RELIGIOUS LAY LEADER

EDITION MAY 2016

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From: Chief of Chaplains (OPNAV N097)
To: Commander, Navy Warfare Development Command

Subj: NTTP 1-05.1M/MCRP 6-12B, RELIGIOUS LAY LEADER

1. Religious diversity is inherent in Navy and Marine Corps operational commands. Navy chaplains serving the U.S. Navy and the U.S. Marine Corps support their commanders in the design and execution of command religious programs (CRPs) to meet religious needs identified in the command. Lay leaders enhance the CRP's ability to meet those needs.

2. NTTP 1-05.1M/MCRP 6-12B (May 2016), Religious Lay Leader, describes how commanders and commanding officers in the USN and USMC can appoint religious lay leaders to deliver specific religious services to service members of their own faith.

3. This publication describes how religious lay leaders should be appointed, trained, equipped, and employed. It describes how chaplains advise commanders and commanding officers on the appointment and use of lay leaders, and lead and supervise lay leader participation in the CRP.

M. G. KIBBEN

DEPARTMENT OF THE NAVY

NAVY WARFARE DEVELOPMENT COMMAND
1528 PIERSEY STREET BLDG O-27
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MARINE CORPS COMBAT DEVELOPMENT COMMAND
3300 RUSSELL ROAD
QUANTICO VA 22134

May 2016

LETTER OF APPROVAL

1. NTTP 1-05.1M/MCRP 6-12B (MAY 2016), Religious Lay Leader, is UNCLASSIFIED. Handle in accordance with the administrative procedures contained in NTRP 1-01 (APR 2014), The Navy Warfare Library.

2. NTTP 1-05.1M/MCRP 6-12B (MAY 2016) is effective upon receipt and supersedes NTRP 1-05.1 (MAR 2010), Religious Ministry Lay Leader, and previous edition of MCRP 6-12B (FEB 2000), Religious Lay Leader Handbook. Destroy superseded material without report.

3. NTTP 1-05.1M/MCRP 6-12B (MAY 2016) describes the use of lay leaders in the United States Navy and United States Marine Corps. It describes the roles of the supervising chaplain, chain of command, lay leader's religious organization, commanding officer, and prospective lay leader in the appointment process. It describes command religious program training and methods for determining authorizing religious organization requirements. It addresses other pertinent matters in relation to lay leaders in command religious programs. This publication supports NWP 1-05 (SEP 2012), Religious Ministry in the Fleet, and related publications.

4. NTTP 1-05.1M/MCRP 6-12B (MAY 2016) is approved for public release.

ROBERT S. WALSH
Lieutenant General, U.S. Marine Corps
Deputy Commandant for Combat
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Captain, United States Navy
Navy Warfare Development Command

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May 2016

PUBLICATION NOTICE   ROUTING

1. NTTP 1-05.1M/MCRP 6-12B (MAY 2016), RELIGIOUS LAY LEADER, is available in
   the Navy Warfare Library. It is effective upon receipt and supersedes NTRP 1-05.1
   (MAR 2010), Religious Ministry Lay Leader, and previous edition of MCRP 6-12B
   (FEB 2000), Religious Lay Leader Handbook. Destroy superseded material without report.

2. Summary. NTTP 1-05.1M/MCRP 6-12B is a comprehensive reference to describe
   procedures for the U.S. Navy and U.S. Marine Corps' religious lay leader program.

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PREFACE

In July 1952, Admiral Arthur W. Radford, Commander-in-Chief, United States Pacific Fleet, issued "A Guide for Religious Worship and Character Development in a U.S. Ship Without a Chaplain." This was the first official guidance published for religious lay leaders. Prepared by Pacific Fleet Chaplain George A. Russo's office, the document, three pages long, noted that commanding officers on ships without chaplains could select a volunteer to lead religious services.

Religious lay leaders perform an important role as volunteers in the command religious program (CRP). The purpose of Navy Tactics, Techniques, and Procedures (NTTP) 1-05.1M/Marine Corps Reference Publication (MCRP) 6-12B is to provide the doctrinal support to the commander in appointing, training and equipping religious lay leaders. 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 the sample for urgent change recommendation message format on page 14.

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Submit routine recommended changes to this publication at any time by using the routine change recommendation letter format on page 15. Mail it to the address below or post the recommendation on the Navy Doctrine Library System site.

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Revised text is indicated by a black vertical line in the outside margin of the page, like the one printed next to this paragraph. The change bar indicates added or restated information. A change bar in the margin adjacent to the chapter number and title indicates a new or completely revised chapter.

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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REF/A/DOC/NTRP 1-01//

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2. PAGE _____ ART/PARA NO _____ LINE NO _____ FIG NO _____

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Urgent Change Recommendation Message Format

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FROM: (Name, Grade or Title, Activity, Location)
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SUBJECT: ROUTINE CHANGE RECOMMENDATION TO (Publication Short Title,
           Revision/Edition, Change Number, Publication Long Title)

ENCL: (List Attached Tables, Figures, etc.)

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

    a.   CHANGE: (Page 1-1, 1.1.1, line 1)
Replace "…the ~~National Command Authority~~ President and Secretary of Defense establish~~es~~
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, 2.2, line 4)
Add sentence at end of "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 2.2.

    c.   DELETE: (Page 4-2, 4.2.2, line 3)
Remove "Navy Tactical Support Activity."
"…~~Navy Tactical Support Activity, and~~ the Navy Warfare Development Command ~~are~~ is
responsible for…"
REASON: Activity has been deactivated.

2. Point of contact for this action is (name, grade or title, telephone, e-mail address).

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CHAPTER 1

Fundamentals

1.1 INTRODUCTION

Per Secretary of the Navy instruction (SECNAVINST) 1730.7 (series), commanders shall provide a command religious program (CRP) which accommodates the religious needs, preferences, and rights of the members of their command, eligible family members, and other authorized personnel. Per SECNAVINST 1730.8 (series), chaplains are the Navy's only trained professional religious accommodators. Because of command religious diversity or lack of access to a Navy chaplain, a commander may appoint a lay leader to provide specific religious services for a specified time. U.S. Navy Regulations, 1990, article 0817, identifies lay-led services as an appropriate means of meeting religious needs in the absence of chaplains and civilian clergy. Article 0820 of the same publication notes that commanding officers (COs) shall provide the necessary logistical support for CRPs. SECNAVINST 1730.7 (series) establishes lay leaders as part of the religious ministry team (RMT) under the supervision of a chaplain. Naval Military Personnel Manual (MILPERSMAN) 1730-010 describes lay leaders as members of the CRP who support a temporary accommodation of specific religious requirements in operational settings when assigned chaplains are not able to provide for specific religious needs within the command. The Marine Corps Manual (MARCORMAN) states that COs may appoint lay leaders to conduct religious services and supplement the ministry of chaplains. SECNAVINST 1730.9 (series) limits the lay leader with respect to confidentiality, and SECNAVINST 7010.6 (series) governs the lay leader's role with respect to religious offering funds. OPNAVINST 1640.8 (series) establishes lay leader responsibilities for brigs afloat. OPNAVINST 1730.1 (series) and Marine Corps Order (MCO) 1730.6 (series) specify that uniformed service members may be appointed as lay leaders by the CO to support CRPs in operational environments.

1.2 DEFINITION

Lay leaders are uniformed service members appointed by the commander and authorized to perform religious services per MILPERSMAN 1730-010/MARCORMAN under the authority of SECNAVINST 1730.7 (series) to support the CRP as RMT members. Religious lay leaders are not religious ministry professionals. Lay leaders conduct the religious services of their religious organization (RO). They do not deliver any tasks associated with the Chaplain Corps capabilities of "care" and "advise."

1.3 BACKGROUND

On behalf of the CO, Navy chaplains manage and execute CRPs. Chaplains deliver religious ministry for the members of their own religion including but not limited to divine services, sacraments, rites, and ordinances. Title 10 and U.S. Navy regulations state that a chaplain may conduct public worship according to the manner and forms of his own RO. In addition to providing for their own, chaplains help meet the religious needs of personnel of other ROs. Navy policy affords a variety of options for this facilitation, to include the use of other available chaplains, contract religious ministry professionals (CRMPs), and lay leaders. As a member of the RMT, a lay leader functions within the framework of the CRP, consistent with his lay status and RO authorization.

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CHAPTER 2

Responsibilities

2.1 COMMANDING OFFICER

Commanding officers are responsible for the appointment of the lay leader, as part of the overall CRP that is led and managed by the command chaplain or an immediate superior in command (ISIC) chaplain. MILPERSMAN 1730-010/MARCORMAN states that commanders may appoint lay leaders to accommodate religious needs of personnel and account for the religious diversity inherent in the members of the command. The appointments should be based on volunteerism, high moral character, motivation, religious interest, and with the respective RO's authorization that the lay leader is qualified to deliver religious services. The lay leader must complete required RO training, and be trained by a chaplain in how to function in a CRP prior to the appointment taking effect. Religious program specialists (RPs) are prohibited from being appointed as lay leaders. Commanding officers require that lay leaders are trained, equipped, and supervised by a Navy chaplain.

Religious organizations specify religious rites, sacraments, or ordinances which lay leaders may offer to the members of the same RO. The prospective lay leader provides a statement of certification or approval from the RO before consideration for appointment. A lay leader's appointment will be in writing and for a specified period of time, usually not to exceed one year, and ends when the particular requirement precipitating the appointment has ceased (for example, at the end of a deployment or operational requirement such as a training exercise). The CO can terminate the appointment if the conduct of the lay leader hinders the accomplishment of the CRP or is prejudicial to good order and discipline.

2.2 CHAPLAIN

Chaplains have the responsibility of executing the CRP on behalf of the CO. When a CO is without a staff chaplain, the ISIC chaplain is consulted regarding the appointment, training, and supervision of lay leaders (see chapters 3 and 4).

2.3 RELIGIOUS ORGANIZATIONS

The lay leader's RO submits a letter of authorization which includes the authorized range of activity of the lay leader, including the administration of rites, sacraments, or ordinances, and parameters on who can receive the rites, sacraments, or ordinances. The chaplain checks the RO's authorization of the lay leader for adequate specificity. The RO is requested to notify the command upon the revocation of the lay leader's approval.

2.4 LAY LEADER

The lay leader is responsible for complying with the practices and teachings of his RO. Lay leaders only conduct lay-led religious services according to the manner and forms of their RO and statement of certification.

The lay leader's responsibilities include:

1. Seeking support from outside the command in the absence of a command chaplain in the following priority: Navy chaplain from another command, chaplain of another U.S. military service, civilian religious military professional. Securing outside support is done in coordination with the lay leader's supervising chaplain and chain of command. Chaplains from foreign militaries may deliver religious services but only when invited by the commander, with approval from the Chief of Chaplains. Commanders are not required to seek approval for invitations in cases of emergency or military necessity.

2. Arranging transportation to an appropriate service when outside support in the form of a visit is not available or practical. Such arrangement is made in close consultation with the chain of command and the supervising chaplain.

3. Providing religious service(s) he is appointed to perform. The lay leader's actions shall be consistent with his lay status and as authorized by his RO.

4. Modeling the core values of the Navy and the Marine Corps—honor, courage, and commitment—and maintaining exemplary personal performance and behavior.

5. Contributing to good order and discipline and the effective execution of the CRP.

Lay leaders are not permitted to take religious offerings unless authorized by the CO. If monies are collected, they will be part of the command religious offering fund, accounted for, and disbursed according to SECNAVINST 7010.6 (series).

CHAPTER 3

Appointment

3.1 COMMAND REQUIREMENTS

Lay leader appointments are predicated on identified religious needs within a command. Command operational tempo, mission, location, and projected schedule are considered when determining the need to identify and appoint a lay leader. The command chaplain or ISIC chaplain advises the CO concerning the need to appoint a lay leader.

Recommendations for lay leader appointments are made when specific religious requirements of command members are identified and substantiated using the religious needs assessment survey (COMUSFLTFORCOM/COMPACFLTINST 1730.1D/MCWP 6-12). Lay leaders conduct field or shipboard religious services for members of their ROs. Volunteers who are not officially appointed as lay leaders may participate but are not authorized to lead religious services. Volunteers do not require appointment as lay leaders to assist chaplains with worship and other areas of the CRP.

3.2 SELECTION PROCESS

Upon nomination, the prospective lay leader and the RMT use appendix A to facilitate the appointment process. Civilian ministerial credentials do not constitute authorization to serve as a lay leader. Being appointed a religious lay leader conveys no ecclesiastical status. Those seeking to become lay leaders must meet the requirements, and if appointed, follow the same lay leader guidelines, regardless of other credentials. The military responsibilities and functions of chaplains are reserved for chaplains.

The appointment process for lay leaders is as follows:

1. Command chaplain or, if no command chaplain, the ISIC chaplain, interviews the prospective lay leader. See appendix B.

2. Division officer/platoon commander, leading chief petty officer/staff non-commissioned officer, and/or department head/company commander make their recommendation. See appendix C.

3. Member's RO authorizes member to serve as lay leader. See appendix D.

4. Member completes the lay leader CRP training program, led by a chaplain and/or RP. See appendix E, annexes E-1 and E.2.

5. Interviewing chaplain makes written recommendation to the CO. See appendix F.

6. Commanding officer signs letter of appointment. See appendix G.

3.3 CHAPLAIN INTERVIEW

Chaplains conduct initial interviews with prospective lay leaders (see appendix B). When the interviewing chaplain is satisfied that the potential lay leader meets basic criteria, the rest of the appointment process ensues.

3.4 CHAIN OF COMMAND RECOMMENDATION

The chain of command, referenced in section 3.2, recommends potential lay leaders and attests to their character and performance (see appendix C). Their recommendation confirms their understanding that command appointment and support is required for those individuals to carry out lay leader responsibilities. Such support includes allotting time for training and consulting with a chaplain. The chain of command verifies that the applicant:

1. Demonstrates the required leadership characteristics.

2. Has no history of misconduct or marginal performance.

3. Understands that his responsibilities as a lay leader are not to interfere with his primary duties.

3.5 RELIGIOUS ORGANIZATION AUTHORIZATION

The RO's letter of authorization allows the lay leader to conduct religious services in the manner and form specified in the letter. Conduct of religious services occurs under the authority of the particular RO with regard to manner and form, and under the authority of the CO as part of his CRP.

Appendix D is a sample form for RO authorization. The RO is asked to verify or provide the following information:

1. Is the one seeking to become a lay leader a member in good standing of the RO?

2. Is he of good moral character?

3. Is he a good representative of the RO?

4. Is he authorized to assist in organizing and/or leading a religious service shipboard or in the field?

5. What specific sacraments, ordinances, rites or requirements are lay persons authorized to conduct according to the RO?

6. What exactly is the applicant authorized to do as a representative of the RO? Who is authorized to receive or participate in such ministration? What caveats or other limitations apply to the RO activities authorized?

Some ROs may not have formal mechanisms or procedures for the approval or certification of lay leaders for such responsibilities. In those instances, the supervising chaplain may communicate with the RO to explain the lay leader approval process. Those seeking to become lay leaders who are members of ROs with established procedures and centralized approval authorities are required to use the appropriate RO procedures in making their application.

3.6 LAY LEADER TRAINING

The required lay leader training will include all standards listed in annex E-2.

3.7 CHAPLAIN RECOMMENDATION

Upon successful completion of the lay leader CRP training program, the chaplain will review the application package and forward a written recommendation to the CO, verifying the completion of requirements (see appendix F).

3.8 COMMAND APPOINTMENT

Commanding officers appoint lay leaders in writing, usually for the period of a deployment or operational commitment not to exceed 1 year. In United States Marine Corps (USMC) units, battalion commanders or higher serve as appointing authority. Appointment of a lay leader responds to an identified requirement and conveys no ecclesiastical status or civilian credentials to the member appointed. Appendix G is a sample appointment letter. The completed appointment letter is entered into the lay leader's service record, and a copy is provided to the lay leader. The entry into the lay leader's service record shall clearly indicate the beginning and the end dates for the appointment. The lay leader's transfer terminates the appointment. The lay leader appointment will be treated as an assigned collateral duty in the periodic performance evaluation or fitness report. The CO is not conveying to a lay leader ecclesiastical or religious authority to represent a particular religion beyond the boundaries of the CRP.

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CHAPTER 4

Training

4.1 COMMAND TRAINING AND SUPPORT

Area commands often cooperate to provide consolidated and standardized lay leader training.

Senior chaplains conduct coordinated lay leader training for the commands under their supervision, focusing on commands preparing for deployment. Training support should include trained and knowledgeable instructors, adequate time, facilities, resources, supplies, and equipment. Each command should include lay leader training in its annual training plan as appropriate.

4.2 TRAINING PLANS

Religious ministry teams implement lay leader CRP training using the resources contained in appendix E. Within the forces there are commands that require specialized lay leader training unique to the operating environment; e.g., a submarine or a special purpose Marine air-ground task force.

4.3 RELIGIOUS ORGANIZATION TRAINING

Religious organizations are responsible for the amount and type of training they require on their manner and forms, and for designating who can provide the training. Chaplains of a particular RO should assist in developing and delivering such training. When possible, command or ISIC chaplains should consult with chaplains of the RO from which they are seeking a lay leader applicant. Some ROs require that manner and form training be done only by designated personnel.

4.4 LAY LEADER COMMAND RELIGIOUS PROGRAM TRAINING DOCUMENTATION

Those seeking lay leader appointments receive a certificate upon completion of lay leader CRP training. The command will enter a copy of the certificate of completion and the CO's letter of appointment in the service records of those personnel.

4.5 NEEDS AND OBJECTIVES

The religious needs assessment provides participants with the opportunity to identify their religious requirements as well as their willingness to serve as a lay leader. Chaplains are consulted in order to establish assessment procedures, interpret data and design an appropriate CRP.

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CHAPTER 5

Program

5.1 PURPOSE

Lay leaders provide religious services in accordance with their command appointment letter. Providing religious services requires proper planning. See appendixes H and I for planning and program checklists.

5.2 LIMITATIONS

The following describes certain limitations that apply to lay leaders. Commanders, supervising chaplains, chain of command, and lay leaders should keep these in mind as lay leaders carry out their responsibilities.

5.2.1 Religious Organizations

Religious organizations define the functions and parameters of religious practices for their respective lay leaders. Lay leaders may only function within the limits of their RO's authorizations. See appendix D.

5.2.2 Primary Responsibilities

Lay leader responsibilities are collateral duties, not to interfere with primary responsibilities and duties. If the duties conflict, the lay leader should notify the supervising chaplain immediately.

5.2.3 On Foreign Soil

When deployed on foreign soil, lay leaders should ensure that their chains of command are fully aware of their activities. Lay leader functions may be restricted by the status-of-forces agreement (SOFA). Lay leaders should contact their supervising chaplain for SOFA guidance. If no chaplain is immediately available, lay leaders should contact the command legal officer. Where no SOFA exists, lay leaders should check with the chaplain and/or cognizant staff judge advocate (SJA) regarding any religious restrictions before providing religious services.

5.3 CONFIDENTIALITY

Per SECNAVINST 1730.9, when a Sailor or Marine speaks with a chaplain, that communication is absolutely confidential. Communication with lay leaders is NOT confidential. However, if lay leaders inadvertently become aware of confidential communications in the course of their duties as a lay leader, they must keep such matters confidential and immediately refer the matter to a chaplain.

5.4 RESOURCES

The lay leader should consult the command or supervising chaplain and/or the respective RO for worship and prayer resources. The CO and the supervising chaplain should consult with the cognizant SJA for proper procedures and rules for accepting gifts of equipment, materials, or supplies from an RO.

5.4.1 Equipment (non-expendable)

Lay leader equipment includes non-expendable items used in conducting religious services. The RMT or supply department generally issues such items, but some ROs may directly provide equipment as well.

Chaplains and RPs can assist in determining essential equipment for lay leaders. Early identification of required equipment and supplies is critical for the command to order and receive the items before deployment. The supervising RMT identifies and maintains an inventory of lay leader equipment items. During the RO training, the RO may identify the basic equipment required for lay leaders. Lay leaders are responsible for the care and maintenance of issued equipment. Lay leaders entrusted with custody of sacraments and/or sacred elements shall ensure that equipment, containers, and usage meet RO requirements.

5.4.2 Materials (expendable)

Lay leader materials may include expendable religious resources, books, and publications, medallions, prayer ropes, rosaries, and other devotional aids. The supervising chaplain, or, in his absence the executive officer (XO), must approve all religious literature for distribution within the command. This will ensure proper handling and distribution of religious literature, as well as maintenance of good order and discipline.

Expendable materials come from a variety of sources: ROs, command purchases, and training-session materials. The CO and the supervising chaplain should consult with the SJA regarding proper procedures for accepting donated materials from ROs. During lay leader training, RMTs can assist in determining a basic list of resource materials for each lay leader. ROs can also identify basic resource materials for lay leaders during training. In case a lay leader's RO has a recommended list of resource materials, the lay leader should consult the supervising chaplain on how to procure the materials for the upcoming deployment. Early identification (at least 6 months ahead) of required lay leader materials is essential to enable the command to order and receive materials before deployment. Lay leaders are encouraged to plan ahead and distribute devotional materials to fellow Sailors or Marines who request them prior to deployment.

5.4.3 Supplies (consumable)

Lay leader supplies may include consumable items such as candles, oils, or other items used to support religious services. Supplies come from a variety of sources: ROs, command and RMT purchases, and training sessions. A basic list of supplies for each lay leader can be determined through lay leader and RO training. For extended deployments and exercises, lay leaders should work with RMTs and logistics or embarkation officers to develop a plan for carrying or stowing supplies and procedures for resupply.

5.5 LOGISTICS

In appointing lay leaders, the commander commits to supporting them in the performance of their responsibilities. In addition to supplies, support for the lay leader includes allocating time in the operational schedule, space aboard ship or in the field, and the required resources for the conduct of authorized services.

5.6 COORDINATION

Key personnel with whom lay leader activities should be coordinated include the command or supervising chaplain, the XO, senior enlisted leaders, operations officer, supply officers, and other lay leaders if more than one is appointed for the command. Lay leaders should consult appendix J, a religious service checklist, in organizing and coordinating with command personnel for lay-led services.

5.7 TIMES AND LOCATIONS

Commanding officers approve times and locations for lay-led services. Lay leaders should work closely with the command or supervising chaplain, the XO, and the operations officer to determine the most feasible times and locations for services. Lay-led religious services may be canceled due to military necessity.

5.8 PUBLICITY

All publicity shall be approved in writing by the CO or designee prior to publication or verbal announcement. Publicity must name the RO represented and accurately describe the service being offered. The church pennant is flown only for divine services performed by Navy chaplains as defined by SECNAVINST 1730.7 (series) and shall not be flown for lay leaders. See appendix K for a publicity checklist.

5.9 PROGRAM FEEDBACK

Feedback from those served is important to ensure that the CRP is meeting the religious needs of personnel. Appendix L should be used to gauge the level of effectiveness of the program. Inputs received regarding strengths, weaknesses, and suggestions can be helpful tools in lay leader planning and after-action reports.

5.10 REPORTS

Lay leaders maintain records for the number, type, and attendance of the services conducted and submit reports to the CO or XO via the command chaplain. Where there is no command chaplain, the lay leader submits the report to the supervising chaplain, via the XO (appendix M). This information is useful for planning, preparing, and maintaining the required resources for support. Units remain in regular contact with the chaplain who has oversight and who submits reports to higher authorities as directed.

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APPENDIX A

Religious Lay Leader Checklist

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 1552 and E.O. 9397, as amended (SSN).

PRINCIPAL PURPOSE(S): To determine suitability for religious lay leader appointment.

ROUTINE USE(S): The DoD Blanket Routine Uses at http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx may apply to this collection.

DISCLOSURE: Voluntary.

Name: _____   Rate/Rank: _____

Phone: _____

Department/Division//Company/Platoon: _____   Date: _____

Religious organization (RO) of which you are a member: _____

Date reported onboard: _____   Rotation date: _____

- o   Interview by a chaplain.   Date: _____

- o   Recommendation by chain of command.   Date: _____

- o   Religious organization authorization letter.   Date: _____

- o   Complete the training outlined in religious lay leader CRP training standards appendix E-2.

  Date: _____

- o   Forward to the commanding officer the RO authorization, chain of command recommendation, lay leader CRP training certificate, and a letter of appointment for signature.

  Date: _____

- o   Place copies of the signed letter of appointment in the member's service record and in the supervising chaplain's files, and give a copy to the member.

  Date: _____

Retain this page in the supervising chaplain's office files as a record of the completion of each step of this process.

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APPENDIX B

Religious Lay Leader Interview Form

PRIVACY ACT STATEMENT:

AUTHORITY: 10 U.S.C. 1552 and E.O. 9397, as amended (SSN).

PRINCIPAL PURPOSE(S): To determine suitability for religious lay leader appointment.

ROUTINE USE(S): The DoD Blanket Routine Uses at http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx may apply to this collection.

Name: _____   Date: _____

Phone number: _____   E-mail: _____

Applicant's supervisor: _____   Supervisor's e-mail: _____

Religious organization: _____   Command: _____

Division/Company: _____   Interviewing chaplain: _____

For the applicant to fill out:

Why do you desire to be a lay leader?

_____

_____

_____

What qualities do you possess that would make you a good lay leader?

_____

_____

_____

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

_____

_____

_____

If selected, what are your plans/goals?

_____

_____

For the chaplain to fill out:

	Poor				Excellent
Member's standing within his/her division/company:	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 an approval letter from the religious organization?					YES/NO
Has the member successfully completed lay leader CRP training?					YES/NO

RECOMMENDED   YES/NO

APPENDIX C

Religious Lay Leader
Command Recommendation (sample)

From: Division Officer/Platoon Commander/Leading Chief Petty Officer/Staff Non-Commissioned
Officer/Department Head/Company Commander

To: Commanding Officer

Subj: Religious Lay Leader Recommendation ICO Full Name, Rank.

1. I recommend [applicant's rank and name], for the position of religious lay leader.

2. [Applicant's rank and name] has been a member of my division/department//platoon/company since [date].
   I believe this applicant demonstrates the required characteristics for the position. He/she has no history of
   misconduct or marginal performance.

3. I have counseled the applicant 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, if appointed, chain of command support is required for the applicant to carry out
   the responsibility of a lay leader.

_____
Signature/date

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APPENDIX D

Religious Organization Lay Leader Authorization

For the applicant to fill out:

Applicant's name: _____

Religious organization: _____

Religious organization representative: _____

Address: _____

_____

Phone Number: _____

E-mail address: _____

For the religious organization representative to fill out:

1. Is this applicant a member in good standing of this religious organization? ___Y ___N

2. Do you believe the applicant to be of good moral character? ___Y ___N

3. Is the applicant acceptable as a representative of your religious organization? ___Y ___N

4. Do you authorize this applicant to lead shipboard/field religious services? ___Y ___N

5. Are there any prohibitions or limitations? (If yes, please explain.) ___Y ___N

_____

_____

_____

6. What specific sacraments, ordinances, rites, or rituals are members of your religious organization required to receive regularly?

_____

_____

7. Which specific sacraments, ordinances, rites, or rituals are permitted to be performed by the individual you are recommending to serve as a lay leader?

_____

_____

8. Please attach a signed letter of recommendation on your religious organization's letterhead and submit it in addition to this form.

APPENDIX E

Religious Lay Leader Command Religious Program Training Record (sample)

Annex E-1   Religious Lay Leader CRP Training Signature Sheet

Annex E-2   Religious Lay Leader CRP Training Standards

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ANNEX E-1

Religious Lay Leader Command Religious Program Training Signature Sheet

Name: _____ Rate/Rank: _____

Command: _____

Religious organization: _____

This page is to be used as a record of satisfactory completion of lay leader training in the command religious program (CRP). Only the command or supervising chaplain may signify completion of this training 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 supervising chaplain and in the person's own possession.

_____

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

RECOMMENDED BY:

LPO/NCO _____ Date: _____

LCPO/SNCO _____ Date: _____

DIV-O/PLT CO _____ Date: _____

DEPT HEAD/COMPANY CO _____ Date: _____

CHAPLAIN _____ Date: _____
               (Certification of completion of lay leader CRP training)

XO _____ Date: _____

CO _____ Date: _____

DATE OF APPOINTMENT:

Entry to:
1) Service Record: Letter of Appointment with copy delivered to service member.
2) Chaplain's File: Letter of Appointment and signed Standards of Conduct.
Made by: _____ Date: _____

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ANNEX E-2

Religious Lay Leader Command Religious Program Training 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**
   - SECNAV INSTRUCTION 1730.7 (series)
   - OPNAV INSTRUCTION 1730.1 (series)

   Completed _____   Date: _____

102 **The Command Religious Program**
   - SECNAV INSTRUCTION 1730.7 (series)
   - OPNAV INSTRUCTION 1730.1 (series)

   Completed _____   Date: _____

103 **Role of Navy Chaplains**
   - SECNAV INSTRUCTION 1730.7 (series)
   - OPNAV INSTRUCTION 1730.1 (series)

   Completed _____   Date: _____

104 **Respectful Speech and Behavior for the Sake of Good Order and Discipline**
   - SECNAV INSTRUCTION 1730.7 (series)

   Completed _____   Date: _____

105 **Purpose of Lay Leaders**
   - SECNAV INSTRUCTION 1730.7 (series)
   - OPNAV INSTRUCTION 1730.1 (series)

   Completed _____   Date: _____

106 **A Response to Religious Requirements of Unit Personnel**
   - SECNAV INSTRUCTION 1730.7 (series)
   - OPNAV INSTRUCTION 1730.1 (series)

   Completed _____   Date: _____

Lesson # 1: Religious Ministry and the Free Exercise of Religion in the Department of the Navy (cont.)

107   **Authorized by Religious Organization—Appointed by Commanding Officer**
   • SECNAV INSTRUCTION 1730.7 (series)
   • OPNAV INSTRUCTION 1730.1 (series)
   • MILPERSMAN 1731-010

   Completed _____   Date: _____

108   **Supervision by the Chaplain**
   • SECNAV INSTRUCTION 1730.7 (series)

   Completed _____   Date: _____

<u>Lesson # 2: Special Issues and Pertinent Navy Instructions</u>

201 **Religious Ministry within the Department of the Navy**
- SECNAV INSTRUCTION 1730.7 (series)
- OPNAV INSTRUCTION 1730.1 (series)

Completed _____ Date: _____

202 **Observance of the Sabbath**
- MILPERSMAN 1731-010
- Navy Regulations, Article 0817

Completed _____ Date: _____

203 **Privileged Communication: Confidentiality for Chaplains but Not Lay Leaders**
- SECNAV INSTRUCTION 1730.9 (series)
- Manual of Courts Martial, Part III, Section 1, Rule 503

Completed _____ Date: _____

204 **Use of the Church Pennant: For Services Conducted Only by Chaplains**
- United States Code (U.S.C.) Code, Title 4, Chapter 1, Section 7

Completed _____ Date: _____

205 **Religious Offering Fund**
- SECNAV INSTRUCTION 7010.6 (series)

Completed _____ Date: _____

Lesson # 3: Logistical Considerations and Administrative Procedures

301   **Seeking the Services of Religious Professionals via Command or Supervising Chaplain**

Completed _____   Date: _____

302   **Seeking Transportation for Religious Services in the Vicinity of the Command via Command or Supervising Chaplain**

Completed _____   Date: _____

303   **Scheduling of Services: Regular and Extraordinary**

Completed _____   Date: _____

304   **Format and Length of Services**

Completed _____   Date: _____

305   **Rigging for Services**

Completed _____   Date: _____

306   **Ordering of Necessary Supplies**

Completed _____   Date: _____

307   **Completing Local Report and Fulfilling External Data Calls**

Completed _____   Date: _____

308   **Length of Appointment and Letters of Appointment**
   •   MILPERSMAN 1730-010

Completed _____   Date: _____

309   **Supervision by Chaplains**
   •   MILPERSMAN 1730-010

Completed _____   Date: _____

310   **Consultation with the Command or Supervising Chaplain**

Completed _____   Date: _____

311   **Reasons for Terminating Appointment**
   •   MILPERSMAN 1730-010

Completed _____   Date: _____

Lesson #4: Standards of Conduct

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

Completed _____   Date: _____

402 **Respecting Constitutionally Protected Religious Rights**

Completed _____   Date: _____

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

Completed _____   Date: _____

404 **Religious Literature: Respectful of All and Approved by Command or Supervising Chaplain**

Completed _____   Date: _____

405 **Passing Information to the Commanding Officer via the Command Chaplain**

Completed _____   Date: _____

406 **Degrading Speech or Behavior**

Completed _____   Date: _____

407 **Administering Sacraments or Ordinances**

Completed _____   Date: _____

408 **Counseling**

Completed _____   Date: _____

409 **Soliciting or Accepting Charitable Funds**

Completed _____   Date: _____

410 **Accepting Any Goods, Benefits, or Services**

Completed _____   Date: _____

411 **Proselytizing or Pressuring Others to Attend Worship Services**

Completed _____   Date: _____

412 **Publicity**

Completed _____   Date: _____

413 **Lay Leader Conduct and Character**

Completed _____   Date: _____

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APPENDIX F

Religious Lay Leader
Chaplain Recommendation
(sample)

From: Command Chaplain

To: Commanding Officer

Subj: Religious Lay Leader Recommendation ICO [applicant's full name, rank]

Ref: (a) MILPERSMAN 1730-010

Encl: (1) Lay Leader Religious Organization Information/Authorization Form

(2) Lay Leader Command Recommendation

(3) Copy of Lay Leader CRP Training Completion Certificate

(4) Lay Leader Appointment Letter

1. I submit [applicant's rank and name] for a 12-month appointment as a command religious lay leader.

2. [Applicant's rank and name] has completed the requirements 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 requirement and conveys no ecclesiastical/religious status to the service member appointed.

_____
Signature/date

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APPENDIX G

Religious Lay Leader Appointment Letter (sample)

From: Commanding Officer   Date: _____

To: (Applicant's full name, rank)

Subj: Religious Lay Leader Appointment

Ref: (a) MILPERSMAN 1730-010

1. You are hereby appointed to serve as a command religious lay leader representing [name of religious organization].

2. This appointment is in accordance with reference (a) and responds to an identified religious requirement and conveys no ecclesiastical/religious status. This appointment is for a period of 12 months or when the need no longer exists, whichever comes first.

3. This appointment will be terminated if/when your conduct is contrary to good order and discipline, hinders accomplishment of the command religious program, or reflects adversely upon this command.

4. The command chaplain or cognizant chaplain shall supervise you in the conduct of lay leader duties and responsibilities. Your supervising chaplain is _____, contact info _____.

5. You are responsible to maintain your relationship with your religious organization. You are required to report any changes in your religious organization status to this command immediately.

6. Thank you for your willingness to serve our command in this important role.

                                              _____
                                              Commanding Officer

Copy to:
Command Chaplain
Service member's service record

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APPENDIX H

Religious Lay Leader Planning Checklist

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

Before the Deployment

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

YES	NO	ITEM	IF NO
		Is my lay leader appointment current for the entire time period of the deployment?	Contact supervising chaplain
		Do I have sufficient resources (equipment, materials, and supplies) for the deployment? Do I have enough religious organization-specific resources?	Contact command chaplain or supply officer
		Are my resource materials packed and are they accessible?	Repack your materials
		Am I clear about what my religious organization expects of me?	Contact your religious organization
		Do I know what special days observed by my religious organization will occur during the deployment?	Contact your religious organization
		Do I know how and where to contact my command or supervising chaplain?	Contact command or supervising chaplain
		Am I clear on my command or supervising chaplain's expectations?	Contact supervising chaplain
		On whom can I depend to assist with or to participate in my religious services?	Contact supervising chaplain
		Do I know the other lay leaders in my command?	Ask command chaplain or administrative officer for names
		Is my immediate chain of command aware of my appointment as a lay leader?	Contact immediate chain of command
		Has the chaplain answered any questions I may have?	Contact command chaplain

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 or supervising chaplain.

YES	NO	ITEM	IF NO
		Am I in regular communication with my command or supervising chaplain?	Contact command chaplain
		Am I regularly consulting the chaplain for ideas and assistance?	Contact command chaplain
		Am I keeping good records? Do I give the required reports to the command and chaplain?	Contact command chaplain
		Am I coordinating my services with the command to overcome possible schedule conflicts?	Contact command chaplain or operations officer
		Am I planning and improving the services?	Contact command chaplain
		Are times of religious services 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 using accurate announcements and publicity to make sure Sailors/Marines know what type of service is being offered?	Contact command chaplain or administrative officer
		Am I involving Sailors/Marines in the services to the extent allowed by my religious organization?	
		Am I providing command-approved religious literature when possible?	Order more through command

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/or added?	Contact command chaplain or administrative officer
		Have I provided the completed, required reports to the command and command or supervising chaplain?	Contact command chaplain
		Have I passed on lessons learned to the command or supervising chaplain?	Contact command chaplain

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APPENDIX I

Religious Lay Leader Program Checklist

The following checklist provides basic guidelines for faithful performance of duty as a lay leader.

YES	NO	ACTION
		Do you know how to procure services of religious ministry professionals when available?
		Do you know how to seek transportation for religious services in the vicinity of the command with the knowledge and support of the chain of command or supervising chaplain?
		When special programs are planned or when special guests are expected for services, is this announced or published?
		If a chaplain is aboard, is the church pennant hoisted for divine services?
		Do you know where to locate and how to contact a chaplain if the need arises?
		Are the equipment, supplies, and resources clean and in good condition?
		Do you keep an up-to-date inventory?
		Do you know how to obtain supplies?
		Is the location for your religious literature kept neat and clean?
		Have you set aside adequate time for the preparation of your program?
		Do you have a turnover file for your relief if/when the time comes?

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APPENDIX J

Religious Lay Leader
Religious Service Checklist

The following checklist provides basic guidelines for lay leaders in organizing religious services.

YES	NO	ITEM	ACTION
		Time	Check with executive officer or operations officer to determine a good time for the religious service, ensuring that the religious service will not conflict with the command's schedule. Meal hours and major evolutions are inappropriate times for conducting lay-led religious services.
		Place	Select a place to conduct the service. Factors to consider in selection of a space include the probable noise level, size of the space, privacy, cleanliness, and comfort. Good options are the crew's lounge, the mess decks, the wardroom, or a conference room.
		Approval	Request that the executive officer approve the proposed time and place of the religious service.
		POW/D Submission	Submit a plan of the day (POD)/plan of the week (POW) note to the unit's admin office in time for publication.
		Service Prepared	Prepare the lay-led religious service using the resources provided or suggested by the chaplain and/or religious organization.
		Rig for Worship	Rig for worship 20 minutes before the service is to begin. Set out appropriate materials, if needed.
		Conduct Service	Conduct the religious service respectfully in accordance with religious organization requirements.
		Secure	After the religious service, stow all religious equipment and supplies in their proper place. Restore the space to its original condition. Record attendance.

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APPENDIX K

Religious Lay Leader Publicity Checklist

The following checklist provides basic guidelines for lay leaders in publicizing religious services.

YES	NO	ACTION
		Are posted materials checked frequently to ensure they are clean, neat, and readable?
		Are times of divine services, religious services or other CRP activities published in the POW/D?
		Do you use religious posters or bulletins to announce services or encourage attendance?
		Is the word passed over the 1MC concerning time and place of the religious service?
		Did ship's personnel making religious services 1MC announcements make them over all circuits as requested?
		Have you invited the CO, XO, and command master chief (CMC)/command Sergeant Major (SgtMaj)?
		When special programs are planned or when special guests are expected for services, is this announced or published?
		Do the Sailors/Marines know what you are offering in your program (Bible study, worship, etc.)?

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APPENDIX L

Command Religious Program Feedback Sheet

The following provides an opportunity for the personnel who received lay leader services to comment on their level of satisfaction and offer suggestions on how to make the program better. This evaluation sheet can also be used post-deployment to gauge the level of effectiveness of the CRP.

CRP Feedback Form
Your feedback is sought to determine the effectiveness of this program. Please answer all questions honestly.

NOTE: Please answer each question by checking the appropriate box:

    1. YES   2. SOMEWHAT   3. UNDECIDED   4. NO

If any questions are answered **NO**, please indicate reasons or make suggestions/recommendations.

1	2	3	4	QUESTION
				Were there ample opportunities to participate in religious services, events, and activities?
				Were there adequate supplies available for your religious expression?
				Did you feel free to participate in the activities offered by this lay leader?
				Were study or worship materials used helpful?
				Was the scheduled time for the study/religious service satisfactory?
				Were spaces used to hold the study/religious service satisfactory?

Subject ideas for future studies:

Suggestions for future activities:

Other comments:

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APPENDIX M

Religious Lay Leader Report (sample)

Lay Leader:
Phone:
E-mail:
Report for the Month of:
Command:

Please indicate the number of events, and how many were in attendance at each event for each category if provided.

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

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

If no, what materials do you need?

Are there adequate worship supplies on board for the participants?   Yes/No

If no, what supplies do you need?

Notes:

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REFERENCES

COMUSFLTFORCOM/COMPACFLTINST 1730.1 (series), Religious Ministry in the U.S. Fleet Forces and U.S. Pacific Fleet Commands

Marine Corps Manual

Marine Corps Order 1730.6 (series), Religious Ministry in the Marine Corps

MCRP 6-12B, Religious Lay Leaders Handbook (signed 28 Feb 2000 and superseded by this publication)

MCWP 6-12, Religious Ministry in the United States Marine Corps

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

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

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. (NTRP 1-02)

contract religious ministry professional (CRMP). A civilian religious ministry professional endorsed by a specific Department of Defense-listed religious organization and contracted on a non-personal services basis using competitive procedures.

divine services. Public worship conducted afloat, in the field, or on military bases and installations by a military chaplain pursuant to the chaplain's official duties in accordance with Section 6031 of Title 10, United States Code, and Article 0817 of U.S. Navy Regulations, 1990. (NTRP 1-02)

lay leader. A volunteer appointed by the commanding officer and supervised and trained by the command or immediate superior in command chaplain to serve for a period of time to meet the needs of a particular religious organization when their military chaplains are not available. The lay leader may conduct services, but may not exercise any other activities usually reserved for chaplains.

logistics (LOG). Planning and executing the movement and support of forces. (JP 1-02. Source: JP 4-0)

religious ministry (RM). 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. (NTRP 1-02)

religious ministry professional (RMP). For purposes of this publication, a representative of a religious organization who might be invited to lead religious services as part of a command religious program based on the ministerial authority conveyed by their religious organization. A religious ministry professional is a fully qualified member of the clergy for those religious organizations that have a tradition of professional clergy or their equivalents.

religious ministry team (RMT). A basic RMT consists of one chaplain and one RP. 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.

religious offering fund (ROF). The system by which monetary collections offered by religious service participants in the context of worship are managed. (NTRP 1-02)

religious program specialist (RP). A Navy enlisted who supports a chaplain in planning, programming, administering, and coordinating the command religious program. A religious program specialist is a combatant who provides force protection and physical security for a chaplain in operational environments. (NTRP 1-02/MCRP 5-12C)

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 Section 501 (c) (3) of Title 26, U.S. Code (2000), 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. (NTRP 1-02)

religious services. Worship events, other than divine services, 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 activity.

LIST OF ACRONYMS AND ABBREVIATIONS

CO	commanding officer
CRP	command religious program
ISIC	immediate superior in command
MARCORMAN	Marine Corps manual
MCO	Marine Corps order
MILPERSMAN	military personnel manual
OPNAVINST	Chief of Naval Operations instruction
RMT	religious ministry team
RO	religious organization
RP	religious program specialist (USN rating)
SECNAVINST	Secretary of the Navy instruction
SJA	staff judge advocate
SOFA	status-of-forces agreement
U.S.	United States
XO	executive officer

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MAY 2016	Glossary-1, Glossary-2
MAY 2016	LOAA-1, LOAA-2
MAY 2016	LEP-1, LEP-2

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NTTP 1-05.1M/MCRP 6-12B
MAY 2016