

GUIDE TO CHAPEL USAGE AND CHAPLAIN PARTICIPATION AT
U.S. NAVAL HOSPITAL, CAMP LESTER, OKINAWA

1. General. Eligible personnel requesting use of Lester Chapel or the hospital's Meditation Chapel will be responsible for the event. They will ensure that the religious service or event conducted will be conducted with appropriate respect.

2. Scheduling. The use of either Chapel for special religious services or ceremonies will be scheduled on a not-to-interfere basis with regularly scheduled Command Religious Program events. If using the chapel as a back up facility please confirm usage one week prior. The following order of priority governs the use of Lester Chapel:

- a. Divine services
- b. Command Religious Program activities
- c. Special religious services or ceremonies
- d. Other activities of a religious nature
- e. Military ceremonies(e.g. retirement, promotion, etc.)
- f. Training events

The following order of priority governs the use of the Meditation Chapel:

- a. Divine services
- b. Special religious services or ceremonies
- c. Other activities of a religious nature
- d. Personal prayer

3. Chaplains and Clergy

a. In accordance with Navy directives, chaplains conduct public worship according to the manner and form of the faith group from which they receive ecclesiastical endorsement. A request for the participation of a chaplain in any ceremony will therefore be made directly with the chaplain concerned, and is separate from the arrangements made to use either Chapel. Each chaplain will determine whether he/she may officiate.

b. Eligible personnel, with the permission of the Command Chaplain, may invite a member of the civilian clergy to officiate. This is to be coordinated by the service member separately from the arrangements to use either Chapel.

4. Guests and Participants. The eligible person sponsoring the service or event is responsible for making arrangements for the entry of guests, including musicians, florists, photographers, etc. onto the Camp Lester compound. All persons participating in or attending a special religious service or ceremony in the Chapel will comply with current regulations concerning entry and personal conduct while aboard, including the operation of private vehicles.

5. Fees. No fees will be charged for the use of the Chapel or for the services of military Chaplains or Religious Program Specialists (RP's). However, voluntary contributions may be made to the Religious Offering Fund.

6. Rules and Regulations

a. The Chapel must be maintained in the same condition it was found prior to the event. Eligible personnel making the reservation will incur any necessary repairs if damage is caused from the event. It is the responsibility of the person in charge to ensure all Chapel and bathroom doors are locked and lights are turned off. Personnel who violate this policy may be subject to recall to correct deficiencies and or subject to loss of future Chapel usage privileges.

b. Entry. Personnel may check out a key from the hospital Quarterdeck or from the Pastoral Care Services Office.

c. Pianists. Only the designated Chapel pianists may use the Chapel piano. Substitutions are subject to the approval of the Command Chaplain or designated representative. Fees for services rendered will be paid to the pianist by the personnel scheduling the event.

d. Supplies. Pastoral Care Services does not provide decorations or supplies (i.e. paper, CDs, pens) for any event.

e. Decorations. Decorations that might cause damage to Chapel furnishings or carpet will not be used (Rice, rose pedals, confetti, tape etc.).

f. **NO FOOD OR DRINK IS ALLOWED IN THE CHAPEL OR NURSERY.**

g. Equipment Usage. Eligible personnel desiring to use the chapel sound system must notify the Pastoral Care Services office in advance.

h. Recurring Use. If the Chapel is required for a recurring event, it is the responsibility of the person in charge to notify Pastoral Care Services of any changes in schedule or the termination of the event.

C. M. PUMPHREY
Command Chaplain