



MASTER DIRECTIVES  
MAG-12 S-1  
UNITED STATES MARINE CORPS  
MARINE AIRCRAFT GROUP 12  
FIRST MARINE AIRCRAFT WING, FMFPAC  
UNIT 37150  
FPO AP 96603-7150

GruO 1730.2B  
CHAP  
29 MAY 1993

GROUP ORDER 1730.2B

From: Commanding Officer  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR MARINE AIRCRAFT GROUP 12  
RELIGIOUS LAY READERS

Ref: (a) SECNAVINST 1730.7 (NOTAL)  
(b) MCO 1730.6B  
(c) FMFM 3-6  
(d) Naval Military Personnel Manual 5810150

Encl: (1) MAG-12 Unit Religious Lay Readers Suggested Training  
Topics

1. Purpose. To publish the MAG-12 Religious Lay Reader Program per references (a), (b), (c), and (d).

2. Cancellation. GruO 1730.2A.

3. Background. The diversity of religious backgrounds among Sailors, Marines and their dependents creates specific needs. Lay Readers may be appointed to supplement the personnel resources necessary to meet identified religious rights and needs. Provision for these specifically trained lay people allows the MAG-12 Command Religious Program (CRP) to be inclusive, pluralistic and effective in meeting the spiritual, moral and morale needs of the assigned personnel.

4. Information

a. The references establish Marine Corps policy for the appointment and use of Lay Readers.

b. Commanders may appoint a Lay Reader in writing to serve for a specific period of time to meet the religious needs of a particular religious faith group (When the unit is deployed to the field or in the absence of Chaplain coverage for a specific faith group). However, the appointment conveys no ecclesiastical status to the servicemember appointed. The appointment ends when the need is over, or when the Lay Reader is transferred. The commander may seek the advice of the Command's Chaplain or Chaplain attached to a higher echelon, regarding selection for an appropriate Lay Reader.

(1) Lay Readers are volunteers selected on the basis of high morale character, motivation, and religious interest to

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provide resources appropriate to their faith group.

(2) Lay Readers serve for a limited appointment under the supervision of the Command Chaplain or Chaplain in the next higher echelon.

(3) Lay Readers may be removed from their position if it is determined by the command that the conduct of the individual is detrimental to the accomplishment of the Command Religious Program or reflects adversely on the command.

(4) Lay Readers assist in obtaining the service of appropriate ordained clergy to meet specific religious needs. Lacking personnel resources, the lay reader provides a devotional service consistent with his status as a lay reader.

(5) Lay Readers may not collect offerings except as authorized by the Commanding Officer.

(6) Lay Readers may provide certain religious sites and administer sacraments in cases of necessity only when empowered by a specific religious body in writing and coordinated by the Command Chaplain.

## 5. Action

a. Appointment. Each Unit Commanding Officer within MAG-12 will solicit a Lay Readers when the unit is deployed to the field or in the absence of Chaplain coverage for a specific faith group. In the case of Unit Deployment Program squadrons, it is recommended that at least one Lay Reader be appointed for the duration of their deployment to provide liaison for religious program support with the MAG-12 Chaplain. Care must be exercised in the choice of such Lay Readers to ensure that those who conduct lay services have proven themselves effective and responsible, well motivated for such an assignment, and that they hold a good reputation among their fellow Marines.

b. Training. Commanding Officers shall ensure that Lay Readers are trained to serve effectively. Unit Religious Lay Readers will attend training sessions provided by the MAG-12 Chaplain. These training sessions will be open to all MAG-12 personnel, but are required for appointed Lay Readers. Scheduling of these sessions will be coordinated through the Group Chaplain's Office. Enclosure (1) suggests some topics to be covered through these training sessions. Other topics, as deemed appropriate by the Chaplain conducting the training, may also be covered during the training sessions.

### c. Duties of the Lay Readers

(1) Assist in discerning religious needs and promoting interest among unit personnel in establishing and/or supporting programs to meet those needs on a unit level.

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(2) Assist in obtaining the services of ordained clergy to meet established religious needs.

(3) Provide appropriate devotional services for specific religious needs in the absence of ordained clergy.

(4) Attend MAG-12 religious Lay Reader training sessions.

(5) Coordinate all Lay Reader activities with the MAG-12 Chaplain.

(6) Report all activities performed as a unit Religious Lay Reader to the Unit Commanding Officer via the Group Chaplain.

6. Summary of Revision. Order revised to include requirements of reference (d) and current procedures for appointing religious lay readers.

*W. J. Horne*  
W. J. HORNE  
Acting

DISTRIBUTION: A

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MAG-12 UNIT RELIGIOUS LAY READERS SUGGESTED TRAINING TOPICS

- Lay Reader orientation: Appointment responsibilities and role
- Review of pertinent instructions relating to Lay Readers in the Navy and Marine Corps
- Field ministries of a unit religious Lay Reader
  - Protestant - Planning a devotional service
  - Catholic - LEM training
  - Both - Coordination with the Chaplain
- How to lead a Bible study/discussion group
- Integrating your religion into your Marine Corps Career
- Know your Chaplain's - who are they and what can they do for the Marines in your unit
- Pluralism and religious diversity in the Navy and Marine Corps
- Obtaining religious supplies
- Obtaining the assistance of ordained civilian clergy

ENCLOSURE (1)