



UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCBO 5420.5F
B 053
20 Sep 12

MARINE CORPS BASE ORDER 5420.5F w/Ch 1

From: Commander

To: Distribution List

Subj: COMMAND RELIGIOUS PROGRAM WORSHIP COMMUNITY ADVISORY
BOARDS

Ref: (a) OPNAVINST 1730.1E
(b) MCBO 1730.1E
(c) SECNAVINST 7010.6A

Encl: (1) Sample Advisory Board Appointment Letter

1. Situation. To publish guidelines for operation of the Command Religious Program (CRP) worship community Advisory Boards.

2. Cancellation. MCBO 5420.5E.

3. Mission. This Revision contains changes not previously published and should be reviewed in its entirety.

4. Execution. Religious ministries are provided to meet the religious needs of Navy and Marine Corps personnel and their family members, and to ensure their constitutional rights to the free exercise of religion. In accordance with references (a) through (c), the CRP is designed to foster the free exercise of religion and to be responsive to the needs of those for whom ministry is provided. Such responsiveness can best be accomplished through active lay participation by the persons served. Effective participation is achieved through Advisory Boards that address specific worship community matters and provide a channel of cooperative action for the entire CRP.

5. Worship Community Advisory Boards. Worship community Advisory Boards are the primary method of obtaining input from personnel to shape the CRP. Each Board will operate under the guidance of the Command Chaplain and the Chaplain assigned as that Faith Group Leader. Each Advisory Board will also aid its Faith Group Leader in understanding the concepts of chaplain leadership, command decisions, and the overall CRP.

a. Membership. Advisory Board membership will be drawn from Marine Corps Base, Quantico (MCBQ) chapel worship service participants and will be representative of the various categories of persons served by the CRP. Accordingly, an Advisory Board will include, but is not limited to an active duty representative, a youth representative, and a retiree representative.

b. Size. Advisory Boards will consist of no less than five members.

c. Method of Appointment. Candidates for the worship community Advisory Boards will be recommended for appointment by the worship communities and by the Chaplain assigned as that Faith Group Leader. Members of each Board will be designated in writing by the Command Chaplain, (Enclosure (1)).

(1) Length of service for appointed Board members will be limited to two year terms;

(2) Appointed board members may serve for up to two consecutive terms, but will be required to take one term off before being eligible for reappointment to an Advisory Board.

d. Duties and Responsibilities. Boards shall represent their respective communities by:

(1) Coordinating with and supporting their respective clergyperson(s) appointed to lead the chapel services;

(2) Representing their faith group in identifying needs within the Quantico community that are unmet and communicating these needs to the Chaplain assigned as that Faith Group Leader. That Chaplain will relay them to the Command Chaplain for consideration and action, where appropriate and possible;

(3) Promoting the active involvement of congregation members in the CRP;

(4) Providing input in the development of the CRP within worship communities;

(5) Functioning in key volunteer roles within the worship community, which include but are not limited to Advisory Board President, Secretary, Religious Offering Fund (ROF)

Representative, Worship Representative, and Fellowship Representative;

(6) Encouraging chapel members to practice stewardship of time, talents, and treasure in accordance with their community beliefs; and

(7) Provide copies of all Board meeting minutes to the Command Chaplain and Commander, MCBQ.

e. Organizations. Boards, under the direction of the Chaplain assigned as that Faith Group Leader, may prepare and submit Standard Operating Procedures (SOPs) if the Board considers that SOPs are warranted for the management of their responsibilities. The Command Chaplain is the approving authority for all SOPs.

6. ROF. Although a ROF is a non-appropriated fund established by and administered under the authority of the Commander, MCBQ, Advisory Boards provide an important, although not required role by recommending specific types of ROF disbursements that are in keeping with the intent of the donors, in accordance with references (a) and (b).

7. Command and Signal. Activity heads will ensure the widest dissemination and compliance with the contents of this Order.

a. Command. Applicable to all personnel aboard MCBQ.

b. Signal. Effective date signed.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A

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UNITED STATES MARINE CORPS
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3250 CATLIN AVE
QUANTICO, VIRGINIA 22134-5001

5420
B 053

To a civilian Addressee:

Mr. Mike Anderson
111 Sample Drive
Sample, Virginia 22172

Dear Mr. Anderson:

To a military Addressee:

Colonel John Smith
111 Sample Drive
Sample, Virginia 22172

Dear Colonel Smith:

Subj: ADVISORY BOARD APPOINTMENT LETTER

Pursuant to Marine Corps Base Order 5420.5F, you are hereby appointed as a member of the Command Religious Program's Catholic Worship Community Advisory Board for the term of February 1, 2011 through January 1, 2013.

In the exercise of your duties and responsibilities as a Board member, you should familiarize yourself with, and be guided by Marine Corps Order 7010.17A and Marine Corps Base Order 1730.1E. You are to work closely with the other members of the Board and in conjunction with the chaplain appointed as the leader of your worship community. Issues and concerns will be relayed through that Chaplain to the Command Chaplain, and, if necessary, to the Commander of Marine Corps Base Quantico.

Ch 1(22 Sep 13)
ENCLOSURE (1)

MCBO 5420.5F
20 Sep 12

Thank you for accepting this appointment. I appreciate your service to the members of your faith community.

Sincerely,

MIKE S. SAMPLE
Captain, Chaplain Corps
United States Navy
By direction of the Commander

ENCLOSURE (1)