

## **SOP Hand-Out**

### **Proper use of Garrison Chapel Facilities is ensured by...**

- a. Sponsorship by chaplains when functions are taking place in the facilities that are not chaplain organized
- b. Beginning and ending times observed
- c. Alcoholic beverages, except for sacramental use, are prohibited
- d. The Garrison Chaplain Office is not responsible for providing supplies or equipment except for religious support activities
- e. Facility is properly secured when event is over
- f. Building is restored to original condition

### **The function of the Duty Chaplain is organized by...**

- a. Applies to all assigned chaplains
- b. Senior Catholic priest will publish a monthly on-call roster for Catholic coverage
- c. Duty roster is maintained in the manner prescribed in AR 220-45, on a DA Form 6
- d. Exemptions/changes to roster meet the above criteria
- e. Copies of the roster are furnished to S1, Company, etc.
- f. Responsibilities
- g. Duty Procedures
- h. Disposition of calls
- i. Notification of Next of Kin
- j. Funeral requests
- k. Death Notification

### **Funeral Coverage is organized by...**

#### a. References:

AR 165-1, Army Chaplain Corps Activities

ATP 1-05.02, Religious Support to Funerals and Memorial Ceremonies and Services

FM 1-05, Religious Support

TC 3-21.5, Drill and Ceremonies

#### b. Purpose

c. Concept - timely and efficient coordination and execution of military funeral responsibilities

d. Funeral coverage roster

e. Responsibilities and duty procedures

### **Some activities that need coordination with the Garrison Chaplain Office are...**

The Garrison Chaplain must be aware of duty chaplains are called upon to perform (i.e., memorial services, patriotic ceremonies, or other public services). This enables the Garrison Chaplain to be aware of all the occasions which may impact on the total Chaplain section. Chaplains scheduling events, such as visits of denominational endorsing agents, local clergy groups, or similar activities, will coordinate these activities with the Garrison Chaplain's Office.

### **Standards of Conduct for DA Personnel...**

a. Familiarization with AR 600-20, which covers the standards of conduct required of Department of the Army personnel.

b. Familiarization with Chief of Chaplains policy regarding a chaplain's relationship with a civilian church guidelines concerning remuneration, honoraria, and expenses.

### **Worship services are scheduled by...**

a. Ensure sufficient time is maintained between services to permit not only the proper altar setup and other arrangements, but to provide time for the incoming congregation to be seated and prepare themselves for the service.

b. Scheduling priority will be given to worship services conducted by Chaplains and services that minister to the largest number of Soldiers and family members.

### **The Garrison Chaplain Office has a responsibility to incoming personnel...**

a. Orientations to incoming personnel and their family members, including:

- (1) Number of chapels and chapel facilities
- (2) General briefing about the schedule of the distinctive faith groups to include all denominational services
- (3) Religious Education programs
- (4) Need for chapel council members, teachers, choir members, musicians, ushers, and so forth

b. All incoming Chaplains and Religious Affairs Specialists/NCOs will be:

- (1) Assigned a sponsor and sent a welcome packet
- (2) Sent a welcome letter

### **Military Chaplains performing wedding ceremonies in the chapel...**

a. Chaplain sponsorship for a civilian pastor to officiate at the ceremony.

b. Chaplains may participate in marriage preparations and ceremonies in keeping with individual conscience and distinctive religious requirements. Chaplains may participate in marriage ceremonies for authorized personnel upon request and in accordance with the laws of the State where the marriage is to take place. Chaplains may perform marriage ceremonies for DOD military personnel overseas in compliance with all applicable civil law requirements of the host nations, ARs, and any other military command directives.

c. Valid marriage license

d. Returning equipment, cleaning and restoring the chapel facility to its normal operating condition is the ultimate responsibility of the sponsoring chaplain.

e. Personnel and scheduling requirements

f. Appearance and care taking responsibilities

### **Chapel facilities are managed by...**

a. Facilities involved in religious support will be signed for and assigned an OIC/NCOIC

b. Property will be signed for

c. Security Managers will be assigned

d. Key Control IAW AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive)

e. Use of chapel facilities

f. Groups, organizations, and individuals using chapel facilities

**Publications are updated by...**

a. DA Form 12 series

b. Publications offering subscription system at [www.usapa.army.mil](http://www.usapa.army.mil)

c. Sub-accounts

d. Publications officer/clerk

e. Publications library

**Types of rosters that must be maintained...**

a. Yearly special projects

b. Prison visitation

c. Chaplain unit/area coverage

d. Funeral coverage

e. Duty Chaplain

f. Chaplain/Religious Affairs Specialist coverage

**Recurring reports and requests...**

a. DD Form 844, Requisition for Local Duplication Service

b. Annual vehicle request, with justification if needed

c. Religious activities report

d. Reports/requests may vary depending on the installation's policies and procedures

### **Special projects that should be included in the SOP...**

- a. Publicity
- b. Thanksgiving Service
- c. Christmas Tree & Menorah Lighting
- d. Holiday Food Assistance Program
- e. Martin Luther King, Jr. Memorial Service
- f. National Prayer Breakfast
- g. Easter Sunrise Service
- h. Chaplaincy Corps Anniversary
- i. Other activities which may be specific to each Installation

### **Deployment considerations...**

- a. Brigade size element
- b. Division as a whole
- c. Family Life Center
- d. Reserve component Chaplains and Religious Affairs Specialists
- e. Extra training for UMTs in family life and pastoral ministry skills.
- f. Guidelines for crisis counseling

### **Crisis Ministry...**

- a. Mass casualty plan
- b. Sub-account in the Chapel Tithes and Offerings Fund
- c. Trained UMT members in Crisis Ministry to make up a Crisis Team

### **Reserve Component Chaplains and Religious Affairs Specialists are managed by...**

- a. They come with their unit and will train with their unit

b. They come in as an Individual Mobilization Augmentee (IMA) and train with the Staff Chaplain Office

### **References that govern policy on privileged communications ...**

References:

AR 165-1, Army Chaplain Corps Activities

FM 1-05, Religious Support

Title 10, United States Code

Military Rule of Evidence 503

### **Privileged communication is...**

Privileged communication is information given to a chaplain or a religious affairs specialist as a formal act of religion. The person making the communication presumes that the chaplain or religious affairs specialist is acting as a spiritual advisor who will maintain the secrecy of the information, who is a representative of the divine, and who can provide forgiveness or absolution to the one making the communication. This right does not extend to the normal disclosure of a counseling session, nor does it include threatened activity which would result in physical or emotional harm.

A Chaplain or Religious Affairs Specialist may not disclose the content of the communication without the written consent of the person claiming the privilege. If the person expressly waives the privilege, disclosure by the chaplain is still subject to professional ethics and law, the tenets of his faith, and the provisions of his ordination vows. The privilege may be claimed by the person, the guardian, or conservator, or by a personal representative, who may claim the privilege if the person is deceased. The clergyman or clergyman's assistant who received the communication may claim the privilege on behalf of the person. The authority of the clergyman or clergyman's assistant to do so is presumed in the absence of evidence to the contrary.

A clergyman is a minister, priest, rabbi, chaplain, or other similar functionary of a religious organization, or an individual reasonably believed to be so by the person consulting the clergyman.

### **Confession is defined as...**

Confession is a disclosure of one's sins in the sacrament of penance, an act of conscience and a religious act following the act, word, or thought of sin or wrong. It is not preparation for future actions. The Army Judge Advocate General supports, and the courts have upheld, the clergy in confessional cases.

**Sensitive information is defined as...**

This includes any non-privileged communication to a chaplain, religious affairs specialists, or other chaplain personnel that involves personally sensitive information that would not be a proper subject for general dissemination. Such information may include knowledge of enrollment in drug and alcohol rehabilitation programs, psychiatric treatment, prior arrest, or hospitalization. Sensitive information should not be disclosed unless the declarant expressly permits disclosure.

The constraints that apply to chaplains also apply to religious affairs specialists. Therefore, the Religious Affairs Assistants must understand that what is shared, as a private matter should not be revealed to anyone other than the chaplain.