



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
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STATION ORDER 1730.5

From: Commanding Officer
To: Distribution List

Subj: CHAPEL ADVISORY COUNCILS

1. Purpose. To set forth policy and guidelines for the corporation and utilization of MCAS Miramar Chapel Advisory Councils.
2. Establishment. There shall be a Catholic and Protestant Chapel Advisory Council. Advisory Councils for all other faith traditions who could benefit from this type of structure.
3. Composition. A Chapel Council quorum shall consist of three persons from the congregation, plus ex-officio members, such as, Director of Religious Education, Director of Music, or other chapel staff professionals. Criteria to be utilized in the selection of persons as Chapel Council members are as follows:
 - a. Council members should demonstrate leadership as evidenced by participation in the total chapel program, and/or a previous record of service as an active leader in a chapel or church.
 - b. Council members should represent the diversity of chapel attendees: officer, enlisted, ethnic, male, female, active duty and retired persons.
 - c. Council members should be persons whose special talents or abilities will enhance the chapel program: i.e., financial management skills, administrative insight, knowledge of Christian missions, liturgy and worship.
 - d. All "vested interests," i.e., all individuals who serve as chairpersons, supervisors, or key persons of non-chapel groups which receive moneys from the Religious Offering Fund are excluded from either Chapel Council.

4. Responsibilities

a. The Chapel Council is a consultative body to the pastor of each faith community to serve as a permanent structure for constructive interaction and dialogue between the pastor and laity of the community. Each Chapel Council will advise and assist their pastor on matters concerning the state, growth and development of the congregation's spiritual life and ministry by:

- (1) Evaluating the effectiveness of existing programs.
- (2) Being sensitive to needs and desires expressed.
- (3) Defining areas of need and suggesting programs to satisfy those needs.
- (4) Recommending specific donations from the Religious Offering Fund to benevolent, service-oriented or religious bodies.
- (5) Stimulating increased attendance and involvement in the total chapel ministry.

b. Each Chapel Council may organize within its membership such committees as necessary to develop the chapel ministry. The chairperson for these committees may be appointed by each Chapel Council or by the pastor.

c. The Command Chaplain may submit to each Chapel Council, through their pastor, such projects as will benefit the chapel community and/or enhance the quality of spiritual life.

d. The Command Chaplain shall forward the minutes of all Chapel Council meetings to the commanding officer, via the executive officer, for information. The minutes will list persons present at each meeting.

5. Council Officers and Duties. Each Chapel Council shall have three elected officers: Chairperson, Vice Chairperson, and Secretary.

a. The duties of the Chairperson are:

- (1) To plan an agenda in consultation with the Chapel Council pastor.

(2) To convene Chapel Council meetings as prescribed by each Council or as necessary.

(3) To preside over Chapel Council meetings.

(4) Other duties as may be prescribed by the Chapel Council.

b. The duties of the Vice-chairperson are to fulfill the responsibilities of the Chairperson in his/her absence.

c. The duties of the Secretary are to maintain records/files and to take minutes at council meetings for the commanding officer's endorsement, the information of the chapel members and accurate guidance for agreed upon action and activities.

d. The other chapel council officers and committee chairpersons shall perform those duties as set forth by the pastors.



T. A. CAUGHLAN

Distribution:
Protestant and Catholic Advisory Councils