



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1730.2E
17/Chaplain
27 JUL 2011

USNA INSTRUCTION 1730.2E

From: Superintendent

Subj: NAVAL ACADEMY CHAPEL ADVISORY COUNCILS

Ref: (a) SECNAVINST 7010.6A

1. Purpose. To delineate the functions and structure of the Naval Academy Chapel Councils.
2. Cancellation. USNAINST 1730.2D
3. Functions and Duties. The functions and duties of the Chapel Advisory Councils are to:
 - a. Represent their respective congregations in communicating needs, desires, and suggestions to the Command Chaplain and staff chaplains.
 - b. Ensure voluntary contributions from worship services are expended with the desires of contributing congregation by recommending disbursements from the Religious Offering Fund (ROF) per reference (a). This requirement is satisfied through the chapel Advisory Councils' Contribution Committees.
4. Membership. Members for each congregation's chapel council will be chosen as follows:
 - a. The Senior Roman Catholic Chaplain will ask for volunteers from among the congregation to make up the Catholic Advisory Council. Meetings will be held at least semi-annually. Volunteers will be sought from among Midshipmen, active duty staff, faculty, retired military members, faculty, family members, etc. The Senior Roman Catholic Chaplain will ensure that at least four Midshipmen, one from each class, attend each meeting. The Roman Catholic chaplains assigned to the Naval Academy will be ex-officio members of the Council, but will not have a vote. The Senior Roman Catholic Chaplain will chair the meetings. The Roman Catholic representative from the Chapel Guild will be an ex-officio member with a vote. The Roman Catholic Director of Religious Education will be an ex-officio member without a vote.
 - b. The Naval Academy Protestant Chapel Advisory Council will be composed of not more than 20 voting and non-voting members who may fill one or more of the roles listed below. The Protestant Advisory Council Chairperson and Vice Chair/Secretary will be approved by the Senior Protestant Chaplain and the Command Chaplain. Members may fill one or more roles designated by the Senior Protestant Chaplain and approved by the Command Chaplain; but, there shall be a minimum of 12 voting members, eight present (or 2/3 of the composition) forming a quorum. All members shall be regular attendees at one of the 0815, 1100, or 1900 services.
 - (1) Ex officio (non-voting): Protestant chaplains (two attending each meeting); Protestant Director of Religious Education; Director of Musical Activities/Organist (representing Chapel Chorale and Protestant Chapel Choir); Protestant Chapel Pastor.
 - (2) Midshipmen: Four Midshipmen, one from each class; President or designated representative of the Protestant Midshipmen Club; President or designated representative of the Protestant Chapel Choir.

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(3) Faculty/Staff: One representative from each of the following: a non-faculty, active duty officer, O-4 or below, stationed at the Naval Academy or NSA Annapolis; an officer faculty member; and a civilian faculty member.

(4) Protestant co-chair of the Chapel Altar Guild (not restricted by term limit).

(5) Chairperson or designated representative of the Protestant Contributions Committee.

(6) One representative of the Protestant Chapel Ministry Team (composed of active ministry leaders).

(7) The senior Protestant Chaplain may appoint other members as necessary to improve communications within the congregations while keeping the voting and non-voting membership to a maximum of 20.

c. The Naval Academy Jewish Chapel Advisory Council will be composed of members as follows:

(1) Jewish Chaplain – Chairperson, without vote;

(2) Four Midshipmen, as elected by the Jewish Midshipmen Club;

(3) Two people from the Naval Academy staff, faculty, or from the greater Chapel community (retired military, retired faculty, graduates, etc.);

(4) In the absence of a Jewish chaplain, the Command Chaplain will recommend one of the non-Midshipmen to the Superintendent for approval and appointment as Chairperson.

5. Action

a. The Command Chaplain will approve and appoint council members during the fourth quarter of the fiscal year and when vacancies occur.

b. Meetings of the Naval Academy Chapel Councils will be held once a quarter or as necessary.

/S/
S. S. VAHSEN
Chief of Staff

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