1. Per references (a) and (b), you are hereby appointed as (religion) lay leader for (unit) for the period \_\_\_\_\_ to \_\_\_\_\_.
2. You will maintain contact with your chaplain and commanding officer, and carry out your duties to the best of your abilities according to the teachings of your religion and in the highest tradition of the Marine Corps.
3. This appointment is in addition to your regular duties.

Signature

Copy to:  
CG, MCAGCC (19)