

**NAVY TACTICAL REFERENCE PUBLICATION**

**RELIGIOUS MINISTRY LAY  
LEADER  
NTRP 1-05.1**

**EDITION MARCH 2010**

**DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS**

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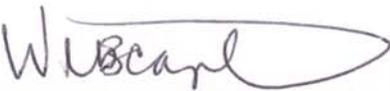
DEPARTMENT OF THE NAVY

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March 2010

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1. NTRP 1-05.1 (MAR 2010), RELIGIOUS MINISTRY LAY LEADER, is UNCLASSIFIED. Handle in accordance with the administrative procedures contained in NTTP 1-01.
2. NTRP 1-05.1 (MAR 2010) is effective upon receipt.
3. NTRP 1-05.1 (MAR 2010) contains information pertaining to the use of religious lay leaders. NTRP 1-05.1 focuses on the responsibility, appointment, and training management of religious lay leaders and the conduct of religious devotional services in the absence of chaplains or authorized clergy. This publication will assist commanders, chaplains, and lay leaders as they provide for the constitutional free exercise of religion during sea service.
4. Distribution of NTRP 1-05.1 (MAR 2010) is approved for public release.

  
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1. NTRP 1-05.1 (MAR 2010), RELIGIOUS MINISTRY LAY LEADER, is available in the Navy Warfare Library. It is effective upon receipt.
2. Summary. NTRP 1-05.1 is a comprehensive reference to provide guidance and procedures for the U.S. Navy's religious ministry lay-leader program.

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## PREFACE

On 1 July 1952, Admiral Arthur W. Radford, commander-in-chief, U.S. Pacific Fleet, issued “A Guide for Religious Worship and Character Development in a U.S. Ship Without a Chaplain,” the first official guidance published for religious lay leaders. Prepared by the Pacific Fleet Chaplain George A. Russo’s office, the document was only three pages long. It noted that commanding officers on ships without chaplains could select a volunteer to lead worship. For Protestants, the service had to be “commensurate with good taste and the spiritual needs of all worshippers.”

Since the days of World War II, men and women of the sea services have willingly filled the gap for their faith groups as lay leaders when chaplains were not available to meet the needs of their fellow shipmates. At the close of that war, there were only a dozen or so faith groups officially represented in the military. Today, the Armed Forces Chaplains Board officially recognizes over 200 faith groups.

Religious lay leaders play a vital role within the structure and ministry of the command religious program, as they assist the chaplain and religious program specialists in meeting the religious rights of sea-service personnel. Navy Tactical Reference Publication (NTRP) 1-05.1 will assist commanders, chaplains, and lay leaders as they provide for the constitutional free exercise of religion for sea-service personnel.

Unless otherwise stated, masculine nouns and pronouns do not refer exclusively to men.

Report administrative discrepancies by letter, message, or e-mail to:

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When items for changes are considered urgent, send this information by message to the Primary Review Authority, info NWDC. Clearly identify and justify both the proposed change and its urgency. Information addressees should comment as appropriate. See accompanying sample for urgent change recommendation format on page 14.

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**WARNINGS, CAUTIONS, AND NOTES**

The following definitions apply to warnings, cautions, and notes used in this manual:



**WARNING**

An operating procedure, practice, or condition that may result in injury or death if not carefully observed or followed.



**CAUTION**

An operating procedure, practice, or condition that may result in damage to equipment if not carefully observed or followed.

**Note**

An operating procedure, practice, or condition that requires emphasis.

**WORDING**

Word usage and intended meaning throughout this publication are as follows:

“Shall” indicates the application of a procedure is mandatory.

“Should” indicates the application of a procedure is recommended.

“May” and “need not” indicate the application of a procedure is optional.

“Will” indicates future time. It never indicates any degree of requirement for application of a procedure.

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1. The following changes are recommended for NTPP X-XX, Rev. X, Change X:

a. CHANGE: (Page 1-1, Paragraph 1.1.1, Line 1)

Replace "...the ~~National Command Authority~~ President and Secretary of Defense establishes procedures for the..."

REASON: SECNAVINST ####, dated ####, instructing the term "National Command Authority" be replaced with "President and Secretary of Defense."

b. ADD: (Page 2-1, Paragraph 2.2, Line 4)

Add sentence at end of paragraph "See Figure 2-1."

REASON: Sentence will refer reader to enclosed illustration.

Add Figure 2-1 (see enclosure) where appropriate.

REASON: Enclosed figure helps clarify text in Paragraph 2.2.

c. DELETE: (Page 4-2, Paragraph 4.2.2, Line 3)

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# CHAPTER 1

## Fundamentals

### 1.1 INTRODUCTION

Recognizing that religious identity is an integral part of the members of the armed services, Congress has established that the religious requirements of service members are to be accommodated by the respective services. The Department of the Navy (DON) tasks commanding officers (COs) with the establishment of a command religious program (CRP), which accommodates the religious needs, preferences, and rights of the members of their commands, eligible family members, and other authorized personnel. (See Secretary of the Navy Instruction (SECNAVINST) 1730.7 (series), “Religious Ministry Within the Department of the Navy.”)

### 1.2 BACKGROUND

Per Joint Publication (JP) 1-02, “Department of Defense Dictionary of Military and Associated Terms,” religious support “consists of the entire spectrum of professional duties that a chaplain provides and performs in the dual role of religious leader and staff officer assisted by enlisted support personnel.” Navy chaplains manage and execute the CRP on behalf of the CO. Chaplains are authorized to provide for the religious ministry support (RMS) of members of their own faith. Per Title 10 and U.S. Navy regulations, chaplains may only provide public worship according to the manner and forms of their own religious organizations (ROs). However, chaplains are also responsible for facilitating the religious requirements of all authorized users through the management and execution of the CRP. Navy policy provides several options for facilitation.

Chaplains provide faith-specific religious ministry to members of the chaplain’s own faith group. Contract religious ministry professionals (CRMPs) may also be retained by the CRP to meet faith-specific needs. If a chaplain cannot meet the religious requirements of an authorized user and a CRMP is not available or practicable, the command may then appoint lay leaders to meet religious requirements.

### 1.3 REQUIREMENTS FOR ACCOMMODATION

U.S. Navy Regulations, 1990, establishes lay-led services as an appropriate means of meeting religious-ministry requirements in the absence of chaplains or CRMPs. SECNAVINST 1730.7 (series) establishes lay leaders as part of the religious ministry team (RMT) under the supervision of a chaplain and allows for them to conduct religious services. SECNAVINST 1730.9, “Confidential Communications to Chaplains,” and SECNAVINST 7010.6 (series) “Religious Offering Fund,” establish limits of the lay leader with respect to confidentiality and the use of a religious offering fund. Chief of Naval Operations Instruction (OPNAVINST) 1640.8 (series) “Manual for the Operation and Administration of Afloat Brigs,” establishes lay-leader responsibilities for brigs afloat.

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## CHAPTER 2

# Responsibilities

### 2.1 LAY-LEADER PROGRAM

The lay-leader program is governed by Naval Military Personnel Manual (MILPERSMAN) 1730-010, "Use of Lay Leaders in Religious Services." This article establishes that commanders may appoint lay leaders to accommodate the religious diversity inherent in the members of the command.

Appointment of a lay leader responds to an identified requirement and conveys no ecclesiastical status or civilian credentials to the member appointed. In most cases, lay-led services constitute a temporary accommodation of specific religious ministry requirements that assigned chaplains are unable to provide. Commanders shall appoint authorized personnel as lay leaders based on volunteerism, high moral character, motivation, religious interest, and certification by the appointee's RO. Religious program specialists (RPs) shall not be appointed as lay leaders. Commanders shall ensure that lay leaders are trained and supervised by a military chaplain.

In the absence of a chaplain or a CRMP who may provide religious ministry to the requesting member, an appointed lay leader may provide a religious service for members of their RO. As a condition of appointment, the lay leader must provide a statement of certification or approval by the RO to conduct a lay-led service according to the manner and forms of that RO.

After consultation with a military chaplain and to support particular requirements, COs may permit lay leaders to provide specified religious rites, sacraments, or ordinances to their coreligionists if the RO permits. The lay leader must provide a statement of certification or approval by the RO to conduct the religious rite, sacrament, or ordinance.

Appointments as a lay leader will be in writing for a specified period of time not to exceed 1 year. A lay-leader appointment ends when the particular requirement precipitating the appointment has ceased. The commander retains the authority to terminate the appointment and remove an individual from the status of lay leader. The command shall terminate the appointment when the conduct of the individual hinders accomplishment of the CRP or reflects adversely upon the command.

### 2.2 FAITH-GROUP REQUIREMENTS

The Navy cannot determine whether a candidate for lay leader meets the standards of the candidate's RO. Each individual lay leader is responsible for complying with the mandates, practices, and teachings of the respective faith group. Lay leaders must remain subject to their respective faith groups while serving as a lay leader. Since Navy commanders have no authority to authorize lay leaders according to faith group, the loss of a lay leader's recognized faith-group status is cause for revocation of their appointment as a lay leader.

During the appointment process, lay-leader candidates provide authorization from the faith group of current status and the specific functions they are authorized to perform. It remains the responsibility of each lay leader to maintain this status while serving under appointment by the commander. See Chapter 3 for details of the appointment process.

### 2.3 CHARACTER MATTERS

The success of the lay-leader program depends on several interrelated considerations: command support, chaplain supervision and oversight, the lay leader's resources and preparation, and the lay leader's character. Character

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comes from within each individual and is demonstrated through observable actions. Although the Navy does not dictate the character of individuals, it can and does prescribe behavioral limits and expectations for its members. Lay leaders are expected to act in accordance with their religious beliefs and are not asked to perform acts contrary to their conscience. Successful lay leaders are:

1. **Volunteers.** Lay leaders must be willing to work on behalf of their shipmates or other authorized personnel without being motivated by financial or material gain.
2. **Of high moral character.** Lay leaders should demonstrate adherence to the Navy Core Values. The individual should possess virtues such as honor, courage, and commitment. Personal behavior should be consistent with good order and discipline.
3. **Motivated.** Lay leaders' desire to serve should be rooted in the basic need to maximize the spirituality, morals, ethics, and morale of their shipmates by meeting the basic religious needs.
4. **Religiously interested.** Lay leaders understand that religious faith is very important to many Navy personnel. Volunteering as a lay leader is one way to exercise the right of the First Amendment to the Constitution, which allows for the free exercise of religion.
5. **Role models.** It is imperative that lay leaders' personal behavior reflect the values and quality of life of the faith groups they represent. Perceptions are often based on the personal behavior and actions that others observe. The perception of one's character has a direct bearing on the success of any religious program. Lay leaders should live their faith as an example for others.

# CHAPTER 3

## Appointment

### 3.1 REQUIREMENT FOR ACCOMMODATION

Religious lay leaders (RLLs) are required when a need is identified within a command to provide for a particular faith group not represented by a chaplain or civilian ministry professional. Such need exists when personnel of a particular faith have been identified and express a desire for religious services within the CRP. Periodic religious needs assessments are the preferred method for identifying faith-group coverage requirements within a command.

### 3.2 CANDIDATE SELECTION

Chaplains and RPs assist commanders with the identification and selection of lay leaders. Lay leaders are volunteers selected because of high moral character, motivation, and religious interest. Command members with civilian ministerial and faith-group credentials are not automatically appointed as lay leaders; the military responsibilities and functions of religious clergy are reserved for chaplains. Sailors who seek to become lay leaders should understand the process and criteria for appointment:

1. Interview by the command chaplain or, if no command chaplain, a chaplain in the unit's chain of command
2. Recommendation from a division officer, leading chief petty officer, and/or department head
3. Approval by the member's ecclesiastical body
4. Completion of the lay-leader training program
5. Recommendation from the interviewing chaplain to the commanding officer
6. Appointment in writing by the commanding officer.

Chaplains conduct initial interviews with command personnel to identify lay-leader candidates (see Appendix A). Lay-leader candidates must be recommended by their chain of command (see Annexes C-1 and F-2). When the interviewing chaplain is satisfied that the candidate meets basic criteria, ecclesiastical or faith-group approval is the next step in the appointment process.

### 3.3 FAITH-GROUP APPROVAL

The purpose of faith-group authorization is to ensure that the commander is not perceived as conveying to a lay leader ecclesiastical or religious authority to practice or represent a religion or faith group. This safeguard also prevents persons from falsely presenting themselves as legitimate representatives of faith groups when no such relationships exist. Faith-group authorization ensures that members in good standing fairly represent the tenets and beliefs of that faith.

Appendix B is a sample form to provide for faith-group authorization. In the authorization process, the candidate's faith group is asked to verify or provide the following information:

1. Is the candidate a member in good standing of the faith group?

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2. Is the candidate of good moral character?
3. Is the candidate acceptable as a representative of the faith group?
4. Is the candidate authorized to assist in organizing and/or leading a shipboard or field devotional service or prayer with persons of similar faith backgrounds? Any concerns and/or prohibitions?
5. What specific sacraments or requirements are regularly received by members of the faith group? How often? Can these be postponed until a member of the clergy is available or accessible?
6. Is the candidate authorized to provide or administer these sacraments or requirements in the absence of clergy? What are the requirements for administration?

Although a particular faith group may grant a lay leader the religious authority to administer sacraments, rites, services, or ordinances, permission to do so within a command rests solely with the CO.

It is important to note that faith-group authorization need not be complicated. Some faith groups may not have formal mechanisms or procedures for the approval or certification of lay members for such responsibilities. When candidates need to verify or establish membership or relationship to a recognized faith group for the purpose of seeking appointment as a lay leader, military chaplains or local clergy (by virtue of an ecclesiastical or faith-group office) may act on behalf of the faith group to establish or verify the status of candidates.

The interviewing chaplain may complete this authorization process by phone contact with a representative of the candidate's faith group (e.g., local clergy person, denominational representative, or official). Candidates who are members of those faith groups with established procedures and centralized approval authorities are required to use the appropriate channels (e.g., Roman Catholic lay leaders are appointed by the military archdiocese; Jewish lay leaders are recognized by the Jewish Welfare Board).

### **3.4 RECOMMENDATION TO COMMAND**

Division officers and leading chief petty officers recommend lay-leader candidates (see Annex C-1) and understand that command support is required for the candidate to carry out lay-leader responsibilities, if appointed. Such support includes allotting time for training and consulting with a chaplain. Division officers and leading chief petty officers attest to the candidate's character and performance and verify that the candidate:

1. Demonstrates the required leadership characteristics
2. Has no history of misconduct or marginal performance
3. Understands that their collateral duties as a lay leader shall not interfere with their primary duties.

Upon successful completion of the lay-leader training program, the next step in the lay-leader appointment process is to be interviewed by the command chaplain and forward the command chaplain's written recommendation to the commander. This recommendation verifies for the commander that the candidate has completed all the requirements for appointment (see Annex C-2).

### **3.5 COMMAND APPOINTMENT**

Commanders appoint command RLLs in writing for a specific period (usually the period of a deployment) not to exceed 1 year. Appendix D is a sample lay-leader appointment letter. Completed appointment letters are entered into the lay leader's service record, and copies are provided to the respective lay leaders. Command chaplains maintain listings of all appointed lay leaders.

Commanders should properly evaluate a lay leader's performance of this assigned collateral duty as a part of a periodic performance evaluation or fitness report. The value of the volunteer ministry to command readiness should be appropriately reflected in military evaluations.

### **3.6 APPOINTMENT RENEWAL**

When lay leaders have completed the term of appointment, they may seek reappointment. Renewing the appointment of a command lay leader can provide continuity within a CRP while providing consistency in meeting the ongoing CRP requirements. Reappointment is not automatic and will be contingent on current command requirements.

Renewal of a lay-leader appointment follows the same process identified for initial appointment. RMTs can expedite the process because of the established working relationships with key persons involved in each step of the process. Ongoing lay-leader involvement in the CRP is always encouraged.

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# CHAPTER 4

## Training Management

### 4.1 RESPONSIBILITY TO PROVIDE TRAINING

Commanders are responsible for the lay-leader training program. RMTs are responsible for the training of lay leaders to conform to guidance prescribed by MILPERSMAN 1730-010. The command should facilitate lay-leader training by a chaplain, RP, or other qualified clergy to ensure lay leaders can make the greatest contribution to the CRP.

### 4.2 PLANNING AND DESIGNING

RMTs should design lay-leader training to meet the standardized learning objectives contained in Appendix E utilizing the resources contained in Appendices F–H. In addition, RMTs should include in training any unique needs or issues identified by the needs assessment.

### 4.3 COMMAND-SPONSORED TRAINING AND SUPPORT

Local commands are responsible for the provision of administrative and logistical support for lay-leader training. Commands often share support requirements by establishing consolidated lay-leader training programs.

Chaplains shall take the lead on developing coordinated lay-leader training for the commands under their supervision. Commands preparing for deployments will continue to be the priority for lay-leader training. Command training support includes the provision of trained and knowledgeable instructors, adequate time, facilities, resources, supplies, equipment, and personal involvement by the commander. To ensure command readiness and adequate support for lay-leader training, each command should include lay-leader training in its annual training plan.

### 4.4 FAITH-GROUP TRAINING

When applicable, specific faith-group training to meet faith-group requirements is incorporated into the training program at the local training level. Often, chaplains or local clergy can provide the faith-group training required by lay-leader candidates of their own faith. Although the Navy does not establish the content of faith-group training, Navy chaplains should monitor such training to ensure compliance with Navy policy, which seeks to foster mutual respect for diverse religious expressions.

### 4.5 TRAINING DOCUMENTATION

A certificate of completion shall be presented to all candidates who complete lay-leader training. RMTs should ensure that a copy of the certificate of completion and the appropriate entries are made in the service record of all candidates who complete training. Documentation that a candidate completed training should be included in the command chaplain's recommendation to the candidate's commander for appointment as a lay leader.

### 4.6 NEEDS AND OBJECTIVES

The religious ministry needs assessment provides participants with the opportunity to identify their religious requirements as well as their willingness to serve as a lay leader. Information collected from an entire unit should guide planning for the CRP, including worship led by chaplains (from within the command or outside the

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command), lay leaders, and CRMPs. The information may also be utilized to provide crisis ministry according to identified religious preference. (See Appendix I.)

# CHAPTER 5

## Program

### 5.1 PURPOSE

This chapter provides guidance to command-appointed lay leaders for the conduct of devotional services in the absence of chaplains or authorized clergy. Lay leaders should consult the command chaplain for further clarification, direction, or assistance. See Appendix G for a planning checklist.

### 5.2 SCOPE OF AUTHORITY

Lay leaders provide services consistent with their lay status. DON policy is to accommodate the religious practices of its members. These observances should not have an adverse impact on military readiness, individual or unit readiness, unit cohesion, health, safety, or discipline. Commanders and commanding officers shall make every effort to accommodate religious practices absent a compelling operational reason to the contrary.

Commanders can authorize the conduct of religious services within their commands. When authorized, lay leaders act as representatives of their commanders and/or commanding officers and provide lay-led religious services and prayers when the services of a chaplain or CRMP are not available. Additionally, lay leaders assist in obtaining the services of a chaplain or CRMP or, when this is not possible or practical, arranging transportation to an appropriate service in the vicinity. As they carry out responsibilities in the Navy, lay leaders must remember they are neither chaplains nor clergy in the military.

### 5.3 LIMITATIONS

#### 5.3.1 Faith Groups

Faith groups define the religious and/or faith-group functions and parameters for their respective lay leaders. Lay leaders are responsible for ensuring that they function within the limits of their faith groups' authorizations. Appendix B provides space for the faith group to communicate those authorities as deemed necessary.

#### 5.3.2 Department of the Navy

Lay leaders are not authorized to function as ordained clergy in the conduct of ministry within the DON. The principles of religious accommodation as defined in SECNAVINST 1730.8 (series), "Accommodation of Religious Practices," do not include accommodation of a service member's desire to function in their capacity as clergy or religious leader while serving on active duty.

Navy Chaplain Corps officers (and chaplain officers from other branches of the U.S. military) are the only personnel in the Navy authorized to perform the functions of ordained clergy or designated faith-group leaders. When authorized by appropriate military commanders, lay leaders can meet essential faith-group requirements for members of their faith groups. Lay leaders are never authorized by the Navy to conduct public devotional services for civilian personnel. Sailors who are ordained civilian clergy or recognized religious leaders are encouraged to carry out their office within their civilian faith communities.

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### **5.3.3 Command**

Lay-leader appointments do not carry authorization to conduct services or prayers for other commands. When authorized by commanders, lay leaders may assist other commands in providing devotional services or in meeting faith-specific requirements.

### **5.3.4 Primary Duties**

Lay-leader responsibilities will not interfere with primary command responsibilities and duties.

### **5.3.5 On Foreign Soil**

When deployed on foreign soil, lay-leader functions may be restricted by the status-of-forces agreement (SOFA). Where no SOFA exists, lay leaders should check with the legal officer and chaplain regarding any religious restrictions before conducting devotional services.

## **5.4 SACRAMENTS, RITES, AND ORDINANCES**

COs may permit lay leaders empowered by a specific religious body and coordinated by the RMT to provide certain religious rites and administer sacraments or services to members of that religious body. The lay leader must provide a statement of certification or approval from that religious body. Although religious authority to administer may be granted to a lay leader by a particular faith group, permission to administer sacraments in a Navy vessel or Navy activity rests solely with the CO (See MILPERSMAN 1730-010).

## **5.5 OFFERINGS**

Offerings will not be received at lay-conducted services except as authorized by the CO. Any monies collected will be part of the command ROF and shall be collected, accounted for, and disbursed per SECNAVINST 7010.6 (series).

## **5.6 LAY-LED SERVICE ELEMENTS**

Lay leaders should plan religious services consistent with the guidance of their faith groups.

## **5.7 RESOURCES**

Many resources are available to the lay leader. The lay leader should consult the command chaplain and/or faith group for a suggested list of worship resources for use. There are three categories of resources for lay-leader support: equipment, materials, and supplies.

### **5.7.1 Equipment**

Lay-leader equipment includes nonexpendable items used in the performance of devotional and/or faith group-specific field or shipboard services. The RMT or supply department generally issues such items to each lay leader. Lay leaders are responsible for the care and maintenance of issued equipment. Equipment should be kept to a minimum since lay leaders must function underway or in the field. This is especially critical in the submarine force.

Chaplains and RPs can assist in determining essential requirements for lay leaders. Early identification of required equipment is essential to enable the command RMT to order and receive the items before deployments. Usually, the RMT identifies and maintains an inventory of lay-leader equipment items, ensuring the command is always ready to deploy.

During faith-group training, clergy or faith-group leaders can also help to identify the basic equipment required for lay leaders. Some faith groups may provide equipment to their lay leaders directly. Consult with the command

chaplain and/or legal officer regarding proper procedures for accepting gifts of equipment. Lay-leader training should include identification of equipment and familiarization with custody, care, and maintenance procedures. Lay leaders entrusted with custody of sacraments and/or sacred elements shall ensure that equipment or containers meet any faith-group requirements.

### **5.7.2 Materials**

Lay-leader materials are expendable faith-group resources, books, and publications that assist in study and preparation of services. Materials also include items for distribution such as medallions and devotional aids. They come from a variety of sources: faith groups, command and RMT purchases, training-session materials, area clergy, local CRPs, etc. Consult with the command chaplain and/or legal officer regarding proper procedures for accepting gifts of materials.

There are no standard resource materials for all lay leaders. Early identification (at least 6 months ahead) of required lay-leader materials is essential to enable the command RMT to order and receive materials before deployments. During lay-leader training, RMTs can assist in determining a basic list of resource materials for each lay leader. Clergy or faith-group leaders can also identify basic resource materials for lay-leaders during faith group-specific training. Lay leaders are encouraged to develop a reference shelf of user-friendly materials for ready reference.

### **5.7.3 Supplies**

Lay-leader supplies are consumable items such as candles, oils, or other items used to support religious services or devotional practices. Supplies come from a variety of sources: faith groups, command and RMT purchases, training sessions, area clergy, local CRPs, etc. Consult with the command chaplain and/or legal officer regarding proper procedures for accepting gifts of supplies. Early identification of required lay-leader supplies is essential to enable the command RMT to order and receive adequate supplies before deployments.

There is no standard list of resource supplies. During lay-leader training, RMTs can assist in determining a basic list of supplies for each lay leader. Clergy or faith-group leaders can also help identify supplies for lay leaders during faith-group training. Lay leaders are encouraged to plan ahead and distribute devotional supplies to fellow shipmates prior to deployment. For extended deployments and exercises, lay leaders should work with RMTs and logistics or embarkation officers to develop a plan for carrying or stowing these supplies with other unit supplies.

## **5.8 SUPPORT AND LOGISTICS**

In recommending candidates for appointment as lay leaders, the chain of command commits to supporting them in the performance of lay-leader tasks. In addition, commanders express their intent to support the ministry of lay leaders by appointing them to the task in writing. Support for the lay-leader ministry includes provision of time in the operational schedule, space aboard ship or in the field, and the required resources for the conduct of authorized lay-led services and prayers.

## **5.9 COORDINATION**

Lay leaders coordinate every aspect of their ministry with the command. Key personnel with whom lay-leader activities should be coordinated include the command chaplain, the executive officer (XO), the RMT, operations officer and supply staff officers, and other lay leaders.

## **5.10 TIMES AND LOCATIONS**

Times and locations for lay-led services are approved by the CO. Lay leaders should work with the command chaplain, the XO, the RMT, and the operations officer to determine the most feasible times and locations for services. Aboard ship, lay leaders shall request authorization from the ship's CO through the appropriate chain of command.

**5.11 PUBLICITY**

All publicity should be approved in writing by the CO or designee prior to publication or verbal announcement to the entire command. Lay leaders are not authorized to use the ship's church pennant. A church pennant is flown only when a chaplain or clergy person conducts divine services, not during a lay-led service.

**5.12 PARTICIPATION WITH OTHER COMMAND RELIGIOUS PROGRAMS**

It is DON policy to foster mutual respect for diverse religious expressions. Pursuant to this policy, lay leaders are encouraged to participate in and support other CRP programs consistent with the tenets of their own faith groups.

**5.13 REPORTS**

Lay leaders maintain records of the number, type, and attendance of the services conducted and submit reports to the CO via the command chaplain and the XO. This information is essential for planning, preparing, and maintaining the required resources for support. Lay leaders should submit reports using the format prescribed in Appendix H. If a chaplain is not part of the unit, records shall be maintained throughout deployment and submitted to the command chaplain via email upon return to port.

PRIVACY ACT STATEMENT: YOUR DISCLOSURE IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN YOUR NOT BEING FULLY CONSIDERED FOR APPOINTMENT AS A RELIGIOUS MINISTRY LAY LEADER.

## APPENDIX A

# Lay-Leader Information and Interview Sheet

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Supervisor: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Faith Group: \_\_\_\_\_ Command: \_\_\_\_\_

Location of Interview: \_\_\_\_\_ Interviewing Chaplain: \_\_\_\_\_

**For the applicant to fill out:**

**Why do you want to be a lay leader?**

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**What makes you feel you are qualified to be a lay leader?**

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**Have you ever been a lay leader before? If so, at what command and what did you do?**

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**If selected, what are your plans/goals?**

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**PRIVACY ACT STATEMENT: YOUR DISCLOSURE IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE THIS INFORMATION MAY RESULT IN YOUR NOT BEING FULLY CONSIDERED FOR APPOINTMENT AS A RELIGIOUS MINISTRY LAY LEADER.**

***For the chaplain to fill out:***

	Poor		Excellent		
Member's standing within his/her division:	1	2	3	4	5
The maturity level of the member:	1	2	3	4	5
The enthusiasm of the member:	1	2	3	4	5
Is the member recommended by his/her chain of command?	YES/NO				
Has the member provided a letter from faith-group authority?	YES/NO				
Has the member gone through lay-leader training?	YES/NO				

**RECOMMENDED      YES/NO**

**APPENDIX B**

**Faith-Group Authorization**

**For the applicant to fill out:**

Candidate’s Name: \_\_\_\_\_

Faith Group: \_\_\_\_\_

Faith-Group Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**For the faith-group representative to fill out:**

- 1. Is this candidate a member in good standing of this faith? \_\_\_Y \_\_\_N
- 2. Do you believe the candidate to be of good moral character? \_\_\_Y \_\_\_N
- 3. Is the candidate acceptable as a representative of your faith group? \_\_\_Y \_\_\_N
- 4. Do you authorize this candidate to lead a shipboard/field devotional service or prayer with persons of similar faith backgrounds? \_\_\_Y \_\_\_N
- 5. Are there any prohibitions? (If yes, please explain.) \_\_\_Y \_\_\_N
- 6. What specific sacraments, ordinances, rites, or rituals are members of your faith group required to receive regularly until a member of your clergy is available/accessible?
- 7. Do you authorize this candidate to provide/administer the sacraments, ordinances, rites, or rituals requirements in the absence of your clergy? \_\_\_Y \_\_\_N
- 8. What are the requirements of their administration?
- 9. Please attach a letter of recommendation on your religious organization’s letterhead.

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## APPENDIX C

# Lay-Leader Application

## Recommendation Forms

Annex C-1  
Annex C-2

Lay-Leader Candidate Command Recommendation  
Lay-Leader Candidate Command Chaplain Recommendation

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**ANNEX C-1**

**Lay-Leader Candidate  
Command Recommendation  
(sample)**

From: Division Officer

Date:

To: Commanding Officer

Subj: Religious Lay-Leader Recommendation ICO full name, rank, and Last 4

1. I recommend candidate's full name, rank, Last 4, for the position of religious lay leader.
2. Candidate's full name has been a member of my department since \_\_\_\_\_. I believe this candidate demonstrates the required leadership character for the position. He/she has no history of misconduct or marginal performance.
3. I have counseled the candidate and he/she understands that his/her collateral duties as a lay leader will not interfere with his/her primary command responsibilities.
4. I further understand that command support is required for the candidate to carry out the responsibility of a lay leader if appointed.

\_\_\_\_\_

Signature

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## ANNEX C-2

# Lay-Leader Candidate Command Chaplain Recommendation (sample)

From: Command Chaplain

To: Commanding Officer

Subj: Religious Lay-Leader Recommendation ICO name, rank, Last 4

Ref: (a) MILPERSMAN 1730-010

Encl: (1) Lay-Leader Candidate Faith-Group Information/Authorization Form  
(2) Lay-Leader Candidate Command Recommendation  
(3) Copy of Lay-Leader Candidate Training Completion Certificate  
(4) Lay-Leader Appointment Letter

1. I submit the name of candidate's full name, rank, Last 4 for a 12-month appointment to the position of command religious lay leader.
2. Candidate's full name has completed the command's requirement for appointment as documented by enclosures (1) through (3).
3. This appointment is in accordance with reference (a). The appointment responds to an identified religious ministry support requirement and conveys no ecclesiastical/faith-group status to the service member appointed.

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Signature

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**APPENDIX D**

**Lay-Leader Appointment Letter**  
**(sample)**

From: Commanding Officer

Date:

To: (Candidate’s full name, rank, Last 4)

Subj: Religious Lay-Leader Appointment

Ref: (a) MILPERSMAN 1730-010

- 1. You are hereby appointed to serve as a command religious lay leader.
- 2. This appointment is in accordance with the reference and responds to an identified religious ministry support requirement and conveys no ecclesiastical/faith-group status. This appointment is for a period of 12 months or when the need no longer exists, whichever comes first.
- 3. This appointment implies the authority to terminate such appointment and remove you from participation in the command religious program. This appointment will be terminated if/when your conduct hinders accomplishment of the command religious program or reflects adversely upon this command.
- 4. The command chaplain will provide the direct supervision of your lay-leader duties and responsibilities.
- 5. You are responsible to maintain your relationship with your faith group. You are required to report any changes in your faith-group status to this command immediately.
- 6. Thank you for your willingness to serve your fellow shipmates in this important role.

\_\_\_\_\_  
Commanding Officer

Copy to:  
Command chaplain  
Service member’s service record

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## APPENDIX E

# Standardized Learning Objectives

The nature of religious ministry within the Navy requires support for the religious freedom of all. Lay leaders are expected to complete basic lay-leader tasks to prescribed standards. The following are the baseline performance tasks for lay leaders:

1. Demonstrate dedication and responsibility to their faith, commanding officer, religious-ministry team, and command members.
2. Demonstrate the ability to properly maintain religious equipment and supplies entrusted to their care.
3. Demonstrate a working knowledge of the logistic requirements for support of their ministry, to include religious supplies, inventory, and command requisitioning procedures.
4. Demonstrate the ability to properly set up for their specific faith group and devotional services.
5. Demonstrate a working knowledge of proper procedures for publicizing approved faith-group activities and distributing approved religious information and materials.
6. Demonstrate a working knowledge of proper referral procedures for persons seeking religious or personal counseling.
7. Demonstrate a working knowledge of the parameters of the commander's responsibilities for the provision of religious ministry and the free exercise of religion as delineated in appropriate manuals, orders, and instructions.
8. Demonstrate the ability to plan, prepare, and lead shipboard and field devotional services.
9. Demonstrate the ability to work closely and cooperatively with other lay leaders representing various religious traditions.
10. Demonstrate a clear understanding of the parameters of their faith group's expectations and limits.
11. Demonstrate the ability to identify and communicate the religious needs and requirements of command members.
12. Demonstrate the ability to complete and submit metrics required by the chaplain responsible for the command religious program of their unit.
13. Maintain a relationship with their own particular faith group as required by the faith group.
14. Demonstrate the ability to communicate clearly and involve others in public worship.

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**APPENDIX F**

**Lay-Leader Training Record**

(sample)

<b>Annex F-1</b>	<b>Lay-Leader Candidate</b>
<b>Annex F-2</b>	<b>Lay-Leader Training</b>
<b>Annex F-3</b>	<b>Lay-Leader Personnel Qualification Standards</b>
<b>Annex F-4</b>	<b>Standards of Conduct for Lay Leaders</b>

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## ANNEX F-1

# Lay-Leader Candidate

Name: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_

LAST 4 of SSN: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Division: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Faith Group To Be Represented: \_\_\_\_\_

Date Reported Onboard: \_\_\_\_\_ Rotation Date: \_\_\_\_\_

This individual listed above has requested to be trained and appointed as a lay leader within this command. In order to process this request, please arrange for the following:

- Interview by a chaplain. Date: \_\_\_\_\_
- Recommendation by chain of command. Date: \_\_\_\_\_
- Faith-group authorization. Date: \_\_\_\_\_
- Complete the training outlined in the attached personnel qualification standards (PQS) booklet. Date: \_\_\_\_\_
- Forward to the commanding officer the candidate's faith-group authorization, chain of command recommendation, training certificate, and a letter of appointment for signature. Date: \_\_\_\_\_
- Place copies of the signed letter of appointment in the member's service record and in the Religious Ministries Department files, and give a copy to the member for safekeeping. Date: \_\_\_\_\_

Before giving the attached PQS booklet to the service member, **detach this sheet** and retain it in our office files as a record of the completion of each step of this process.

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## ANNEX F-2

## Lay-Leader Training

Name: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_

Faith Group To Be Represented: \_\_\_\_\_

This page is to be used as a record of satisfactory completion of this PQS for lay leader in the command religious program. Only the command chaplain or other designated personnel may signify completion of this PQS whether by oral exam or by observation of performance. The examinee should be familiar with all of the items listed in this standard.

A copy of this completed page shall be kept in the individual's training jacket, the files of the Religious Ministries Department, and in the person's own possession.

This trainee has completed all PQS requirements for appointment as a lay leader in the command religious program. The trainee is recommended for appointment to this collateral duty by the individuals listed below:

**RECOMMENDED BY:**

LPO	_____	Date: _____
LCPO	_____	Date: _____
DIV O	_____	Date: _____
DEPT HEAD	_____	Date: _____
CHAPLAIN	_____	Date: _____
	(Certification of completion of training)	
CMC	_____	Date: _____
XO	_____	Date: _____
CO	_____	Date: _____

**DATE OF APPOINTMENT:** \_\_\_\_\_**Entry to:**

- 1) Service Record: Letter of Appointment with copy delivered to service member.
- 2) Religious Ministries File: Letter of Appointment and signed Standards of Conduct.

Made by: \_\_\_\_\_ Date: \_\_\_\_\_

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# ANNEX F-3

## Lay-Leader Personnel Qualification Standards

**Lesson # 1**

**Religious Ministry and the Free Exercise of Religion in the Department of the Navy**

- 101 **Free Exercise of Religion: The Commander’s Obligation**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 102 **The Command Religious Program**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 103 **Role of Navy Chaplains**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 104 **Cooperation Without Compromise: Provide, Facilitate, Care for All**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 105 **Limitations on Speech and Behavior for the Sake of Good Order and Discipline**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 106 **Purpose of Lay Leaders**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 107 **A Response to Religious Requirements of the Crew**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 108 **Certified by Faith Group — Appointed by Commanding Officer**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 109 **Supervision by the Command Chaplain**  
Completed \_\_\_\_\_ Date: \_\_\_\_\_

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## Lesson # 2

### Special Issues and Pertinent Navy Instructions

201 **Religious Ministry Within the Department of the Navy**

- SECNAV INSTRUCTION 1730.7 (series)
- OPNAV INSTRUCTION 1730.1 (series)

Completed \_\_\_\_\_

Date: \_\_\_\_\_

202 **Accommodation of Religious Practices**

- NAVY REGULATIONS, Article 0817
- SECNAV INSTRUCTION 1730.8 (series)

Completed \_\_\_\_\_

Date: \_\_\_\_\_

203 **Observance of the Sabbath**

- MILPERSMAN 1731-010
- Navy Regulations, Article 0817

Completed \_\_\_\_\_

Date: \_\_\_\_\_

204 **Special Dietary Considerations**

- SECNAVINST 1730.8 (series)

Completed \_\_\_\_\_

Date: \_\_\_\_\_

205 **Freedom From Duty for Religious Observance**

- U.S. Navy Regulation 1990
- MILPERSMAN 1731-010

Completed \_\_\_\_\_

Date: \_\_\_\_\_

206 **Privileged Communication: Confidentiality for Chaplains but Not Lay Leaders**

- Manual of Courts Martial, Part III, Section 1, Rule 503

Completed \_\_\_\_\_

Date: \_\_\_\_\_

207 **Use of the Church Pennant: For Services Conducted Only by Chaplains**

- U.S.C. Code, Title 4, Chapter 1, Section 7

Completed \_\_\_\_\_

Date: \_\_\_\_\_

208 **DOD Guidance for Sacramental Use of Peyote**

- OPNAVINST 5350.4 (series)

Completed \_\_\_\_\_

Date: \_\_\_\_\_

209 **Religious Offering Fund**

- SECNAV INSTRUCTION 7010.6 (series)

Completed \_\_\_\_\_

Date: \_\_\_\_\_

**Lesson # 3**

**Logistical Considerations and Administrative Procedures**

- 301    **Scheduling of Services: Regular and Extraordinary**  
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 302    **Format and Length of Services**  
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 303    **Religious Program Specialists Will Rig for Services**  
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 304    **Ordering of Necessary Supplies**  
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 305    **Report of Attendance**  
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 306    **Advance Publicity**  
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 307    **Length of Appointment and Letters of Appointment**
  - MILPERSMAN 1730-010
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 308    **Supervised by Chaplains**
  - MILPERSMAN 1730-010
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 309    **Frequent Consultation With the Command Chaplain**  
       Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 310    **Reasons for Terminating Appointment**
  - MILPERSMAN 1730-010
       Completed \_\_\_\_\_ Date: \_\_\_\_\_

**NTRP 1-05.1**

**Lesson #4: Standards of Conduct**

401 **Conducting Lay-Led Services in an Orderly Manner**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

402 **Respecting Right of All to Access Clergy of Their Choice**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

403 **Supporting the Total Command Religious Program With Mutual Respect**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

404 **Organizing “Church Parties” in Foreign Ports With Command Chaplain Approval**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

405 **Religious Literature: Respectful of All and Approved by Command Chaplain**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

406 **Passing Information to the Commanding Officer Via the Command Chaplain**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

407 **Refraining From Any Speech or Behavior Degrading to Another for Any Reason**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

408 **Refraining From Formal Preaching at Services Unless Authorized by Faith Group**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

409 **Refraining From Administering Any Sacraments or Ordinances Without Approval**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

410 **Refraining From Becoming Involved in Any Ongoing, Specialized Counseling**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

411 **Refraining From Soliciting or Accepting Charitable Funds at Worship Services or Activities**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

412 **Refraining From Accepting Any Goods, Benefits, or Services in Remuneration**

Completed \_\_\_\_\_ Date: \_\_\_\_\_

**Lesson #4: Standards of Conduct**

- 413 **Refraining From Proselytizing or Pressuring Others to Attend Worship Services**  
 Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 414 **Obtaining Prior Approval by Command Chaplain of All Publicity Announcements**  
 Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 415 **Submitting a Weekly Attendance Report for All Worship Services or Events**  
 Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 416 **Submitting a Written Request to Chaplain for All Necessary Supplies or Literature**  
 Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 417 **Refraining From Purchasing or Distributing Literature That Defames Other Groups**  
 Completed \_\_\_\_\_ Date: \_\_\_\_\_
- 418 **Lay Readers Represent the Command; Conduct Beyond Reproach**  
 Completed \_\_\_\_\_ Date: \_\_\_\_\_

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## ANNEX F-4

# Standards of Conduct for Lay Leaders

By affixing my signature below I certify that I have been instructed in the importance of the Standards of Conduct and that I intend to abide by them in the exercise of my duties as a lay leader.

---

1. I will provide lay-led services for my religious faith group in an orderly manner and in such a way that the people attending will feel “at home” in the worship service.
2. I will respect the right of all personnel to have access to chaplains or civilian clergy of their own faith group.
3. I will support the total religious program of the ship and the worship services provided or coordinated for all by the Religious Ministries Department, always in a manner of mutual respect.
4. With prior approval and at appropriate times I may organize “church parties” to attend worship services or other religiously oriented cultural or social events for my faith group.
5. I may maintain a supply of religious instructional material to provide religious education. I will not distribute these materials outside the meeting of my faith group without the permission of the command chaplain.
6. I will keep the commanding officer informed of the activities of my faith group via the command chaplain.
7. I will refrain from doing or saying anything that may be understood as degrading to another person because of their race, sex, nationality, or religious preference.
8. I will refrain from formal preaching at services, unless specifically authorized to do so by my faith group, in recognition of the fact that I am a lay leader and not a clergyperson.
9. I will refrain from any attempt to administer sacrament or ordinances of my faith group without prior written approval of my faith group and approval by the commanding officer.
10. I will refrain from becoming involved in any individual counseling that is personal, prolonged, repetitive, or intimate in nature. My role is to refer individuals to the chaplains who are trained and authorized to provide counseling.
11. I will neither solicit nor accept any monetary offerings or goods of any sort at worship services.
12. I will not recruit members from other faith groups nor will I pressure or harass anyone to attend any worship services of any sort.
13. I will seek prior approval from the command chaplain for any and all publicity and announcements concerning my worship services and other activities.
14. At the conclusion of each service, I will inform the command chaplain of the number of people in attendance.

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15. I will submit to the command chaplain a written estimate and request for any literature or supplies that I need for my services. I will ensure that this request is submitted a minimum of 60 days prior to my needing these materials. Also, I will submit point-of-contact information for pertinent vendors, to include name, address, phone number, fax number, and email. I will also verify that the proposed vendor accepts credit card purchases.
16. I will refrain from the purchase or distribution of any literature that defames any other religious group or individual.
17. I understand that the conduct of my personal life is at all times a reflection upon the command religious program and my status as an appointed lay leader, and so I will conduct myself accordingly.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# APPENDIX G

## Planning Checklist

The following checklists are tools that can be modified as necessary.

### Before Deployment

To be prepared for deployment, all entries should be checked “yes.” If you have problems, contact the command chaplain.

YES	NO	ITEM	IF NO
		Is my lay-leader appointment current for the entire time period of the deployment?	Contact command chaplain
		Do I have sufficient resources (equipment, materials, and supplies) for the deployment? Do I have enough faith group-specific resources?	Contact command chaplain or supply officer
		Are my resource materials packed where they are accessible?	Repack your materials
		Am I clear about what my faith group expects of me?	Contact your faith group
		Do I know which faith groups share my faith-group beliefs and allow their members to participate in my devotional services?	Contact your faith group
		Do I know what religious or faith group special days will occur during the deployment?	Contact your faith group
		Do I know how and where to contact my command chaplain?	Contact group or command chaplain
		Am I clear on my command chaplain’s expectations?	Contact command chaplain
		On whom can I depend to assist with or to participate in my devotional services?	Contact command chaplain
		Do I know the other lay leaders in my command?	Ask command chaplain or administrative officer for names
		Have I discussed cooperating or coordinating with the other lay leaders?	Meet with all other lay leaders at your command

**During the Deployment**

A lay leader’s goal is to have the “yes” columns checked for the duration of the deployment. If you have problems, contact your command chaplain.

<b>YES</b>	<b>NO</b>	<b>ITEM</b>	<b>IF NO</b>
		Am I in regular communication with my command chaplain?	Contact command chaplain
		Am I regularly consulting the chaplain for ideas and assistance in preparing programs?	Contact command chaplain
		Am I keeping good records? Do I give the required reports to the command and chaplain?	Contact command chaplain
		Are the names of the chaplains and command lay leaders publicized?	Contact administrative officer
		Am I making every effort to coordinate chaplain and/or clergy visits?	Contact command chaplain or XO
		When services are not held at the command, are arrangements made for other worship opportunities?	Contact operations officer
		Am I coordinating my devotional services with the command to overcome possible schedule conflicts?	Contact command chaplain or administrative officer
		Am I planning and improving the devotional services?	Contact command chaplain
		Are times of worship services or other religiously oriented programs publicized throughout the command?	Contact command chaplain or administrative officer
		Is reasonable provision made for personnel on watch to be relieved so they may attend services?	Contact command chaplain or XO
		Are special programs or special guests publicized?	Contact command chaplain or administrative officer
		Am I making sure shipmates know what type of service is being offered (e.g., devotional service, prayers, scripture study, Catholic communion service, choir, sing-a-long)?	Contact command chaplain or administrative officer
		Am I personally inviting shipmates to attend programs and services?	
		Am I involving shipmates in participation and leadership of the worship services?	
		Am I providing command-approved religious literature when possible?	Order more through command
		Am I supporting the other lay leaders?	Meet with all other lay leaders and offer support

**After the Deployment**

YES	NO	ITEM	IF NO
		What supplies need to be replaced?	Contact command chaplain or supply officer
		What equipment needs to be repaired, replaced, eliminated, and added?	Contact command chaplain or administrative officer
		Have I provided the completed required reports to the command and command chaplain?	Contact command chaplain
		Have I passed on lessons learned to the command chaplain and fellow lay leaders?	Contact command chaplain

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# APPENDIX H

## Report Format

**Lay Leader:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Report for the Month of:** \_\_\_\_\_

**Command:** \_\_\_\_\_

*Please mark any events that were made available for your faith group.*

Week#	Worship Services	Bible Studies	Other Studies	Special Events	Attendance
1					
2					
3					
4					
5					

Do you have all the material you need to perform your lay-leader duties? Yes/No

If no, what supplies do you need?

Are there adequate worship supplies on board for your crew members? Yes/No

If no, what supplies do you need?

**Notes:**

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## REFERENCES

JP 1-02, Department of Defense Dictionary of Military and Associated Terms

JP 1-05, Religious Affairs in Joint Operations

MCRP 6-12 (series), Religious Lay Leaders Handbook

MILPERSMAN 1730-010, Use of Lay Leaders in Religious Services

MILPERSMAN 1731-010, Religious Observances

NTRP 1-02, Navy Supplement to the DOD Dictionary of Military and Associated Terms

NWP 1-05, Religious Ministry in the U.S. Navy

OPNAVINST 1640.8 (series), Manual for the Operation and Administration of Afloat Brigs

OPNAVINST 1730.1 (series), Religious Ministry in the Navy

OPNAVINST 5350.4 (series), Navy Alcohol and Drug Abuse Prevention and Control

SECNAVINST 1730.7 (series), Religious Ministry Within the Department of the Navy

SECNAVINST 1730.8 (series), Accommodation of Religious Practices

SECNAVINST 1730.9, Confidential Communications to Chaplains

SECNAVINST 7010.6 (series), Religious Offering Fund

United States Manual for Courts-Martial

U.S.C., Title 4, Chapter 1, §7

U.S.C., Title 10, Subtitle C, Part II, Chapter 555, §6031, Chaplains: Divine Services

U.S. Navy Regulations

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# GLOSSARY

- command chaplain.** The senior chaplain assigned to or designated by a commander of a staff, command, or unit. (JP 1-02. Source: JP 1-05.)
- command religious program (CRP).** The comprehensive program of religious ministry that is planned, programmed, budgeted, and implemented to meet identified religious ministry requirements of a command.
- contract religious ministry professional (CRMP).** A civilian religious ministry professional endorsed by a specific DOD-listed religious organization and contracted on a non-personal services basis using competitive procedures. Contract religious military professionals provide religious ministries for members of the military, their dependents, and other authorized persons of the contract religious military professional's religious organization. Commands shall assign a contracting officer's technical representative to monitor contract religious ministry professional performance.
- divine services.** A term of art used to refer to public worship conducted afloat, in the field, or on military bases and installations by a military chaplain pursuant to the chaplain's official duties.
- lay leader.** A volunteer appointed by the commanding officer and supervised and trained by the command chaplain to serve for a period of time to meet the needs of a particular religious faith group when their military chaplains are not available. The lay leader may conduct services, but may not exercise any other activities usually reserved for the ordained clergy. (JP 1-02. Source: JP 1-05.)
- logistics.** Planning and executing the movement and support of forces. It includes those aspects of military operations that deal with: a. design and development, acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel; b. movement, evacuation, and hospitalization of personnel; c. acquisition or construction, maintenance, operation, and disposition of facilities; and d. acquisition or furnishing of services. (JP 1-02. Source: JP 4-0.)
- public worship.** A term of art that consists of divine services and religious services.
- religious accommodation.** The reasonable and good faith effort to support religious requirements within the boundaries of good order and discipline.
- religious elements.** Includes prayers, invocations, reflections, meditations, benedictions, or other religious or faith-based features of public worship traditionally or customarily incorporated in command functions other than divine or religious services.
- religious ministry.** Professional duties performed by Navy chaplains and designated personnel, to include facilitating and/or providing for religious needs, caring for all, and advising the command.
- religious ministry professional (RMP).** An individual endorsed by a DOD-listed religious organization to represent the religious organization and to conduct its religious observances or ceremonies in the institutional settings of the naval services. Each religious ministry professional is a fully qualified member of the clergy for those religious organizations that have a tradition of professional clergy or the equivalent.
- religious ministry team (RMT).** A basic religious ministry team consists of one chaplain and one religious program specialist. Other team members could include lay leaders, command religious program volunteers, contract religious ministry professionals, chaplain office federal employees, and other command religious program contracted professionals.

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**religious offering fund (ROF).** Monetary collections offered by religious service participants in the context of worship. The system by which such funds are managed.

**religious organization (RO).** An entity that is organized and functions primarily to perform religious ministries to a non-military constituency and that has met the religious purposes test of U.S.C., Title 26, § 501 (c)(3), and holds current status as a Section 501 (c) (3) Schedule “A” organization. Religious organizations possess ecclesiastical authority to endorse and withdraw endorsement for religious ministry professionals serving under their authority.

**religious program specialist (RP).** Religious program specialists support chaplains in planning, programming, administering, and coordinating the command religious program. Religious program specialists are combatants who provide force protection and physical security for chaplains in operational environments.

**religious rights.** Those rights articulated in the First Amendment of the U.S. Constitution and applicable court precedent, including the right to free exercise of religion and the protection from establishment of religion.

**religious services.** Worship events, other than divine services as defined above, conducted as part of the command religious program and in the manner and forms of religious organizations and led by lay leaders, contract religious ministry professionals, or other authorized non-uniformed personnel. Participation in religious services shall be voluntary, with the exception of personnel present in a support capacity.

# LIST OF ACRONYMS AND ABBREVIATIONS

<b>CMC</b>	command master chief
<b>CO</b>	commanding officer
<b>CRMP</b>	contract religious ministry professional
<b>CRP</b>	command religious program
<b>DON</b>	Department of the Navy
<b>JP</b>	joint publication
<b>MILPERSMAN</b>	military personnel manual
<b>MILSTRIP</b>	military standard requisitioning and issue procedure
<b>NTRP</b>	Navy tactical reference publication
<b>NWP</b>	Navy warfare publication
<b>POD</b>	print on demand
<b>PQS</b>	personnel qualification standards
<b>RLL</b>	religious lay leader
<b>RMP</b>	religious ministry professional
<b>RMS</b>	religious ministry support
<b>RMT</b>	religious ministry team
<b>RO</b>	religious organization
<b>ROF</b>	religious offering fund
<b>RP</b>	religious program specialist (USN rating)
<b>SECNAVINST</b>	Secretary of the Navy instruction
<b>SOFA</b>	status-of-forces agreement
<b>U.S.</b>	United States
<b>U.S.C.</b>	United States Code
<b>XO</b>	executive officer

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