



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1730.2B
B 053'
3 JUN 1994

MARINE CORPS BASE ORDER 1730.2B w/ch 1

From: Commander
To: Distribution List

Subj: USE OF MARINE CORPS BASE CHAPELS FOR SPECIAL SERVICES SUCH
AS WEDDINGS, BAPTISMS, AND FUNERALS

Ref: (a) SECNAVINST 1730.7A
(b) OPNAVINST 1730.1C
(c) MCBO 1730.1A
(d) MCBO 5060.2B

Encl: (1) MCB Form 1730/2 (EF), Chapel Use Application

1. Purpose. To establish policy and regulations governing the MCB, Quantico Chapels.
2. Cancellation. MCBO 1730.2A.
3. Summary of Revision. This Revision contains a significant number of changes and should be reviewed in its entirety.
4. Background. The references establish Navy, Marine Corps and MCB policy for the provision of the free exercise of religion for all. Members of MCB, Quantico, their eligible family members, and other authorized personnel are encouraged and invited to participate fully in the Base Religious Program.
5. Policy. All persons who have been authorized access to the Base may visit the main Chapel, attend regularly scheduled services, or enter for private meditation.

a. Eligibility for Special Services. Eligible persons, as used herein, refers to the primary participants who hold an Armed Forces of the United States Identification Card (ID), (DD Form 2 Series) for Active Duty/Retired/Reserve Personnel, and Uniformed Services Identification and Privilege Card (DD Form 1173) for family members. "Primary participants" refers to the persons for whom the special service is requested, i.e., bride/groom. The primary participants must submit a photocopy of ID card (front and back) with MCB Form 1730/2 (EF).

b. Personnel Outside MCB Chapel Community. Except in the case of funerals, all active duty personnel from outside commands, all reservists not attached to MCB, Quantico, and all retirees who are not members of the MCB Chapel community may use the Chapels but are expected to provide their own clergy.

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c. Scheduling

(1) Requests for use of the Base Chapels for any special service except funerals, will be made on MCB Form 1730/2 (EF), Chapel Use Application Form, (see the enclosure) provided by the office of the Base Chaplain.

(2) Requests for funerals will be handled per reference (d).

(3) All requests for use of the Base Chapels will be considered on a first-come first-served basis. Regularly scheduled religious services and Base Religious Program sponsored events will be given priority over other events.

(4) MCB Form 1730/2 (EF) must be completely filled out with signatures of the primary participant and officiating clergy for all special religious services. The Chapel will be considered reserved for weddings ONLY when a letter of approval has been returned to the applicant confirming date and time of the wedding. Other services will be considered reserved upon determination by the Base Chaplain.

(5) The Chapel cannot be reserved more than 1 year in advance of the proposed special service date.

(6) Normal times for weddings will be on Saturdays at 1000, 1300, and 1600. Base Catholic Chaplains are not available for weddings at 1600. The Chapel is available for use by the wedding party 1 hour before the wedding and until 1 hour after the appointed time. Rehearsals and weddings must begin and end on time. Rehearsals and weddings not beginning on time will not be entitled to extra time. Punctuality is critical since multiple events are scheduled each week.

* (7) Normal times for rehearsals will be on Fridays at 1630, 1730, and 1830. The Chapel is available for rehearsals for 1 hour beginning at the reserved time. It is imperative that the Chapel be cleared promptly at the appointed time because of multiple event scheduling.

* (8) There will be no weddings/rehearsals from 20 December through 2 January, during Holy Week and Easter, and on Holy Days of Obligation. Sundays are not available for weddings.

d. Chaplain or Civilian Clergy Support

(1) Only clergy or other religious officials authorized by the Commonwealth of Virginia will perform weddings in Base Chapels.

(2) In all cases, individual chaplains and clergy will determine their own degree of participation before the application is submitted.

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(3) Military regulations require chaplains to uphold and honor the traditions and practices of their ordaining church bodies, including requirements regarding premarital counseling, interfaith marriages, and marriages in which the bride/groom had a previous marriage terminated by divorce. Chaplains are not permitted to make exceptions to the requirements of their respective denominations and for this reason may be unable to officiate at certain weddings.

(4) Clergy, military and civilian, who consent to perform a marriage at this Base, must complete the applicable section of the MCB Form 1730/2 (EF) submitted by the prospective bride and groom before it will be considered complete. Roman Catholic clergy shall contact the Base Roman Catholic Priest before officiating at a wedding.

6. Other Regulations

a. No fees are charged for using the Chapels or for the services of the chaplains or enlisted personnel assigned. Contributions to the Religious Offering Fund are permitted.

b. Only authorized Base Chapel organists may utilize the Marine Memorial Chapel organ for special services. Names and telephone numbers will be provided to applicants at the time of the application approval. A piano is available for use. Arrangements for and payment of musicians is the responsibility of the requesting party. All other forms of music must be approved by the Base Chaplain.

c. The throwing of rice, birdseed, confetti, flower petals, or other materials in or around the Chapels is strictly prohibited. The authorized user will leave the Chapels neat and clean.

d. No alcoholic beverages are allowed on the premises.

e. Flowers and/or arrangements placed on the high altar are provided by the Chapel Flower Guild for weekend worship services. They cannot be removed or altered in anyway.

f. Photographs may be taken at the discretion of the officiating clergy. All photographers will confer with the officiate prior to the special service.

g. Qualified enlisted personnel may be tasked by the Chaplain to conduct wedding rehearsals.

h. Visitors are required to observe all Base rules and regulations. The primary participants are requested to contact the Provost Marshal's Office a minimum of 7 days prior to the special service;

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* i. Weapons such as swords and firearms are not permitted in the chapel during any religious ceremony. A sword arch following a wedding ceremony will be permitted outside, in front of the chapel. Exceptions to this policy must be approved by the Command Chaplain.

7. Action

a. The Base Chaplain will ensure Chapel use per this Order and will, in the case of weddings, send timely written confirmation regarding such request for Base Chapel use.

b. All persons requesting use of the Base Chapels will adhere to the contents of this Order and will, by their signature, certify that they understand and agree to the policies stated herein.


E. CAVAZOS JR.
Chief of Staff

DISTRIBUTION: INTERNET

copy to: 1, **2, 32, 33, 34, 35, 36, 40**

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QUANTICO, VIRGINIA 22134-5001

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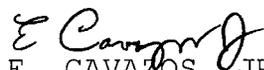
MARINE CORPS BASE ORDER 1730.2B Ch 1

From: Commanding General
To: Distribution List

Subj: USE OF MARINE CORPS BASE CHAPELS FOR SPECIAL SERVICES SUCH
AS WEDDINGS, BAPTISMS, AND FUNERALS

Encl: (1) New page inserts to MCBO 1730.2B

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove pages 2, 3, and 4 and replace with the corresponding pages in the enclosure hereto.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this Change transmittal immediately following the signature page of the basic Order.


E. CAVAZOS, JR.
Chief of Staff

DISTRIBUTION: INTERNET

copy to: 1, 2, **32, 33, 34, 35, 36, 40**

CHAPEL USE APPLICATION

Date: _____

THIS FORM IS TO BE COMPLETED BY THE **PRIMARY** PARTICIPANTS AND CLERGY AND RETURNED TO: COMMANDER (B 0531, MARINE CORPS BASE, 3250 **CATLIN** AVENUE, SUITE 112, **QUANTICO**, VA 221344001.

Note: An incomplete application will delay response

Application is for **use** of the chapel for _____ (Type of **Event**)

Name of person making request _____ Telephone _____

Eligibility Status: _____ Active Duty _____ Reserve _____ R e t i r e d _____ Family Member

Date of Event _____ Time _____

1. NAME OF OFFICIANT: _____

Address: _____

City: _____ State: _____ Zip: _____

For Weddings (1) Clergy must be **authorized** by the State of Virginia
Please Note: (2) Roman **Catholic Clergy** must **receive** delegation from the **MCB**
Roman Catholic Pastor before **officia ting** at a wedding **here**.

2. OFFICIANT AGREEMENT: I accept responsibility for this special **ceremony/service** _____ Date: _____

3. CHAPEL ORGANIST: _____ Yes _____ No

(We desire the chapel organist to play and understand **it is our responsibility to contact** _____ to make the necessary arrangement and payment.)

4. PIANO: _____ Yes _____ No

(We understand it is our responsibility to make arrangement for and payment to a pianist.)

(Please complete Items 5 and 6 for **WEDDINGS ONLY:**

5. DATE/TIME REQUESTED FOR REHEARSAL AND WEDDING CEREMONY:

REHEARSAL: Times are Friday at **1630, 1730, 1830**

Date Requested: _____ Time: _____

CEREMONY: Times are Saturdays at **1000, 1300, . 1600**

Date Requested: _____ Time: _____

No **Catholic** Weddings scheduled during **this time** by MCB Catholic Chaplains.

6. CONVALIDATION/BLESSING OF CIVIL VOWS: _____ Yes _____ No

7. USER AGREEMENT: I certify that I am eligible and I understand the requirements of MCB 1730.2 and will comply with the stated stipulations

(Signature)

(for Weddings please complete reverse side also

PERSONAL DATA

GROOM

BRIDE

Name: _____

Name: _____

(Last) (First) (Middle)

(Last) (First) (Middle)

AD RET RES DEP OTHER

AD RET RES DEP OTHER

Rank/Grade: _____

Rank/Grade: _____

1.O. Card No: _____

I.D. Card No: _____

Attach a photocopy of ID Card (Front & Back)

Attach a photocopy of ID Card (Front & Back)

Expiration Date: _____

Expiration Date: _____

Military Address: _____
(if applicable)

Military Address: _____
(if applicable)

Home Address: _____

Home Address: _____

Phone: (work) _____

Phone: (work) _____

(home) _____

(home) _____

Marital Status:

Marital Status:

Single, never married

Single, never married

Divorced: married

Divorced: married

Date of Final Decree: _____

Date of Final Decree: _____

Widowed: (How long) _____

Widowed: (How long) _____

Religious Affiliation/Preference:
(Please be specific) _____

Religious Affiliation/Preference:
(Please be specific) _____

Name and address of home parish or
Congregation: _____

Name and address of home parish or
Congregation: _____