



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
BaseO 1730.3B
CHAP
13 JUL 2012

BASE ORDER 1730.3B

From: Commanding Officer, Marine Corps Base Hawaii
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR RELIGIOUS MINISTRIES WITHIN MARINE
CORPS BASE (MCB) HAWAII KANEOHE BAY, MARINE CORPS INSTALLATIONS
PACIFIC (SHORT TITLE: SOP FOR RELIGIOUS MINISTRIES)

Ref: (a) SECNAVINST 1730.7D
(b) SECNAVINST 1730.8B
(c) MARCORMAN Sec. 2816
(d) MCO P3500.44A
(e) MCWP 6-12
(f) MCRP 6-12A
(g) MCRP 6-12C
(h) U.S. Navy Uniform Regulations, NAVPERS 15565
(i) OPNAVINST 1730.1D
(j) BUPERSINST 1610.10C
(k) BaseO 1300.17A
(l) MOU 5400 [draft]

Encl: (1) Lay Leader Appointment Letter
(2) Application for use of MCB Hawaii Chapel Facilities
(3) Execution Checklists

1. Situation. References (a) and (b) promulgates policy and assigns responsibility for religious ministries within the Department of the Navy (DON). References (c), (d) and (e) provide policies and procedures for religious ministries in the Marine Corps. References (f) and (g) provide doctrine, procedures and policy concerning the Commander's program for religious ministry in the Fleet Marine Force. References (h), (i) and (j) provide administrative procedures for Navy personnel assigned to Marine Corps units. Reference (k) describes the Fleet Assistance Program (FAP) for personnel located on MCB Hawaii. Reference (l) details Chaplain and religious support personnel from III Marine Expeditionary Force units and other tenant units stationed on MCB Hawaii in support of base religious programs coordinated by MCB Hawaii.

2. Cancellation. BaseO 1730.3A

3. Mission. Standardize operating procedures for the Command Religious Program (CRP) within MCB Hawaii.

4. Summary of Revisions. This document has been completely rewritten and should be reviewed in its entirety.

5. Execution

a. Commander's Intent. Free exercise of religion is a foundational principle for our nation. The Department of Defense, the DON and the United States Marine Corps place a high value on the rights of service personnel to hold and practice their respective religions. In keeping with this principle, the CRP is an official and integral part of Marine Corps commands. Responsibility for the CRP rests with the Commanding Officer (CO) and the program is promulgated by the Command Chaplain. The religious ministry policy of MCB Hawaii supports a comprehensive, relevant and robust religious program to meet the religious needs of its personnel and their families and provide religious support for tenant units and their families while aboard MCB Hawaii. As derived from the references, the CRP at MCB Hawaii is guided in this endeavor by the following four Chaplain Corps Core Capabilities:

(a) Facilitate by managing and executing a command religious program to accommodate diverse religious ministry support through appropriate scheduling, coordinating and budgeting.

(b) Provide by meeting faith-group specific needs with worship services, religious and pastoral counsel, Scripture study and religious education.

(c) Care by delivering specific institutional support, counseling and coaching. This includes personal and relationship counseling, deck plate ministry, coaching on military life, and pre/post-deployment training for Marines, sailors and their families regardless of religious preference.

(d) Advise the CO directly about morals, ethics, spiritual well-being and morale. Chaplains support leaders at all levels of the chain of command in moral and ethical decision making, cultural awareness, conflict resolution and cross-cultural communications. Such support can be developed within three levels: the Essential (personal), the Executive (command) and the External (within a mission-oriented or combat environment).

b. Concept of Operations. The MCB Hawaii Chaplain performs the duties of a principal staff officer of the CO and falls under the cognizance of the Chief of Staff (COS), but retains direct access to the CO. The Chaplains, Religious Program Specialists (RPs) and other enlisted personnel ideally form a mutually supportive Religious Ministry Team (RMT) and ultimately support deployment readiness. The Chaplains conduct Chaplain and religious activities as needed and promotes the MCB Hawaii CRP. The Chaplain also serves as an advisor to the Commander in matters of spiritual welfare, morale and ethical issues. Religious programs described in this Order are also applicable to religious ministries delivered at Camp Smith. While in garrison, tenant unit Chaplains and RPs support the MCB Hawaii CRP including Chaplain and RP duty watches.

6. Administration and Logistics. Religious ministry on MCB Hawaii will be in accordance with the references and all other applicable directives pertaining thereto.


BRIAN ANNICHIARICO

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LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR RELIGIOUS MINISTRIES WITHIN MARINE
CORPS BASE HAWAII KANEOHE BAY, MARINE CORPS INSTALLATIONS PACIFIC
(SHORT TITLE: SOP FOR RELIGIOUS MINISTRIES)

Location:

(Indicate the location(s) of copies of this manual)

SOP FOR RELIGIOUS MINISTRIES

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SOP FOR RELIGIOUS MINISTRIES
CHAPTER 1
ORGANIZATION AND ASSIGNMENT

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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 1

ORGANIZATION AND ASSIGNMENT

1000. GENERAL. The CRP encompasses all religious activities at MCB Hawaii. The CRP is ultimately the responsibility of the CO; the Chaplain executes the program. Reference (a) applies. The four core Chaplain Corps capabilities are:

1. Facilitating religious accommodation by coordinating and executing ministry programs that accommodate diverse religious requirements.
2. Providing and conducting worship services, pastoral counsel, Scripture study, and religious education.
3. Caring for Marines, sailors, other military personnel and their families by delivering institutional ministry that attends to personal, spiritual and relational needs outside of a faith group-specific context.
4. Advising leaders at all levels on issues relating to morals and ethics, spiritual well-being, morale, and the impact of religion on operations.

1001. MISSION. The mission of the CRP is to accommodate the exercise of religion within the installation. Ministry shall meet the spiritual, moral and ethical needs of Marines, sailors and family members by encompassing appropriate programs, services and pastoral care. The RMT shall reach and maintain personal readiness for potential deployment. The Chaplains shall advise the CO in matters of religious welfare, morale and ethical issues.

1002. ORGANIZATION AND ASSIGNMENT. Chaplains and RPs are ordered to MCB Hawaii by the Commander, Naval Personnel Command (NPC-4414) per the current Navy Manpower Authorization Document (OPNAV 1000/2). When RP manning is less than the Command Table of Organization (T/O) requirement, reference (b) authorizes the assignment of Marine Corps Administrative Clerks, Military Occupational Specialty 0111. The Chaplain and RPs are assigned to Unit Identification Code 00318. Ordinarily, junior Chaplains detailed to MCB Hawaii Kaneohe Bay are assigned to Headquarters Battalion (HQBN) and Marine Corps Air Station (MCAS) commands by the MCB Hawaii Chaplain to provide Chaplain support. Marine Corps Installations Pacific (MCIPAC) Chaplain may also temporarily assign additional active duty Chaplains with enlisted support to MCB Hawaii as needed to support the command mission.

1003. AUTHORIZED BILLETS. The following billets are authorized by the Naval Personnel Command for MCB Hawaii. OPNAV 1000/2 applies:

<u>BILLET SEQUENCE</u>		
<u>CODE (BSC)</u>	<u>BILLET</u>	<u>RANK</u>
00135	Command Chaplain	CAPT O-6*
00140	Chaplain	LCDR O-4*
00145	Chaplain	LT O-3
00150	Chaplain	LT O-3
00320	Religious Program Specialist	RP1 E-6
00160	Religious Program Specialist	RPSN E-3

** In accordance with Navy Total Force Management procedures, the BSC 00135 O-6 billet is being realigned to MCI Command. Plans are currently underway to increase authorization for the BSC 00140 billet from O-4 to O-5, and to realign the RP3 billet currently at Camp Smith back to MCB Hawaii.*

1004. MCB HAWAII CHAPLAIN. The MCB Hawaii Chaplain is a special staff officer administratively placed under the COS, but responsible to the CO for the CRP. Direct access to the CO is retained to provide counsel on morals, ethics, spiritual well-being and morale. The Chaplain also falls under the Navy Chaplain Corps "functional chain of influence." As described in reference (a), the functional chain is that chain of responsibility which begins with the subordinate unit Chaplain and flows to the next higher Chaplain, and ultimately to the Chief of Chaplains. Appendix A applies. The MCB Hawaii Chaplain provides training for leaders at all levels of the chain of command in moral and ethical decision making, cultural awareness, conflict resolution and cross cultural communications. He also interfaces with civilian clergy, community leaders and civic organizations such as Veterans of Foreign Wars, Habitat for Humanity, and similar civilian support groups. He advises the CO when appropriate on the impact religion may have to base operations. Additional responsibilities include:

1. Making provisions for the diverse religious needs of personnel through the utilization of assigned MCB Chaplains, Chaplains from other commands, civilian clergy and Lay Leaders.
 2. Supervising the Planning, Programming and Budgeting System (PPBS) for the CRP as Cost Center Manager.
 3. Coordinating the assignment of Chaplains with due regard for religious pluralism and functional diversities, in order to provide an inclusive and effective CRP.
 4. Serving as Senior Watch Officer overseeing Duty Chaplain Watchbill Coordinators and establishing Duty Chaplain Watchbill policies for MCB Hawaii Kaneohe Bay.
 5. Administering the office of the MCB Hawaii Chapel.
 6. Administering the Consolidated Religious Offering Fund (ROF) in accordance with applicable orders and instructions.
 7. Maintaining appropriate records, files and statistics of religious programs, facilities and personnel.
 8. Supervising and evaluating the functional progress and professional development of Chaplains.
 9. Exercising pastoral care through officiating at religious services, pastoral visits, counseling, community activities, personal guidance and teaching.
 10. Supervising the appointment and training of Lay Leaders within the CRP.
- Enclosure (1) applies

11. Coordinating and acting as a liaison for senior Chaplains, Chaplains and Chapel activities for the Marine Corps in Hawaii. The MCB Hawaii Chaplain will maintain liaison with Air Force and Army counterparts on Oahu.
12. Coordinating visitations of official representatives of endorsing agencies, faith group representatives and other visitors of the CRP.
13. Acting as liaison to civilian clergy.
14. Providing professional mentoring and supervision as appropriate to chaplains of tenant units located on MCB Hawaii.
15. Advising the Chief of Chaplains, Chaplain of the Marine Corps and the MCIPAC Chaplain regarding ministry, billets and other pertinent matters.

1005. DEPUTY BASE CHAPLAIN. The MCB Hawaii Chaplain shall appoint a Chaplain to serve as the Deputy Base Chaplain. The Deputy Base Chaplain falls under the direct supervision of the Base Chaplain. In the absence of the Base Chaplain due to leave status, Temporary Additional Duty (TAD) or medical incapacitation, the Deputy Base Chaplain functions as the MCB Hawaii Chaplain. Additional responsibilities include:

1. Supervising the MCB Hawaii Chaplain Office Supply Officer who is directly responsible for the PPBS. This includes supervising appointments of Government-wide Commercial Purchase Card Approving Officials and Contract Purchase Request Certifying Officials. These appointments shall be assigned in writing upon completion of required training and certification.
2. Supervising the preparation of the annual budget and maintaining the spending plan.
3. Monitoring resource support for the CRP and managing CRP property and supplies.
4. Serving as the Functional Area Inspector for Religious Ministries, under the direction of the Base Inspector, as a member of the inspection program. This appointment shall be in writing upon completion of required training and certification.
5. Maintaining the MCB Hawaii Chapel's Master Calendar.
6. Reviewing Chaplain and PR TAD and leave requests and making appropriate recommendations to the MCB Hawaii Chaplain.
7. Reviewing and preparing draft responses for the MCB Hawaii Chaplain for correspondence and reports which are handled by the Chapel office.
8. Reviewing Fitness Reports, Enlisted Evaluations, military and civilian awards and making appropriate recommendations to the MCB Hawaii Chaplain.
9. Supervising the development of the MCB Hawaii Consolidated Watchbill.
10. Serving as program manager for VIP visits (Chaplain Corps, endorsing agents and church dignitaries).

11. Serving as liaison with Facilities Maintenance, MCB Hawaii Civilian Personnel Office, MCB Hawaii Regional Contracting Office, MCB Hawaii Protocol Officer and MCB Hawaii Public Affairs Officer.

12. Carrying out other duties as assigned by the MCB Hawaii Chaplain, MCB Hawaii COS, or the CO.

1006. DIVISION OFFICER. The Division Officer is the responsible staff officer for the supervision, training and evaluation of Navy RPs and FAP Marine Chaplain Assistants (CAs) assigned to the CRP. Ordinarily a First Class Petty Officer serves as Division Officer. In the absence of a First Class Petty Officer, the Base Chaplain shall request a FAP Staff Sergeant through MCB Hawaii Manpower, Personnel and Administration (MP&A) Division, or appoint a Chaplain to serve as Division Officer.

1007. ENLISTED SUPPORT PERSONNEL. In accordance with reference (d), Navy RPs and FAP Marine CAs are assigned to Marine Corps Commands to assist chaplains in planning, programming, administrating and coordinating the CRP. FAP Marine CAs are assigned by MCB Hawaii MP&A Division to the CRP staff to meet T/O strength when RP manning is less than the Command T/O requirements.

1008. RP SUPERVISOR. When a First Class Petty Officer is assigned, he/she serves as Division Officer. In the absence of a First Class Petty Officer a Chaplain is appointed as Division Officer. The most senior RP assigned serves as the Senior RP in charge of all other enlisted personnel, including FAP Marine CAs junior in rank. The Senior RP is responsible to the Base Chaplain for enlisted work assignments, training schedules, duty rosters, supervision of office supplies and equipment, ecclesiastical gear procurement, inventory, and the control of the Base Chaplain's Consolidated Materials Report equipment and supplies. The following are additional supervisory responsibilities:

1. The Senior RP plans and establishes work methods, procedures and performance standards for the proper utilization of materials and personnel relating to the CRP.

2. The Senior RP designs and implements training programs for RPs and CAs in order to better serve the CRP. The Senior RP provides additional training to RPs to prepare them for advancement. The Senior RP is accountable to the MCB Hawaii Chaplain for enlisted training.

3. The Senior RP conducts administrative and material inspections of RPs and FAP Marine CAs assigned to the chapel. Inspections include:

- a. Office procedures, files, records, log books, documents, directives, orders and instructions for their accessibility, security and applicability.

- b. Equipment, supplies and ecclesiastical gear inventories for their condition and control.

4. The Senior RP ensures that enlisted personnel maintain their service records properly. Service records for all RPs are maintained at the Personnel Support Detachment at the Moanalua Navy Service Center, Joint Base Pearl Harbor-Hickam.

1009. ENLISTED DUTIES. As uniformed members, RPs and CAs must comply with military regulations, traditions, courtesies and duties of their branch of

service. Job descriptions for Navy RPs and FAP Marine CAs are based upon Navy Enlisted Occupational Standards. Duties include the following:

1. Preparing facilities to support worship services, religious educational programs, spiritual renewal activities, humanitarian programs and other CRP sponsored activities.
2. Obtaining a current government driver license and serve as an authorized driver of government vehicles in support of the CRP.
3. Functioning as office clerks and receptionists by typing and processing official correspondence, messages and ecclesiastical, personnel, budget, facility, material reports and records. Maintaining documents, directives, orders, instructions and record files.
4. Maintaining an up-to-date inventory of supplies, ecclesiastical gear, consumables, literature and office equipment.
5. Conducting periodic inspections of facilities and equipment and prepare maintenance repair requests as necessary.
6. Maintaining utilization schedules of Chapel facilities.
7. Supporting events or functions when the service of a Chaplain or contract clergy is required, such as weddings, funerals, memorial services, baptisms and special religious services. These are in addition to regular religious observances on weekends.
8. Performing other duties as required by the Chaplain, which fall under the scope of their occupational standards. RPs and CAs are not assigned any additional duties without the MCB Hawaii Chaplain's concurrence.

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CHAPTER 2

ADMINISTRATION AND COORDINATION

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CHAPTER 2

ADMINISTRATION AND COORDINATION

2000. INSPECTIONS

1. Commanding General's Readiness Inspection Program. The MCIPAC Chaplain, the RP Leading Chief Petty Officer (LCPO) or their designates will conduct a formal inspection periodically in the functional area of Religious Ministries. The inspection will normally be scheduled by the MCIPAC Inspector.

2. Assist Visits. The MCIPAC Chaplain or MCIPAC RP LCPO may perform periodically a Staff Assist Visit of the Battalion. Visits may be unannounced.

2001. LEAVE AND LIBERTY. Leave and liberty will be granted by the CO for the Chaplain and RPs. The Chaplain requesting leave will arrange for unit coverage. Current directives regarding leave and liberty on Oahu and outlying Hawaiian islands apply. Personnel must comply with area clearance requirements for leave outside of the United States.

2002. EXTENSION OF TOUR OF DUTY ASSIGNMENT. Chaplains and RPs electing to extend their tour of duty must submit requests to the Navy Personnel Support Detachment located at Naval Station Pearl Harbor via the chain of command and the MCIPAC Chaplain.

2003. CHAPLAIN RELATIONSHIP WITH ENDORSER. In accordance with MILPERSMAN 3020560, Chaplains are authorized up to 30 days administrative absence each year as no cost Permissive TAD, not chargeable as annual leave, for the purpose of attending religious conferences, retreats, and professional training courses. Chaplains are encouraged to maintain close liaison with their ecclesiastical endorsing agencies, churches and church bodies through reports, correspondence, and, when practical, by attendance at their meetings, conferences and retreats. Chaplains shall inform the Base Chaplain of anticipated visits of ecclesiastical endorsers.

2004. UNIFORMS

1. Chaplains. Upon arrival to the Command, Chaplains may elect and are encouraged to wear the Marine Corps uniform as described in NAVPERS 15665I and MCO P1020.24, respectively. If personnel elect to wear Marine Corps uniforms other than the utility uniform, they must sign a Page 13 entry stating that they understand their responsibility to abide by Marine Corps appearance and grooming standards. Otherwise, Navy grooming standards apply. Ranking insignia with identifying religious insignia will be worn on uniforms in the manner of Marine Corps officers. Vestments or religious attire may be worn when conducting religious services only, and may be appropriately adjusted to field or operational environments. Application for the authorization of wearing religious head gear may be made to the unit Commander. Reference (b) applies. In Hawaii, Navy Summer Whites is the appropriate year round uniform utilized for occasions when Marines utilize Dress Blue "D" and above.

2. Religious Program Specialists. Upon arrival to the Command, RPs may elect and are encouraged to wear the Marine Corps uniform as described in NAVPERS 15665I and MCO P1020.24, respectively. If personnel elect to wear Marine Corps uniforms other than the utility uniform, they must sign a Page 13 entry stating that they understand their responsibility to abide by Marine Corps appearance and grooming standards. Otherwise, Navy grooming standards apply.

2005. MARINE CORPS CHAPLAIN ASSISTANTS. When RP manning is insufficient to provide appropriate support, reference (b) directs commands to augment the Chaplain with qualified Marine Corps enlisted personnel as CAs under the FAP, per reference (k). Candidates will be screened and proposed by the FAP personnel coordinator for the Chaplain's review and approval. Criteria considered are: personal and professional standards, military requirements, grade requirements for T/O, commercial and tactical vehicle license, T/O weapon qualifications, and basic clerical skills.

2006. FITNESS REPORTS AND EVALUATIONS

1. General

a. Fitness Reports (FITREPS) and Evaluations (EVALS) for Chaplains and RPs will be prepared per reference (j) utilizing the NAVFIT 98A Electronic Reporting Program.

b. The MCB Hawaii Commander or his designee is the Reporting Senior for the Chaplain. The Chaplain Division Officer or designee is the delegated Reporting Senior for RPs E-4 and below.

c. FAP Marine CAs' FITREPS and EVALS are handled electronically utilizing Marine On Line (MOL).

2. Submission Procedures: Chaplains and RPs

a. MCB Hawaii Chaplains will submit a NAVPERS 1610/2 (revised 6/98), with blocks 1 through 27 completed and a draft narrative of accomplishments in bullet format to the COS or Executive Officer (XO) if assigned to HQBN or MCAS (with a three day prior courtesy copy to the MCIPAC Chaplain) no later than 30 days prior to the due date of the FITREP primarily to ensure technical accuracy. Upon the request of the COS, XO or the Chaplain concerned, the MCIPAC Chaplain may suggest adjustments to the narrative or marks if needed to either party preparing the FITREP, or supply additional Navy FITREP technical advice to the COS, XO or Reporting Senior (CO) by email or by telephone if the situation warrants it. Any supportive communication from the MCIPAC Chaplain to the Reporting Senior will be made through the COS or XO anticipating the FITREP due date, and allowing for the Reporting Senior's timely review, revision, final grading and presentation of the FITREP to the member. If so requested by the command, the FITREP final copies may also be prepared by the MCIPAC Chaplain Office for the CO's signature and mailed to him. The G-1 or S-1 will mail the original FITREP and Summary Letter to NAVPERS Command as found on page 1-29 of the Navy Evaluation Manual, with hard copies to the CO and Chaplain. Reference (j) applies.

b. RPs will submit a NAVPERS 1610/2 (revised 6/98), with blocks 1 through 27 completed and a summary of accomplishments in bullet format, to the MCB Hawaii Chaplain or designee 30 days prior to the EVAL due date.

Chaplains prepare and email the RP EVAL final draft to the MCIPAC RP LCPO or the local designee for quality assurance two weeks before the EVAL due date. The MCIPAC RP LCPO will then return the EVAL back to the MCB Hawaii Chaplain for local hard copy preparation for signatures and mailing through the unit S-1 with copy to the service member and Reporting Senior. Hard copy review for accuracy done locally by senior RPs is highly recommended.

c. RP performance evaluations are prepared by the Division Officer and submitted to the Chaplain for review and signature.

3. FAP Marine CAs' Fitness Reports and Performance Evaluations. FAP Marine CAs, E-4 and below, will receive proficiency and conduct (Pro/Con) marks from their immediate supervisory Noncommissioned Officer-in-Charge (NCOIC) which are submitted to the Chaplain Officer-in-Charge (OIC) via MOL. The OIC in turn will review and adjust as appropriate and make his recommendation to the HQBN, Service Company First Sergeant and continue up the Chain of Command ultimately to the HQBN CO. FAP Marine CAs, E-4 and below, are given Pro/Con marks semi-annually or when promoted, demoted or transferred. FAP Marine CAs, E-5 and above, will prepare and submit their bulleted accomplishments to the OIC for his write-up of the FITREP and submission, via MOL, to a senior enlisted for document review and administrative processing.

2007. NAVY PERSONNEL AND PAY RECORDS. Navy personnel admin support is provided by the Navy Personnel Support Detachment located at Pearl Harbor. Pay reports and monthly statements are maintained electronically via the Defense Finance and Accounting Service.

2008. REPORTS REQUIRED

1. After Action Report. Following exercises or assigned operations, the Chaplain will prepare an After Action Report for submission to the CO via the COS or XO within 30 days in accordance with reference (d), with copy to the senior Chaplain present at the operation.

2. Periodic and Community Relations Reports. If required, reports are electronically submitted by the MCB Hawaii Chaplain Office to the MCIPAC Chaplain with copy to the MCIPAC Secretary and the RP LCPO no later than the third working day of the month for the previous month's report.

3. Command Chronology. The annual Command Chronology input is prepared by the MCB Hawaii Chaplain and is due to the G-3 when requested in January.

2009. CIVILIAN CLERGY AND EXTERNAL AGENCIES. Civilian clergy without Department of Defense base access have limited access to MCB Hawaii only for the purpose of visiting personnel of their respective faith group, or to conduct a religious service as authorized by the Command Chaplain on a substitution basis. Base Pass holders must be sponsored and accompanied by a Chaplain or enlisted support personnel at each visit. Any proselytizing or "missionary work", or the distribution of materials which vilify other faith groups, is categorically prohibited and any such activity attempted will cause the individual or group to be permanently banned from visiting MCB Hawaii. The posting of materials, such as worship service schedules, events and programs offered in off base civilian churches needs prior approval by the Base Chaplain.

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CHAPTER 3

MISSION SUPPORT

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CHAPTER 3

MISSION SUPPORT

3000. GENERAL. This section describes Chaplain support for MCB Hawaii-supported operations and training while under garrison conditions or when mobilized for deployments. MCB Hawaii Chaplains provide consistent and long-term unit support to affected unit personnel and their families during mobilization and in peacetime. This support includes:

1. Providing effective, immediate, short and when required, long-term support for Marine Forces Pacific and its designated Marine Air-Ground Task Forces upon receipt of TAD orders by MCB Hawaii. If needed by the extent of the mission, the MCIPAC Chaplain Office will coordinate taskings for MCB Hawaii Chaplains and enlisted personnel support with the MCB Hawaii CO and provide additional support as needed.
2. Being ready to provide religious and humanitarian support upon request for applicable special operation missions that may include humanitarian/civic assistance support or other non-combat roles.
3. Providing ample use of the MCB Hawaii Chapel facility as a multipurpose training facility within the confines of its primary designation as a chapel used to support religious programs. Enclosure (2) applies.
4. Providing support for the local Wounded Warrior Program as requested.

3001. TRAINING OVERVIEW

1. Orientation to MCB Hawaii, MCIPAC. Chaplains and RPs assigned to the United States Marine Corps attend the Marine Corps Chaplain and Religious Program Specialist Expeditionary Skills Training (CREST) course in Fort Jackson, South Carolina. First term Chaplains and RPs reporting to any MCIPAC command coming directly from Chaplain School, "A" school, CREST or a Navy command normally receive orientation training as coordinated by the MCIPAC Chaplain and executed by the MCB Hawaii Chaplain. This orientation is usually delegated to the MCB Hawaii's New Arrivals Orientation brief.
2. Monthly Religious Ministry Team Training. Unless precluded by operations, leave or liberty, all Chaplains and RPs stationed on Oahu are highly encouraged to attend regularly scheduled island-wide training locally sponsored by senior Chaplains while in garrison.
3. Marine Chaplain Assistant Training. Physical and limited chapel-specific training will be conducted locally for assigned FAP Marine CAs to ensure skills maintenance and proficiency in performing their duties.
4. Chaplain and RP Professional Development
 - a. MCIPAC Chaplain Teleconferencing. The MCIPAC Chaplain schedules teleconference meetings on a periodic basis to discuss, coordinate, plan and act on professional matters relating to religious ministries. Forwarded meeting minutes and electronic attendance may help ensure appropriate inclusion of the MCB Hawaii RMTs with other MCIPAC RMTs.

b. Professional Development Workshops and Conferences.

Annual professional workshops and conferences are scheduled by the Chief of Chaplains. Attendance by Chaplains and senior RPs is highly encouraged unless prohibited by operational commitments.

c. Ecclesiastical Conferences. Per reference (g), Chaplains and RPs may be authorized Permissive TAD each year to attend religious conferences, retreats, or professional training courses. Chaplains should maintain close liaison with their religious endorsing organization through reports, correspondence, and attendance at their conferences and retreats. Denominational conferences and retreats in the U.S. mainland will be budgeted and funded by MCB Hawaii as appropriate.

5. Garrison Ministry. Garrison ministry provided by operational unit Chaplains supports ministry to Marines, sailors, their family members and other authorized personnel in their unit and to the entire base through the MCB Hawaii CRP while their unit is in garrison. While in garrison, operational unit Chaplains support the MCB Hawaii CRP as a team by promoting and enhancing the free exercise of religion through worship at the chapel, assisting personnel and families in dealing with crisis and helping maintain personal effectiveness through training. Reference (1) describing Cooperative Ministry for operational units in garrison applies. MCB Hawaii Chaplains reciprocate support to operational unit personnel and their families as required.

6. Training for Ministry Under Combat Conditions. Ministry during Combat training supports Chaplains in a combat environment per reference (e). This includes training opportunities sponsored by operational units coordinated by the III Marine Expeditionary Force Chaplain Office or handled locally by senior operational Chaplains. Subjects include:

- a. Chaplain presence in a combat environment
- b. Ethics and moral issues
- c. Worship Services during combat operations
- d. Counseling during combat operations
- e. Provision for other faith groups
- f. Grief and loss
- g. Marine Corps and Unit Missions
- h. Field Living Skills
- i. Communication, Movement, and Navigation Skills
- j. First Aid

3002. RELIGIOUS MINISTRY PROVISION DURING COMBAT. Categorically, all chaplains are non-combatants under the Geneva Convention and are forbidden to carry personal weapons. RPs, however, are combatants and are trained to provide personal protection to Chaplains as their bodyguards. In the event that installation Chaplains would be called upon to provide direct support to operational units in a combat environment, the MCB Hawaii Chaplains together with other MCIPAC RMTs in the combat theater will provide:

- 1. Appropriate religious ministry that realistically meets the spiritual needs and constitutionally guaranteed rights of Marines and Sailors.
- 2. Worship services and religious ministry flexibly adjusted to a combat environment.

3. Support that includes mass casualty support and pastoral care that addresses stress and fatigue.
4. Ministry of presence and specialized pastoral care as required.
5. An intentional and inclusive ministry program to support the religious needs of personnel located in the combat area.
6. Liaison with appropriate department and staff officers to carry out religious ministry.
7. Religious ministry with other chaplains in theater through supervisory chaplains.
8. Memorial services and pastoral care for casualties.

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CHAPTER 4

LOGISTICS

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SOP FOR RELIGIOUS MINISTRIES

CHAPTER 4

LOGISTICS

4000. APPROPRIATED FUNDS BUDGET. The Chaplain will prepare a budget and submit to the Comptroller's Office upon request toward the end of the fiscal year for administrative supplies; Sunday School materials, catechetical and other religious literature, counseling support materials, musician and religious education coordinator contracts, training supplies, TAD funds and other requirements. Supplies will be procured by the RPs through the Comptroller's Office.

4001. CHAPEL SUPPLIES

1. Chapel Ecclesiastical Equipment. MCB Hawaii will provide and maintain required ecclesiastical equipment. Such items include altar furniture, seating, pews, sound system, computer hardware, organ, pianos tables, audiovisual equipment and other associated items. High value items easily pilfered are identified and listed on the Defense Property Accountability System's annual Custodian Inventory Report.

2. Consumable Items. MCB Hawaii will provide essential consumable items required to run a chapel facility supporting multiple religious traditions including communion ware, sacred books, liturgical vestments, hymnals and associated religious articles commonly identified for use during worship; religious literature and catechetical supplies, and electronic software.

4002. FACILITY USE AND CARE. The current chapel facility is a modern complex with state-of-the-art design and furnishings. Because of this, it also functions as a high end conference facility and a multipurpose training venue for operational and garrison units, their families and periodically for the general public. Chaplains and senior enlisted personnel engage with MCB Hawaii Facilities for janitorial services and for general maintenance and repair. In-house maintenance and organizational procedures utilize daily, weekly, monthly and semi-annual execution checklists. The lists are refined quarterly to ensure smooth operations for a facility under high demand and use. Enclosure (3) applies.

4003. TRANSPORTATION AND TRAVEL. Commanders provide ground or air transportation for Chaplains and enlisted support personnel to meet mission requirements. TAD orders and reimbursement for travel expenses are developed through the Defense Travel System with support from the G-1 section.

4004. NON-APPROPRIATED FUND ACCOUNT. The ROF is the only Non-Appropriated Fund account authorized for the CRP. The traditional Sunday collection and its use are restricted to defined socials related to religious services and contributions to bona-fide charities. Its use is governed by specific rules and cannot be applied for appropriated funding requirements. Reference (e) strictly applies.

LAY LEADER APPOINTMENT LETTER

[UNIT HEADING]

IN REPLY REFER TO:
1730
CHAP
[DATE]

From: Commanding Officer
To: [Appointee]

Subj: APPOINTMENT AS [RELIGION] LAY LEADER FOR [UNIT]

Ref: (a) MARCORMAN
(b) [Base Order]

1. In accordance with references (a) and (b), you are hereby appointed as [religion] Lay Leader for [unit] from [specify dates].
2. You will serve under the guidance of the Unit Chaplain to strengthen religious life in this Command, and carry out your duties to the best of your abilities, according to the tenets of your religion, faith, and in the highest traditions of the U. S. Naval Service.
3. This appointment is in addition to your regular duties.

[COMMANDING OFFICER'S NAME]

Copy to:
Member's Service Record
Chaplain

Enclosure (1)

APPLICATION FOR USE OF MCBH CHAPEL FACILITIES

As the **eligible person*** and/or sponsor requesting the use of MCB Hawaii Chapel facilities, I understand that I am responsible for the activity and I will ensure that it is conducted appropriately. I further understand that:

Scheduling. The following order of priority governs the use of the Chapel Facility:

1. MCBH CO directed use and Scheduled Command Religious Activities
2. Other Religious Activities
3. Other activities, if available

PRINT RANK AND NAME _____

By signing this form I assume responsibility for this activity, and I am held accountable both for the actions of the participants and the condition of the facility and its equipment by them. I will ensure that the chapel facility is secured after the event if no staff is on premises.

Signature of Applicant _____

Guests and Participants. The eligible person sponsoring an activity is responsible for making arrangements for the entry of guests onto the Base. All persons participating in or attending an activity at the chapel facility shall comply with current regulations concerning entry onto the Base and personal conduct while aboard, including the operation of private vehicles.

Condition of the Chapel Facility. (Initial before each item)

_____ The Chapel Facility will be left in the same condition as it was prior to the activity. Carpets will be vacuumed and floors swept. MUD TRACKED ONTO CARPETS WILL BE STEAM CLEANED OR PROFESSIONALLY CLEANED BY THE ELIGIBLE PERSON AND/OR SPONSOR.

_____ No fee may be charged for the use of any portion of the Chapel Facility, but any necessary repairs due to damage connected with the service will be charged to the eligible person and/or the sponsor.

_____ Religious items (altars, candles, sacred books, etc.) will not be used without permission from chapel staff.

_____ Furniture and equipment are not to be moved without permission.

_____ No food and drinks except water allowed in the Chapel Sanctuary. The lanai area on the side of the chapel can be used for fellowship.

_____ Bag and empty trash into the dumpster located in the parking lot.

_____ If food is served in the lanai area, the area must be cleaned.

_____ A minimum of three working days is required for reservations.

_____ No smoking or alcohol permitted in or around the Chapel Facility.

_____ Keys issued for after hour use will be returned to chapel staff the next working day.

____ Children must be supervised. Sitters other than parents must meet Base requirements for child supervision.

***Eligible Person:** Holder of valid DOD CAC Card or other military ID.

UNDER AUTHORITY OF 5 USC 301, DEPARTMENTAL REGULATIONS INFORMATION IS REQUESTED TO IDENTIFY APPLICANTS FOR USE OF THE CHAPEL AND OR THE RELIGIOUS EDUCATION CENTER FOR ALL SPECIAL RELIGIOUS ACTIVITIES OR OTHER EVENTS. THE INFORMATION WILL BE USED BY THE OFFICE OF THE CHAPLAIN FOR IDENTIFICATION PURPOSES. COMPLETION IS OPTIONAL. HOWEVER, FAILURE TO COMPLY MAY RESULT IN DISAPPROVAL.

NAME OF SPONSOR: _____ E-MAIL: _____

COMMAND/UNIT: _____ DUTY PHONE: _____

HOME ADDRESS: _____ CELL PHONE: _____

FACILITY RESERVED:

☐ MAIN CHAPEL ☐ SMALL CHAPEL ☐ CONFERENCE RM ☐ TODDLER RM
☐ RM 28A ☐ RM 28B ☐ RM 29A ☐ RM 29B ☐ KITCHEN
☐ RM 30A ☐ RM 30B ☐ RM 31A ☐ RM 31B

EVENT DESCRIPTION: _____

ESTIMATED ATTENDANCE: _____

☐ ONE TIME EVENT ☐ RECURRING EVENT (valid for 6 months)
DATE: _____ DATE(S) _____

DAY(S) OF THE WEEK: (circle) SUN MON TUE WED THU FRI SAT

TIMES: (Including setup and cleanup) Start: _____ am pm Finish: _____ am pm

AV SUPPORT: (circle all that apply) PowerPoint Microphone DVD CD TV

AUTHORIZING OFFICIAL NAME: (PRINT) _____

AUTHORIZING OFFICIAL SIGNATURE: _____

I CERTIFY THAT I HAVE READ AND UNDERSTAND AND WILL COMPLY WITH THE
REQUIREMENTS OF THIS MEMORANDUM

Signature of Sponsor DATE

ACKNOWLEDGEMENT OF CHAPEL FACILITY SCHEDULING

Signature of Chapel Representative DATE

CHAPLAINS RESERVE THE RIGHT TO RESCHEDULE OR RESCIND THIS RESERVATION, AND
WILL CONTACT THE SPONSOR IF THIS OCCURS.

EXECUTION CHECKLISTS

WEEKDAY CHECKLISTS (rev. 18 Jun 12)

Important: Have an eye for detail! Order and cleanliness is paramount for a chapel. Own it. If something is out of place, take charge and get it fixed: Lights, TVs, water bottles abandoned, remove bugs and food on the floor or carpets, etc. Put things back when they are not where they are supposed to be. Work with each other, do not measure work. Pick up after people. Something broken that you cannot fix, call Facilities immediately. Don't let things slide.

PRINT AND USE THE CHECKLIST. NONE OF THIS IS OPTIONAL. DO NOT RELY ON YOUR MEMORY.

I. MONDAY:

- Arrive at Chapel 0730. Prior to work:
 - o Unlock glass office doors and main wooden Chapel doors.
 - o Unlock exterior classroom 30 doors for WIC prior to 0800.
- After 0800 Division Officer meeting:
 - o Police front grass areas, remove trash from kitchen and exterior barrels, change trash can liners.
 - o Sweep sidewalk area at kitchen, office and Chapel entryways.
 - o Check heads for paper and towels.
- Complete Morning Report; send to HQBN S-1 via MOL before 0830.
- Get mail at post office and Bldg 216 between 0900 and 1000.
- Lower sacristy:
 - o Wash and dry chalices, store in sacristy locker.
 - o Clean sink and sink area.
 - o Discard empty juice and wine bottles, empty trash can.
 - o Organize shelves.
 - o Check inventory.
- Music room:
 - o Ensure no exterior door blockage by drum sets or sound equipment.
 - o Organize music room.
- Upper sacristy:
 - o Hang up altar server albs, check for cleanliness.
 - o Check priest albs for cleanliness, wash as needed.
 - o Remove lint from dryer filter before use.
- Prepare ROF for deposit:
 - o Remove the ROF money from lower sacristy safe.
 - o Verify receipt voucher with another active duty member.
 - o After cash verification, ensure all lines are signed on receipt voucher.
 - o After verifying signatures, deposit money in bank before 1500.
 - o Upon return, fill out the ROF Count Sheets located on Share Drive under: HQBN\Chapel\ROF-FY11 Count Sheets.
 - o Fill appropriate blocks with information from ROF receipt voucher.

- o When completed, submit count sheets to Administrator for signatures.
- o When returned, place in ROF binder.
- o Cut ROF checks for regular weekend expenditures.
- Organize and sanitize toys in Cry Room and Toddler Room.
- Clean out pews:
 - o Remove old bulletins and trash stuffed in hymnal racks.
 - o Remove and dispose of used plastic communion cups.
 - o Organize and redistribute hymnals.
 - o Remove pens and pencils.
 - o Report any damage.
- Ensure that Chaplain Mathis' weekly shopping list is complete and purchase items needed for weekday programs.
- Set up tables for PWOC.
- Report to NCOIC before end of day departure.
- At end of work day:
 - o Ensure staff head light and fan are off.
 - o Ensure lights are off in upper and lower sacristies and choir room.
 - o Ensure facility exterior doors are secured by walk around with security binder.

II. TUESDAY:

- Arrive at Chapel 0730. Prior to work:
 - o Unlock glass office doors and main wooden Chapel doors.
- After 0800 Division Officer meeting:
 - o Police front grass areas, remove trash from kitchen and exterior barrels, change trash can liners.
 - o Check heads for paper and towels.
 - o Clean glass on office entryway doors.
- Complete Morning Report; send to HQBN S-1 via MOL before 0830.
- Get mail at post office and Bldg 216 between 0900 and 1000.
- Pull up Catholic slide PowerPoint from prior week, and enter new information for upcoming Sunday. Information is sent from Diane Chun, Catholic Chaplain is CC'd for possible input. PowerPoint is located on Share Drive under: S:\HQBN\Chapel\0930 Cath PowerPoint\2011. When completed forward to Diane Chun for review.
- Set up for Daily Mass.
- Reposition kneelers for use.
- Shake out altar cloth if needed.
- Ensure that purificator and finger towel are changed daily.
- Dump out and wipe excess water from lavabo bowl.
- Ensure medium sized host is on paten.
- Fill cruets.
- Ensure lighter or matches are available.
- Clean and polish brass candle followers on all candles used. Remove spilled wax from plastic candlestick guards.

- If nothing is scheduled for Tuesday evening or Wednesday morning, pre-stage for Wednesday Night Bible Study.
- Report to NCOIC before end of day departure.
- At end of work day:
 - o Ensure staff head light and fan are off.
 - o Ensure lights are off in upper and lower sacristies and choir room.
 - o Ensure facility exterior doors are secured by walk around with security binder.

If Monday is holiday routine:

- Process and deposit collections.
- Lower sacristy:
 - o Wash and dry chalices, store in sacristy locker.
 - o Clean sink and sink area.
 - o Discard empty juice and wine bottles.
 - o Empty trash can.
 - o Organize shelves, check inventory.
- Ensure that Chaplain Mathis' weekly shopping list is complete and purchase items for weekday programs.

III. WEDNESDAY:

- Arrive at Chapel 0730. Prior to work:
 - o Unlock glass office doors and main wooden Chapel doors.
- After 0800 Division Officer meeting:
 - o Police front grass areas, remove trash from kitchen and exterior barrels, change trash can liners.
 - o Check heads for paper and towels.
 - o Sweep sidewalk area at kitchen, office and Chapel entryways.
- Complete Morning Report; send to HQBN S-1 via MOL before 0830.
- Get mail at post office and Bldg 216 between 0900 and 1000.
- Ensure that Catholic bulletin input is received and prepare bulletin for printing.
- Ensure Protestant bulletins are submitted by chaplains for final print review.
- Ensure that all bulletins are forwarded to Combat Camera for pick up on Friday.
- Prepare ROF disbursement requests for following week:
 - o Anticipate regular weekly requests.
 - o Submit requests to ROF administrator for signature.
 - o Cut checks immediately before need.
 - o Place signed disbursements in ROF binder when receipts received.
- Set up for Daily Mass.
- Collect linens from the lower sacristy. Rinse in upper sacristy sink. Wash, dry, iron, fold and stow items.
- Set up screen, tables, chairs and ice chests; adjust partitions for

Wednesday Night Bible Study.

- Report to NCOIC before end of day departure.
- At end of work day:
 - Ensure staff head light and fan are off.
 - Ensure lights are off in upper and lower sacristies and choir room.
 - Ensure facility exterior doors are secured by walk around with security binder.

IV. THURSDAY:

- Arrive at Chapel 0730. Prior to work:
 - Unlock glass office doors and main wooden Chapel doors.
- After 0800 Division Officer meeting:
 - Police front grass areas, remove trash from kitchen and exterior barrels, change trash can liners.
 - Check heads for paper and towels.
 - Sweep office and p-way carpets with broom and dust scoop for food items and insects.
- Complete Morning Report; send to HQBN S-1 via MOL before 0830.
- Get mail at post office and Bldg 216 between 0900 and 1000.
- Ensure government truck has gasoline, review trip binder and add trip tickets, perform PM on interior and exterior as needed, submit trip tickets to motor pool as required.
- Set up for Daily Mass.
- Ensure baptismal font water level is correct. Add water to font so lower basin water level splash is ¼ inch from lower tubes. (2-3 metal pails from lower sacristy sink)
- Report to NCOIC before end of day departure.
- At end of work day:
 - Ensure staff head light and fan are off.
 - Ensure lights are off in upper and lower sacristies and choir room.
 - Ensure facility exterior doors are secured by walk around with security binder.

If Friday is holiday routine:

- *Contact Combat Camera in morning for bulletin pickup arrangement.*
- *Conduct Duty RP turnover.*
- *Ensure units using facility during the weekend have checked out appropriate key and shown how to secure facility completely.*
- *Review slide appearance on chapel projectors, adjust background as needed to prevent letter washout.*
- *Pre-stage chalices, etc. for Sunday Masses on lower sacristy counter.*
- *Place PowerPoints for all services on Share drive.*

V. FRIDAY:

- Arrive at Chapel 0730. Prior to work:
 - o Unlock glass office doors and main wooden Chapel doors.
- After 0800 Division Officer meeting:
 - o Police front grass areas, remove trash from kitchen and exterior trash barrels.
 - o Check heads for paper and towels.
 - o Sweep sidewalk area at kitchen, office and Chapel entryways.
- Complete Morning Report; send to HQBN S-1 via MOL before 0830.
- Get mail at post office and Bldg 216 between 0900 and 1000.
- Pick up bulletins from Combat Camera before 1100.
- Pre-stage chalices, etc. for Sunday Masses on lower sacristy counter.
- Print slides for Sunday PowerPoint and place on soundboard.
- Place PowerPoints for all services on Share drive.
- Conduct Duty RP turnover.
- Review slide appearance on chapel projectors, adjust background as needed to prevent letter washout.
- Set up classrooms for Sunday School, or CCD, when in session.
- Check chapel sanctuary, classroom and office clocks for function and correct time.
- Ensure units using facility during the weekend have checked out appropriate key and shown how to secure facility completely.
- Organize and sanitize toys in Cry Room and Toddler Room.
- Police and hose down lanai.
- Clean glass on office entryway doors.
- Report to NCOIC before departure.
- At end of work day:
 - o Ensure staff head light and fan are off.
 - o Ensure lights are off in upper and lower sacristies and choir room.
 - o Ensure facility exterior doors are secured by walk around with security binder.

SUNDAY CHECKLIST: (rev. 18 Jun 12)

Important: Have an eye for detail! Order and cleanliness is paramount for a chapel. Own it. If something is out of place, take charge and get it fixed: Lights, TVs, water bottles abandoned, remove bugs and food on the floor or carpets, etc. Put things back when they are not where they are supposed to be. Work with each other, do not measure work. Pick up after people. Something broken that you cannot fix, call Facilities immediately. Don't let things slide.

PRINT AND USE THE CHECKLIST. NONE OF THIS IS OPTIONAL. DO NOT RELY ON YOUR MEMORY.

Two RPs are required to stand duty: one from Chapel, the other from an operational unit in garrison.

- Arrive at Chapel 0700.
- Prior to 0800 service:
 - Unlock glass office doors, main wooden Chapel doors and Small Chapel exterior doors.
 - Police front grass areas,
 - Remove trash from kitchen and exterior trash cans if needed.
 - Set up cones for traffic control.
 - Sweep sidewalk area at kitchen door, office and Chapel entryways as needed.
 - Check heads for paper and towels.
- Prepare for 0800 service, including microphone level checks at least 15 minutes before service begins. Use RP Duty SOP for set up.
- During 0800 service:
 - One RP mans the soundboard and controls PowerPoint.
 - Set up all folding picnic tables on lanai and place two metal folding tables back to back for buffet line.
 - Put out emptied trash cans.
 - Ensure lanai is clean.
 - Help ladies as needed.
- At end of 0800 service:
 - Ensure money counters available to count cash; make sure to get their signatures.
 - Wait until all have exited Chapel, set up for 0930 Catholic Mass. Use RP Duty SOP for set up.
 - Turn lights on in Reconciliation Room and Small Chapel.
 - Quickly police pews, remove trash and religious bulletins.
 - Run choir and lector microphone level checks at least 15 minutes before service begins.
 - Adjust Priest lapel microphone volume level just before Mass begins.
- During 0930 Mass:
 - One RP mans the soundboard and controls PowerPoint
 - Assist Don Comer with cookies for 1100 service; set up metal table in chapel lobby.
- At end of 0930 Mass:
 - Ensure money counters available to count cash; make sure to get their signatures.
 - Wait until all have exited Chapel, help set up for 1100 service. Use RP Duty SOP for set up.
- During 1100 service:
 - One RP mans the soundboard and controls PowerPoint.
 - Check the lanai.
 - Police trash.
 - Wipe down tables
 - Empty trash cans into dumpster.
- At end of 1100 service:
 - Wait until all have exited Chapel, set up for 1700 Catholic Mass.
 - Quickly police pews, remove trash and religious bulletins.

- o Lock all exterior doors, including Small Chapel and classroom exterior doors.
- o Wipe down and store tables.
- o Remove traffic cones.
- Down time until 1550.
- Arrive at chapel before 1550, unlock wooden Chapel doors.
- Set up for 1700 Catholic Mass. Use RP Duty SOP for set up:
 - o Turn lights on in Reconciliation Room and Small Chapel.
 - o Turn on Cry Room cooler
- Run choir and lector microphone level checks at least 15 minutes before service begins.
- Adjust Priest lapel microphone volume level just before Mass begins.
- During 1700 Mass:
 - o One RP mans the soundboard and controls PowerPoint.
- At end of Mass:
 - o Wait until all have exited before commencing breakdown of Chapel.
 - o Restore chapel to conference room setting.
 - o Tidy up back tables and lobby hutches.
 - o Secure building using the door checklist.
 - o Check kitchen, police and remove trash in kitchen and large classroom. Make sure no food is left out anywhere: either dispose or refrigerate.
 - o Ensure classroom lights are OFF, not just dimmed low.
 - o Turn off restroom lights, including fan in staff head and light in upper and lower sacristies and choir room.
 - o Check Projector Room, Small Chapel, Reconciliation Room and Cry Room lights are turned OFF, not just dimmed low.

MONTHLY, BI-MONTHLY, SEMI-ANNUAL AND ANNUAL CHECKLISTS (rev. 18 Jun 12)

Important: Have an eye for detail! Order and cleanliness is paramount for a chapel. Own it. If something is out of place, take charge and get it fixed: Lights, TVs, water bottles abandoned, remove bugs and food on the floor or carpets, etc. Put things back when they are not where they are supposed to be. Work with each other, do not measure work. Pick up after people. Something broken that you cannot fix, call Facilities immediately. Don't let things slide.

PRINT AND USE THE CHECKLIST. NONE OF THIS IS OPTIONAL. DO NOT RELY ON YOUR MEMORY.

I. MONTHLY:

- Thursday closest to the 15th day:
 - o Check all fixtures and ceilings for mold.
 - o Remove with Simple Green.
 - o Do not use bleach, it merely encapsulates the spores. Simple Green kills the mold

- Thursday closest to the 30th day:
 - o Clean out refrigerator and freezer of expired, spoiled or poorly wrapped food.
 - o Clean exterior and wipe down with stainless steel cleaner.
 - o Check stove and oven for cleanliness; clean as needed.
 - o Dust and polish office furniture with furniture oil.
 - o Dust and clean Lower Sacristy and Choir Room with damp rag.
 - o Check Cry Room and Small Chapel for cleanliness and order; clean and organize as needed.
 - o Dust Large Chapel and Small Chapel woodwork ledges with damp rag.
 - o Clear out pulpit of excess hymnals, Bibles, microphones and paper.

II. BI-MONTHLY:

- Thursday closest to the 1st on every other even month (Feb, Apr, Jun, Aug, Oct, Dec):
 - o Professionally clean carpet in Sanctuary and Office Hallway. Use contracted janitor service.
 - o Carefully dust coils on top of refrigerator with paint brush and portable vacuum
 - o Check pews for physical damage: ink, broken book holders, loose communion cup holder assemblies; repair as needed. Remove ink stains with Diamond Magic
 - o Strip and wax classroom, kitchen, Lower Sacristy and Choir Room floors as needed
 - o Clean Holy Water fonts with Diamond Magic. Polish surfaces.
- Thursday closest to the 1st on every other odd month (Jan, Mar, May, Jul, Sep, Nov):
 - o Professionally clean carpet in Cry Room, Toddler Room, Small Chapel and Reconciliation Room. Use contracted janitor service.
 - o Remove non-current ROF appreciation letters from ROF boards in chapel lobby; give to ROF custodian for filing.
 - o Check facility window interior and exterior glass for cleanliness; wash as needed.

III. SEMI-ANNUAL. Spring, Jan to Mar before Easter Fall, Sep to Nov before Christmas:

- Professionally clean and tune both pianos. Use Comptroller's office for authorization and payment by check.
- Ask organist if organ needs professional PM or repair service. Use Comptroller's office for authorization and payment by check.
- Carefully wipe down altar furniture surfaces with damp rag (not wet). Pay attention to every surface detail. Do not use polish or furniture oil. Remove candle wax off wood by carefully scraping; use only a plastic spatula.
- Wipe down pews with wrung out wet rag, especially corners and kneelers.

Wipe down exterior doors with damp rags, both wood and metal doors.

- Carpets:
 - o Carefully clip off carpet runs with scissors. Most occur on altar platform, upper and lower aprons.
 - o Scrape off wax droppings from carpets with dinner knife or metal scraper.
 - o Use a hair dryer to soften remaining wax. Never use an iron, the carpet will melt.
 - o Wipe off remaining residue with terry cloth rag.
 - o Use Simple Green spray to finish cleaning.
 - o Same procedure works for gum. Spray WD 40 on gum after excess is scraped off to loosen residue. Remove spray from carpet with Simple Green and rags.
- Organs:
 - o Wipe down organ case.
 - o Pull bench away from pedal board and wipe down pedal board keys and lower bench surfaces with damp rag.
 - o Open organ and carefully wipe down surfaces, including keys, with damp rag.
 - o Inspect for obvious damage.
- Wipe down all stainless steel surfaces (fire extinguisher cases, ladder guards, kitchen refrigerator) with rag saturated in stainless steel cleaner.
- Carefully clean computers (monitor screens, key boards and mouse). Do not spray directly on the computer, spray on rags!
- Carefully sanitize all telephone surfaces (keys, cradles and receivers) with Simple Green. Do not spray directly on the phone, spray on rags!
- Check for burned out fluorescent bulbs in sanctuary. If more than four spotlights burned out, call Facilities to replace. Extra bulbs are kept in storage room.
- Call Facilities for insect and vermin eradication if kitchen, classrooms or storage rooms are infested.
- Clean grease filter above kitchen stove; wipe down hood with hot water and detergent; wash down adjacent walls.
- Remove black scuff marks from pew bases and from baseboard moldings throughout facility. Touch up paint on walls as needed.
- Spray WD-40 into exterior facing door locks.
- Check safety lights in Sanctuary and Lobby. They must be green lit. Put in work request with Facilities if not.
- Check Sanctuary, Reconciliation Room, Small Chapel, Cry Room and Chapel Lobby walls, wood surfaces and lights.
- Drain and clean Baptismal Font. Remove rust. Coat stainless steel surfaces with stainless steel finisher.
- Drain and clean large Holy Water container in lobby (consult with priest). Polish with stainless steel polish. Drain water onto grass outside.
- Power wash exterior of building.

- Lubricate all interior and exterior door hinges with 3-In-One oil.
- Carefully dust and clean all high surfaces using painting extension poles and dry rags' or soft brushes attached with duct tape. Regular brooms are too heavy and difficult to control.
- Rub wooden statue and large crucifix corpus surfaces with neutral shoe polish; carefully buff.

IV. ANNUAL

- Before Easter, purify Baptismal Fountain Water:
 - o Add 1 cup of Clorox to upper font.
 - o Check water level.
 - o Clean off hard water deposits and rust.
 - o Use stainless steel cleaner for pipes and exposed surfaces
- During dry season:
 - o Wash down bell tower plaza in front of chapel.
 - o Wash interior and exterior of all outside trash cans.
 - o Scrub shoe mud off columns and sides of building. Use tap water and dish detergent.
 - o PM truck interior and exterior.
 - o Open storage rooms; check for cleanliness and order.
 - o Check glue traps throughout facility for pests.
- Electrical room:
 - o Check timer for exterior lights.
 - o Reset timer if Chapel experienced a power failure.