



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

USNAINST 1730.2F
17/Chaplain
23 Mar 2017

USNA INSTRUCTION 1730.2F

From: Superintendent, U.S. Naval Academy

Subj: NAVAL ACADEMY CHAPEL ADVISORY COUNCILS

Ref: (a) SECNAVINST 7010.6A

1. Purpose. To delineate the functions and membership of the Naval Academy Chapel advisory councils.
2. Cancellation. USNAINST 1730.2E
3. Scope and Applicability. The provisions of this policy apply to all USNA personnel.
4. Functions. The functions of the Chapel advisory councils are to:
 - a. Represent their respective congregations in communicating desires and recommendations to the Command Chaplain and staff chaplains. Those needs, desires, and suggestions are sometimes communicated by votes taken in advisory council meetings. Any such votes reflect the sentiments of the council members and are purely advisory in nature.
 - b. Recommend disbursements from the Religious Offering Fund (ROF) per reference (a). This requirement is satisfied through the Chapel Advisory Councils' Contribution Committees which are composed of advisory council members appointed by the Senior Chaplain of each faith group. Recommendations for disbursement are purely advisory and subject to approval by the ROF Administrator in compliance with reference (a).
5. Membership. Members for each congregation's chapel council will be chosen as follows:
 - a. The Roman Catholic Chapel Advisory Council
 - (1) The Senior Roman Catholic Chaplain or designee will solicit not fewer than nine and not more than 13 volunteers from among the various Roman Catholic congregations to make up the Catholic Advisory Council.
 - (2) A representative sampling of volunteers should be sought from among midshipmen, active duty staff, faculty, retired military members, family members, and chapel volunteers. All members shall be regular attendees of one of the Roman Catholic services.

(3) Nonvoting ex-officio members will include the Roman Catholic chaplains, Roman Catholic Director of Religious Education, and a Roman Catholic representative from the Chapel Guild.

(4) The Senior Roman Catholic Chaplain or designee will chair all meetings of the Roman Catholic Advisory Council and appoint a secretary to serve.

(5) The Senior Roman Catholic Chaplain or designee will appoint a Contributions Committee of five members from among these volunteers and designate one member to serve as the committee chair.

b. The Protestant Chapel Advisory Council

(1) The Senior Protestant Chaplain or designee will solicit not fewer than nine and not more than 13 volunteers from among the various Protestant congregations to make up the Protestant Advisory Council.

(2) A representative sampling of volunteers should be sought from among midshipmen, active duty staff, faculty, retired military members, family members, and chapel volunteers. All members shall be regular attendees of one of the Protestant services.

(3) Nonvoting ex-officio members will include the Protestant chaplains, Protestant Director of Religious Education, the Chapel Organist, and a Protestant representative from the Chapel Guild.

(4) The Senior Protestant Chaplain or designee will designate a chair, vice chair, and secretary.

(5) The Senior Protestant Chaplain or designee will appoint a Contributions Committee of five members from among these volunteers and designate one member to serve as the committee chair.

c. The Jewish Chapel Advisory Council. The Jewish Chapel Advisory Council will be composed of the members listed below. All members shall be regular attendees of the Jewish Chapel.

(1) The Jewish Chaplain shall serve as the chair, without vote. In the absence of a Jewish Chaplain, the Command Chaplain will recommend a regular non-midshipman attendee to the Superintendent for approval and appointment as chair.

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

(3) Two Jewish members of the Naval Academy staff, faculty, or greater Jewish Chapel community.

(4) The Jewish Chaplain will appoint a secretary to serve.

6. Action

a. The Command Chaplain will approve and appoint all Naval Academy Chapel advisory council members for the upcoming fiscal year during the fourth quarter of the fiscal year expiring, or when vacancies occur.

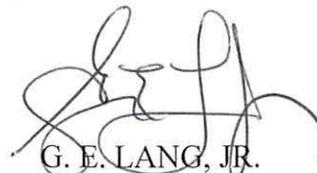
b. The Naval Academy Chapel advisory councils should normally meet semi-annually. Meetings must be announced in worship at least two weeks prior to the meeting.

(1) Additional meetings may be held upon recommendation by the Senior Chaplain of each faith group and approval by the Command Chaplain.

(2) Minutes of the meetings should be made public to the particular chapel community by means deemed appropriate by the Command Chaplain.

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per SECNAV Manual 5210.1 of January 2012.

8. Review and Effective Date. The Chapel Center will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



G. E. LANG, JR.
Chief of Staff

Releasability and distribution:

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