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SUPTINST 1730.2B

SUPERINTENDENT INSTRUCTION 1730.2B

Subj: POLICY FOR USAGE OF U. S. COAST GUARD ACADEMY RELIGIOUS FACILITIES

Ref: (a) Command Religious Program at the Coast Guard Academy, SUPTINST 1730.1B

1. PURPOSE. To establish policy and guidelines governing the use of religious facilities aboard the U.S. Coast Guard Academy by authorized personnel for regularly scheduled religious services and special religious services (e.g., weddings, funerals, and baptisms).
2. ACTION. Academy personnel and those authorized to use the religious facilities aboard this command will comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. SUPTINST 1730.2A is hereby canceled.
4. BACKGROUND.
 - A. Under the Superintendent of the Academy, the Command Religious Program is established to meet the needs and rights of this command's personnel for the free exercise of religion, and is developed and led by the Academy Command Chaplain in accordance with reference (a).
 - B. Religious facilities at the Coast Guard Academy are the U.S. Coast Guard Memorial Chapel, including its Fellowship Room and Nursery below the sanctuary, and the Academy's Chase Hall Meditation Room.
 - C. The purpose of the religious facilities is to support the Academy's Command Religious Program activities for all qualifying personnel, in accordance with reference (a).
 - D. These activities include but are not limited to regular worship services, special and Holy Day worship services for all recognized faith groups and include: weddings, baptisms, funerals, memorial services, Bar and Bat Mitzvah Services, confirmations, and ecumenical or interfaith worship services, Bible studies, prayer meetings, religious education, and fellowship events.
 - E. Scheduled Religious Worship Services will have priority over weddings, baptisms, funerals, etc. All events are subject to approval by the Command Chaplain.

5. DISCUSSION.

A. Religious Facilities Coordinator.

1. The Command Chaplain is designated by the Superintendent to coordinate all usage of religious facilities aboard this command, and to screen, approve, and schedule all requests for such usage.
2. Inquiries concerning use and scheduling of religious facilities should be directed to the Command Chaplain, and are processed by the Chaplain's Office Administrative Assistant.
3. Requests for use of religious facilities for other than religious purposes, such as Spouses' Club meetings in the chapel lounge, shall be considered by the Command Chaplain on a case-by-case basis.
4. Decisions by the Command Chaplain on usage of the Chapel or religious facilities may be appealed in writing to the Superintendent of the Academy via the Command Chaplain.
5. Groups requesting religious use of Academy spaces not designated as religious facilities require permission of both the Command Chaplain and the officer or department in charge of that space.
6. Changes in scheduling are not permitted without prior notification and approval of the Command Chaplain.

B. Memorial Chapel Use.

1. Eligible Persons.

- a. All Coast Guard Academy graduates.
- b. All active duty and retired Coast Guard personnel and their dependents with valid identification card. Children of Retired Coast Guard personnel may be sponsored by a parent with a valid identification card.
- c. All Coast Guard Academy active and retired, civilian faculty and staff members, and Non-appropriated Fund Activities (CGES) employees.
- d. All members of Coast Guard Auxiliary and their dependents who are under 21 and living in the home of the Auxiliary member.
- e. Members of the Army, Air Force, Marine Corps, and National Guard, either on active duty or retired with identification card and their dependents with valid ID Card.

- f. Persons regularly attending Memorial Chapel Worship Services, defined as attending worship three out of four Sundays a month.
- g. Persons who desire to use the Chapel and do not meet the criteria listed above, may forward their written request and application form to the Superintendent via the Command Chaplain for an exemption to policy.

2. Scheduling of Weddings, Baptisms, Funerals and Memorial Services and other Services:

a. Scheduling:

- 1) The U.S. Coast Guard Academy Memorial Chapel Wedding Application, enclosure (1) will be used to schedule weddings in the Chapel.
- 2) The U. S. Coast Guard Academy Memorial Chapel Usage Application, Enclosure (2) will be used to schedule all other activities in the Chapel.

b. Weddings:

- 1) Worship Services take priority over all other events. Services shall begin and end on time, and allow at least one-half hour for other groups to set up their service.
- 2) Weddings are scheduled at a minimum of three-hour intervals. Weddings will not be scheduled more than twelve months in advance nor less than 6 weeks in advance.
- 3) Weddings will be scheduled only after the form "Memorial Chapel Wedding Application," enclosure (1) is completed and approved by the Chaplain's Office. Weddings have precedence over rehearsals.
- 4) Weddings will not be scheduled during the Christmas break (including Christmas and New Years), on Federal Holidays, Parents' Weekend, or Homecoming Weekend, the week prior to Easter, the day of the Windjammers' Invitational, or the week prior to and the week of Commencement.
- 5) Newly commissioned Academy Ensigns will be the only persons to have weddings during Commencement Week.
- 6) Applicants will make separate arrangements for their wedding reception. A reservation for a wedding reception at the Officer's Club does NOT constitute a reservation for using the Chapel. Persons interested in marriage at the Chapel are encouraged to plan their wedding service prior to arranging their reception.

- 7) Use of the Chapel will be confirmed in writing when the Command Chaplain has approved the application form. All applications must be completely filled out and include data on officiating clergy.

c. Baptisms and Infant Dedications:

- 1) Baptisms and Infant Dedications will be scheduled as necessary. The Chapel must be reserved and approved by the Command Chaplain in advance. Guest clergy may officiate.

d. Funerals and Memorial Services:

- 1) Any veteran may have their funeral or memorial service in the Chapel at the request of the next of kin. The Chapel must be reserved and approved by the Command Chaplain. Non-dependent spouses and children of veterans are not eligible. Guest clergy may officiate.

e. Homecoming Weekend Memorial Services:

- 1) The Academy will hold two memorial services during Homecoming Weekend. These are the Fiftieth Year Class Memorial Service and the All Alumni Memorial Service.
- 2) The Command Chaplain will design the service with the designated class representative, arrange for a Chaplain to participate, and arrange for the preparation and printing of a Memorial Service Bulletin.
- 3) Any requests for Individual Class Memorial Services will be handled on a case by case basis.

f. Other Services and Events:

- 1) Other Services and Events may include but are not limited to Religious Music Programs, Ordinations, Holiday Religious Events, etc.
- 2) All events must be scheduled through the Chaplains Office and must be approved in advance by the Command Chaplain.
- 3) Each event request will be handled on a case to case basis.

C. Chapel Wedding Assistant (CWA) and Chapel Guidelines.

1. Upon approval/confirmation of a wedding, the couple will be assigned a Chapel Wedding Assistant (hereafter referred to as CWA), who will be the Chaplain's Office representative for each wedding held in the Memorial Chapel. Each wedding must have a CWA assigned without exception.

2. No furnishings or equipment shall be moved in the Chapel without the approval of an Academy Chaplain or CWA. Special Religious fixtures and liturgical gear may be used with permission and prior arrangement of the Command Chaplain.
3. No rice, confetti, birdseed, or other material may be thrown in or near the Chapel or walkways. Nothing can be tacked or taped to Chapel walls or furnishings.
4. All materials brought into the Chapel will be removed immediately following the service.
5. All weddings must conform to civil law.
6. Detailed instructions are included in enclosure (3).

D. Officiates.

- a. Navy Chaplains are assigned to the Coast Guard Academy to provide for the religious needs of assigned personnel and their families and function within the guidelines of their own religious offiliates. No chaplain will be required to provide ministry outside the boundaries of their religious practice, reasons of conscience or religious body restrictions. Every effort will be made by the assigned Chaplain to provide ministry when possible.
- b. Visiting ordained clergy are welcome to officiate at services and religious events scheduled in the Memorial Chapel, but must contact the Chaplain's Office at least one month prior to events for a staff briefing on chapel usage and verification of credentials.
- c. Civil marriage ceremonies performed by a "Justice of the Peace" are not authorized in The Coast Guard Memorial Chapel, as it is a place for spiritual worship and religious ceremonies.

E. Chapel Fellowship Room and Nursery.

1. The Chapel Fellowship room and Nursery will be used primarily to support Command Religious Program events.
2. The Fellowship Room may be used by a Bridal Party as a waiting area prior to their wedding in the Chapel.
3. The Fellowship Room may be used for religious fellowship, small religious group meetings, prayer groups, and other religiously orientated events with the approval of the Command Chaplain.

4. Regularly scheduled religious events will have priority over any use of the Fellowship Room and Nursery.

5. The Nursery will be used on a case by case basis by parents to facilitate childcare during religious events in the Chapel and during Spouses Association Meetings being held at the Academy with the approval of the Command Chaplain. The Academy will not provide childcare nor be responsible for such at the Chapel nursery. There will be no more than six children to one caregiver, with no more than two of the six children under the age of 2. Total number of children is limited to 15 because of room size limitations and limited restroom facilities.
- F. Chase Hall Meditation Room. The Chase Hall Meditation Room will be used for individual spiritual reflection and small group Bible studies, prayer meetings, fellowship gatherings, and worship services. Groups desiring to meet in the Meditation Room must secure the permission of the Command Chaplain. Any damaged or missing equipment shall be reported to the Command Chaplain immediately.
- G. Chapel Organ. The only person authorized to use the Chapel Organ is the Chapel Organist as designated by the Coast Guard Academy.
1. If an organist is requested, the Chapel Organist will play for all weddings, funerals, memorial services and other religious events held in the Memorial Chapel. There is a charge for his service contingent on the type of service, number of soloists, instrumentalists, difficulty and amount of music requested.
 2. The Command Chaplain and the Chapel Organist must first approve anyone other than the Chapel Organist, who wishes to use the Chapel Organ for Weddings, Funerals or other events.

D. H. TEESON

- Encl: (1) U. S. Coast Guard Memorial Chapel Usage Application
(2) U. S. Coast Guard Memorial Chapel Wedding Application
(3) U. S. Coast Guard Memorial Chapel Wedding Brochure

Dist: List 1