



UNITED STATES MARINE CORPS
Marine Corps Recruit Depot/Western Recruiting Region
1600 Henderson Avenue Suite 238
San Diego, California 92140-5001

DepO 1730.13F
10

JUN 07 2002

DEPOT ORDER 1730.13F

From: Commanding General
To: Distribution List

Subj: USE OF THE DEPOT CHAPEL

Ref: (a) SECNAVINST 1730.7B (NOTAL)
(b) OPNAVINST 1730.1C (NOTAL)
(c) COMNAVBASEINST 5360.1M (NOTAL)

1. Situation. Assignment of responsibility for maintenance of the Depot Chapel and guidance for the conduct of military ceremonies are contained in this Order. Also, MCRD personnel are encouraged to attend a "Marriage Preparation Workshop," but are no longer required by this Order.
2. Cancellation. DepO 1730.13E.
3. Mission. To set forth policies and procedures governing the use of the Depot Chapel located at the Marine Corps Recruit Depot (MCRD), San Diego, California. These policies are in accordance with the basic guidelines contained in references (a) and (b).
4. Execution
 - a. Commander's Intent. The Chapel facility is government property, officially designated as a house of worship, and established on the military base to serve religious and spiritual needs of active duty personnel and others, as described herein.
 - b. Concept of Operations. The Assistant Chief of Staff, Religious Ministries, will administer the use of the Depot Chapel facility in accordance with references (a) and (b) and the provisions of this Order.
5. Administration and Logistics
 - a. Eligible Personnel. Priority is given to active duty personnel assigned to MCRD and their dependents. Other active duty personnel and retired military personnel may request the use of the Chapel, as available, for themselves or their legal dependents.
 - b. Chaplains
 - (1) Use of the Chapel does not automatically guarantee the services of a chaplain assigned to MCRD. Navy regulations require Navy chaplains to uphold and honor the traditions and practices of their faith groups. In addition, chaplains have individual counseling requirements for weddings, baptisms and other services, which must be discussed with the chaplain whose services are requested.
 - (2) Celebrants. Chaplains assigned to MCRD are available to perform sacraments, ordinances, or services for active duty personnel of this Command or their dependents, provided all ecclesiastical requirements incumbent upon the chaplain are fulfilled.
 - (3) Active duty personnel, their legal dependents, or personnel from local commands which have existing chapel facilities and assigned chaplains,

JUN 07 2002

should consult their respective chaplains for assistance with religious services. Chaplains of other military commands are welcome to officiate at religious services in the Depot Chapel.

(4) Retired military personnel and their legal dependents who wish to use the Chapel for a religious service are encouraged to ask the minister, priest, or rabbi of their respective faith to conduct the religious service.

(5) Upon approval of the Command Chaplain, ordained civilian clergy representing recognized religious groups are extended the courtesy of officiating religious services of eligible personnel as defined by this Order.

c. Chapel Reservations. Requests for use of the Chapel will be honored on the basis of priority and availability. Military personnel, active or retired, and their eligible family members may inquire and schedule the availability of the Chapel for a certain day and hour. However, the religious service will not be considered confirmed until the person officiating has made a commitment to conduct such a service by signing the Chapel Reservation Request. Such requests must be returned to the Command Chaplain's Office.

d. Marriage. The marriage service conducted by a Navy chaplain in a Marine Corps chapel is, by definition, a sacrament or ordinance of a particular religious denomination. As such, all ecclesiastical requirements imposed on a chaplain by his/her endorsing agent must be fulfilled before the marriage can take place.

(1) Schedule. When the conditions listed above are fulfilled, the service will be entered on the Chapel Reservation Calendar.

(a) Due to Command Religious Program requirements, weddings cannot be scheduled on Sundays, Holy Days, during Holy Week, and the week of Christmas.

(b) Weddings will be scheduled between 0900 and 1100 or 1300 and 1700, Monday through Friday. On Saturdays, to allow maximum use of the chapel, weddings will be scheduled for a maximum of two hours. Suggested times for planning purposes are 1000, 1300, and 1500.

(c) Rehearsals will not be scheduled for Saturdays or Sundays. Rehearsals may be scheduled Monday through Friday between 0900 and 1100, and 1300 to 1700. Couples are allowed one hour for wedding rehearsals. Late starts will not delay other scheduled rehearsals. Rehearsals require the presence of the minister who will perform the service.

(d) An advance notice of 45 days prior to a wedding is considered minimal for all eligible personnel. Please note that clergy may require three to six months planning for pre-marriage counseling.

(2) Organist. Arrangements for an organist and/or special music, if desired, can be made in cooperation with the chaplain. The individual musician and the bride/groom set organist fees. The bride and groom must pay this fee prior to the wedding service. The chaplain or person officiating accepts no responsibility to ensure the organist receives the proper fee.

(3) Wedding Music. The chapel wedding is a religious ceremony and appropriate sacred music is encouraged. It is suggested that a brief conference be arranged by the bride/groom with the musician to choose the proper wedding music. Officiating clergy retain the privilege of determining acceptability of selections.

(4) Rice/Confetti. The throwing of rice, confetti, birdseed, or any other substance on the Chapel grounds, or in the Depot Chapel facility, is strictly prohibited. The military sponsor will be held responsible for any

JUN 07 2002

violations of this paragraph.

(5) Flowers, Candles, and Decorations. Florist's flower vases are to be used if flowers are desired for weddings. The Command Chaplain's Office is not responsible for floral arrangements. Candles are to be of the no-drip style and approved by the Command Chaplain's Office. Decorations, such as aisle runners, pew ropes, etc., are the responsibility of the wedding party. Chapel furnishings will not be moved or in any way altered in the process of decorating the Chapel. Thumb tacks, tape, staples, etc. are prohibited in decorating the pews or other furnishings, including floors and walls.

(6) Alcoholic Beverages. The introduction and consumption of alcoholic beverages in the Chapel or in the Bride's Room by any member of the wedding party or guest is strictly prohibited. The military sponsor will be held responsible for any violations of this paragraph.

(7) Photographs. Photographs may be taken in the Chapel at the discretion of the officiating clergy. All photographers will confer with the officiating clergy for guidance prior to the wedding ceremony.

(8) Military Ceremonies. The "Arch of Swords" and wearing of uniforms are the only distinctly military features of what is referred to as a "Military Wedding." Both traditions are optional since weddings at the chapel are actually religious services. Arrangement and performance of the "Arch of Swords" is the sole responsibility of the wedding couple. The ceremony may take place in front of the chapel or at the reception. Swords are not to be removed from their sheaths in the chapel.

(9) Uniforms and Dress. If uniforms are worn, they must be the appropriate seasonal uniform. The couple should agree on the manner of dress and it should be coordinated throughout the wedding party. There are facilities to change clothes for the bride, groom, and their attendants. It is their responsibility to ensure that the rooms are left clean after use.

(10) Wedding Fees. There is no charge for the use of the chapel or for the service of an active duty chaplain.

(11) Parking. During a wedding at the Chapel, it is permissible to park on the street area adjacent to the Chapel and behind Building 31.

(12) Traditions. It is a respected custom in the Marine Corps to inform one's CO of marital plans. While not required, proper protocol and tradition encourage this simple act of courtesy.

e. Funeral/Memorial Services. The use of the Depot Chapel for funeral and memorial services shall be restricted to active duty personnel attached to the Depot at the time of their death, their dependents, and retired military personnel residing in the San Diego area. Arrangements will be made in accordance with reference (c).

f. Non-Sacramental Services. Requests to use the Depot Chapel facilities for other than religious purposes will be submitted, in writing, to the Command Chaplain who has sole approval rights.

g. Maintenance. Cleaning and upkeep of the Depot Chapel is the responsibility of the Assistant Chief of Staff, Religious Ministries.

DepO 1730.13F

JUN 07 2002

6. Command and Signal

a. Command. This Order pertains to all personnel aboard and within MCRD/WRR.

b. Signal. This Order is effective on the date signed.



T. W. SPENCER
Chief of Staff

DISTRIBUTION: A