

A cartoon illustration of a Marine officer in a green uniform and cap, with a wide, open-mouthed smile and one hand on his hip, pointing towards the text.

Detachment Officer Orientation

Understanding the Duties
of the
Detachment
Chaplain



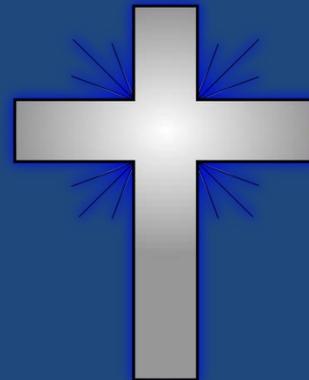
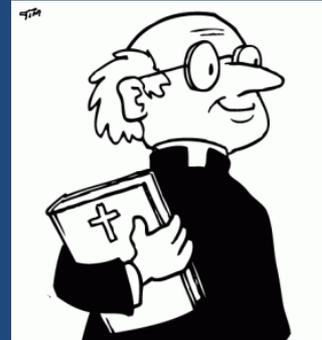
- **The Chaplain** plays an important role in the Detachment by tending to the needs of members and members families, particularly during periods of distress, illness, and/or death. It is every member's responsibility to keep the Chaplain informed of situations and issues of need within the Detachment. In addition, the Chaplain is called on to offer invocations and prayer for meetings, initiations, installations, and for ceremonies. The Chaplain may be called on to participate in funeral services, and to make visitation to members/families that are sick, or who have lost a loved one. In addition, the Chaplain may be required to assist in funeral arrangements (to include contacts for USMC honor guards), and/or publicize needs of the sick (to include blood donations, etc.)
- The Chaplain's job, as a primary representative of the Detachment, is to provide comfort and service to members and families in time of need. This support should go beyond members and family - it should include the entire Marine Corps community (current or former) within the Detachment's geographic area. This may necessitate reviewing obituaries, or having hospitals make contact when a Marine is there. He/she should be supported by other officers and members during these times of distress. It is part of the adage that "Marines take care of their own."

• Detachment Chaplain



The Chaplain

- Responsible for the prayer before the meeting and at the closing of the meeting.
- The chaplain must become familiar with the guidelines of the meeting and his part of the meeting guidelines
- Must ensure that there is a bible present and opens it before the meeting and closes after the meeting.
- Verifies all detach member deaths, and sends a card to the family on behalf of the detachment.
- Must make an effort to attend a members funeral



Duties



- **VISIT SICK MEMBERS OR FAMILIES/CORRESPOND APPROPRIATELY** - The Chaplain should make every effort to visit members, or member's families, who are incapacitated. He/she should make Detachment officers and members aware of the situation, and solicit participation. A card of well wishes should be sent to the individual on behalf of the Detachment. Where appropriate and feasible, a gift should also be considered as a token of concern by the Detachment

Duties



- **ASSIST MEMBERS AND FAMILIES AT TIME OF DEATH** - The Chaplain should be immediately advised of any member's death, or family member's death. He/she should call on the family and determine how he/she and/or the Detachment can assist. If the family should request participation in the funeral or graveside service, the Chaplain should coordinate functions with the Commandant and the Officer Board. If coordination with a USMC unit is required, the Chaplain should contact the appropriate unit and assist in coordination with the CO or SNCO. The Chaplain should advise the Adjutant and other members of the Detachment for additional help and support

Duties



- **PROVIDE NOTIFICATION TO DEPARTMENT AND NATIONAL ON DECEASED MEMBERS** - The “Death Notice” form should be completed by the Chaplain and forwarded to the Department Chaplain, and National, for deceased members of the Detachment. This form should be completed and transmitted immediately upon notification. In addition to other administrative reasons, deceased members are honored with a memorial service at Department, Division, and National meetings

Duties



- **PROVIDE INVOCATIONS AND SERVICES AS REQUIRED** - As a part of the opening and closing ceremonies at business meetings, the Ritual provides for the opening and closing of the Bible, and for an invocation and benediction. The Chaplain may use the words of the Ritual, or offer other appropriate prayers at the meeting.
- The Chaplain may also be called on to render a prayer at ceremonies, joint veterans observances, and/or special events. (Such as the Marine Corps Birthday) As indicated above, the Chaplain may also need to prepare and coordinate services for a deceased Marine

Opening and Closing Prayer



- **Opening Prayer** - (Uncover) Supreme Commandant, we ask, Thy blessing upon all here assembled .
- We pray for guidance in our deliberations and that we may here exemplify the principles and purposes of our beloved Marine Corps League.
- We ask thy protection and blessing for all Marines and FMF corpsman who have died in the service of our country, and for all our members, both past and present.
- Grant that the Marine Corps League may grow and prosper in the humane purposes and principles which it is founded, Amen (Cover)
- **Closing Prayer** (Uncover) Supreme commandant, we humbly beseech thee to bless what good we have accomplished and forgive that which we have done amiss. As we separate to go our separate ways, we commit ourselves to thy loving care **AMEN** (Cover)



“Thank you for all you do”

Semper FI