Department of the Army

Installation Religious Support Office

BLDG 123 main street

FORT ANYWHERE, SOUTH CAROLINA 29207

ASTC-CH 31 May 2016

MORANDUM FOR DISTRIBUTION

SUBJECT: Opportunity Chapel Standing Operation Procedure (SOP)

1. References:
2. AR 165-1 Chaplain Activities in the United States Army
3. FM 1-05 Religious Support
4. FM 3-21.5 Drill and Ceremonies (Chapter 14)
5. Purpose. The purpose of this SOP is to provide Chaplains, Chaplain Assistants, special duty personnel, and volunteers working in Opportunity Chapel with policies and procedures in support of the chapel’s religious support mission at Fort Jackson, SC.
6. Scope. This SOP applies to all Chaplains, Chaplain Assistants, and all other groups and organizations of this command using Opportunity Chapel.
7. Mission. The mission of the Garrison Chaplain Office is to provide for the spiritual and moral needs of Soldiers, their Families, and other authorized Civilians. This will be accomplished by effective planning, programming, and supervision.
8. Responsibilities:
9. Chapel Officer in Charge (OIC)
	1. The Installation Chaplain will appoint a Chaplain assigned to work in Opportunity Chapel as the OIC overseeing all operations of the Chapel.
	2. Chapel OIC will oversee the Chapel NCOIC.
	3. Chapel OIC will oversee SOP development.
	4. Chapel OIC will screen all units, organizations, and groups utilizing the facility.
10. Chapel Non-Commissioned Officer in Charge (NCOIC).
	1. The Installation Chaplain will appoint a Chaplain Assistant assigned to work in Opportunity Chapel as chapel NCOIC overseeing all operations of the Chapel.
	2. The NCOIC will implement and maintain Opportunity Chapel SOP.
	3. The NCOIC will provide religious support in the absence of a Chaplain Assistant scheduled for duty.
	4. The NCOIC will supervise and train Chaplain Assistants scheduled to work in Opportunity Chapel.
	5. The NCOIC will assure the publishing and pick up of all bulletins and inserts.
	6. The NCOIC is responsible for the physical security of chapel supplies and equipment; control of facility and access keys; and the cleanliness and serviceability of chapel facility, annex, and grounds.
11. Chaplain Assistants.
	1. The NCOIC is responsible for the physical security of chapel supplies and equipment; control of facility and access keys; and the cleanliness and serviceability of chapel facility, annex, and grounds.
	2. The Chaplain Assistant working on the weekend will report to Opportunity Chapel at 1400 on the last duty day prior to the weekend to receive instruction, perform weekend preparations, check on the bulletins, and sign for the duty keys.
	3. All Chaplain Assistants will ensure that all worship services are set up properly. Chaplain Assistants will safeguard offerings in accordance with AR 165-1.
12. Religious Service set-up.
13. Protestant Service
	1. Select Liturgical color dependent of the season. Reference a liturgical calendar.
	2. The American flag is placed in the chancel area of the chapel to the rear of the altar on the right side (stage right). The Christian flag is placed on the left (stage left) directly across from the American flag.
	3. Cross (facing congregation) centered on the altar near the back of the altar.
	4. Two altar candles on the corners of the altar (near the back).
	5. Bible stand with open Bible in front of the cross, centered on the altar, facing the congregation.
14. Protestant Service set-up with communion.
	1. Communion cup trays in the front of the altar aligned with altar candles.
	2. Communion host trays to the left and right of the Bible stand.
15. Catholic Service
	1. Select Liturgical color dependent of the season. Reference a liturgical calendar.
	2. The American flag is placed in the chancel area of the chapel to the rear of the altar on the right side (stage right). The Vatican flag is placed on the left (stage left) directly across from the American flag.
	3. The Mary statue is placed is placed to the left (stage left) of the Vatican flag. The Joseph statue is placed to the right (stage right) of the American flag.
	4. The tabernacle is placed centered behind the altar. The tabernacle lamp is placed on the right side of the tabernacle.
	5. The processional cross base is placed to the left (stage left) side of the Mary statue.
	6. Place a processional candle base on both sides of the altar (near the front).
	7. Two altar candles on the corners of the altar (near the front).
	8. Center the crucifix on the altar and place the sacramentary behind the crucifix.
	9. Place the credence table beside the altar to the right side of the chaplain. Cover the credence table with a white cloth
	10. Credence table: Chalice assembly (in this order, consists of the chalice, purificator, paten, large host, pall, chalice veil, and corporal
	11. Place the chalice assembly centered to the rear of the credence table.
	12. Place two cruets to the rear (stage right corner) of the table. Fill one cruet with wine and the other with water.
	13. Place the lavabo bowl in the right corner (stage right), towards the front of the credence table.
	14. Place the communion paten in the left corner (stage left), towards the back of the credence table.
	15. Place the ciborium in the left corner (stage left), towards the front of the credence table.
	16. Place the finger towel in center, towards the front of the credence table.