

REPT/14 JUN 1997

UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS RECRUIT DEPOT
3800 BELLEAU WOOD
SAN DIEGO, CALIFORNIA 92140-5199

BnO 1730.1B
10A

02 JUN 1997

BATTALION ORDER 1730.1B

From: Commanding Officer
To: Distribution List

Subj: LAY READER PROGRAM

Ref: (a) OPNAVINST 1730.1C
(b) MCO 1730.6C
(c) DepO 1730.11E

Encl: (1) Sample Religious Lay Reader Appointment Letter

1. Purpose. To establish the Battalion Lay Reader Program per the references, and publish information and instructions concerning the selection, appointment, and training of religious lay readers.
2. Cancellation. BnO 1730.1A.
3. Background. It is customary for selected, qualified lay persons to assist the clergy in worship services or, in the absence of their own ordained clergy, to lead specified forms of public worship or devotions. The appointment of command representatives as lay readers makes possible a stronger and more comprehensive Command Religious Program.
4. Definition, Selection, and Appointment
 - a. Definition. A lay reader is a volunteer of an identified religious faith group who is appointed and trained to assist or provide leadership in the Command Religious Program.
 - b. Selection. To become a religious lay reader, each volunteer must possess and demonstrate faithfulness to his/her religious traits and a genuine motivation for training. Prospective lay readers will be screened and trained by the Battalion Chaplain prior to appointment.
 - c. Appointment. Lay Reader(s) shall be appointed by the Battalion Commander. Enclosure (1) is provided as a sample letter for such appointments.
5. Training, Supervision, and Logistics Support. The Battalion Chaplain will conduct and monitor the training, supervision, and logistic support of lay readers within the battalion.

6. Duties of Lay Readers

- a. Assist the Chaplain with religious services.
- b. Conduct services as authorized by the Battalion Chaplain.
- c. Lead discussion groups, Bible study or lay services.
- d. Disseminate religious information and religious materials.
- e. Attend training opportunities as announced by the Battalion Chaplain.

7. Limitations of Lay Reader

- a. Lay readers will refrain from preaching, counseling, and accepting offerings.
- b. Lay Readers will not attempt to convert a member from one faith to another.

8. Action

a. Company Commanders. Solicit voluntary participation in the Lay Reader Program, and recommend lay readers in writing to the Battalion Chaplain.

b. Battalion Chaplain. Administrate the Lay Reader Program within the battalion per the references and this Order.



P. J. MULLIN

DISTRIBUTION: A

SAMPLE RELIGIOUS LAY READER APPOINTMENT LETTER

1730
6A
Date

From: Commanding Officer

To: Volunteer Lay Person's Name, SSN/MOS

Subj: APPOINTMENT AS (INSERT RELIGION) LAY READER FOR (UNIT NAME)

Ref: (a) MARCORMAN, par. 2816.2B

(b) DepO 1730.11E

(c) BnO 1730.1B

1. In accordance with the references, you are hereby appointed as Protestant/Catholic/LEM Lay Reader for (unit name).
2. You will serve under the guidance of the Battalion Chaplain to strengthen the Command Religious Program and carry out your duties to the best of your abilities according to your religious faith.
3. This appointment is in addition to your regular duties. This appointment is canceled upon transfer from this command.

Signature of Battalion Commander

Copy to:
Bn Chap

ENCLOSURE (1)