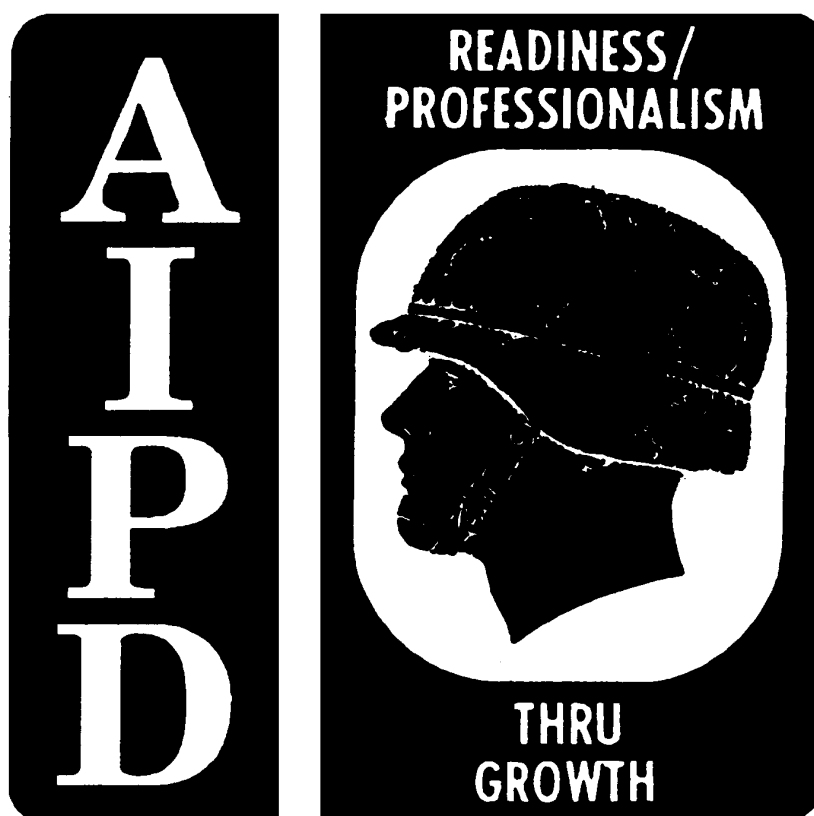


**SUBCOURSE
CH0816**

**EDITION
B**

PHYSICAL SETUP FOR RELIGIOUS SERVICES IN GARRISON 1



**THE ARMY INSTITUTE FOR PROFESSIONAL DEVELOPMENT
ARMY CORRESPONDENCE COURSE PROGRAM**

PHYSICAL SETUP FOR RELIGIOUS SERVICES IN GARRISON 1

SUBCOURSE CH0816

UNITED STATES ARMY CHAPLAIN SCHOOL

Fort Jackson, South Carolina 29207

5 CREDIT HOURS

SUBCOURSE OVERVIEW

This subcourse teaches the current doctrine and procedures for setting up for a Catholic Mass and for certain Protestant worship services. These are the correct ways to set up and reflect common practice. However, some details of the set up will vary depending on the chaplain conducting the service. You should be prepared to modify these procedures if the chaplain requires.

There are no prerequisites for this subcourse.

This subcourse reflects the doctrine which was current at the time it was prepared. In your own work situation, always refer to the latest publications.

The words “he”, “him”, “his”, and “men”, when used in this publication, represent both the masculine and feminine genders unless otherwise stated.

TERMINAL LEARNING OBJECTIVE

TASKS: Identify the actions necessary to set up a garrison chapel for a Catholic Mass, a Collective Protestant Service, a Collective Protestant Communion Service, and to return the chapel to a neutral setting.

CONDITIONS: Given the material in this subcourse and a training scenario, the student will complete the examination at the end of this subcourse.

STANDARDS: The student will demonstrate comprehension and knowledge of this subcourse by achieving a minimum of 70% on a multiple-choice based examination for Subcourse CH0816 by identifying the actions needed to set up a garrison chapel for a Catholic Mass, a Collective Protestant Service, a Collective Protestant Communion Service, and to return the chapel to a neutral setting.

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LESSON ONE

SET UP A GARRISON CHAPEL FOR A CATHOLIC MASS

Soldier's Manual Task:

805D-201-1020 Prepare for Religious Services.

OVERVIEW

TASK DESCRIPTION:

In this lesson you will learn how to set up a garrison chapel for a Catholic Mass.

LEARNING OBJECTIVE:

TASK: Identify the actions needed to set up a garrison chapel for a Catholic Mass.

CONDITIONS: Given the subcourse material for this lesson and a training scenario, the student will complete the practice exercise to identify the steps necessary to set up a garrison chapel for a Catholic Mass.

STANDARDS: The student will demonstrate comprehension and knowledge of the task by identifying the ecclesiastical equipment used for a Catholic Mass and how to prepare and set up the chapel for a Catholic Mass.

REFERENCES: The material contained in this lesson was derived from the following publications:

STP 16-56M1-SM.
TSP 56M1-P06.

INTRODUCTION

Mass is the celebration or service of the Eucharist, a sacrament of the Roman Catholic church, consisting of a series of prayers and ceremonies centered on the consecration of bread and wine as a real, though mystical, reenactment of the sacrifice of Christ on the cross. High Mass is celebrated with incense and music, the priest being assisted by a deacon and subdeacon. Low Mass is celebrated by one priest, without music and with little ceremony.

PART A - IDENTIFY THE ECCLESIASTICAL EQUIPMENT USED FOR A CATHOLIC MASS

1. General.

A list of the ecclesiastical equipment used for a Catholic Mass is outlined below:

- o Missalettes
- o Cruets (2)
- o Ciborium
- o Pair linen
- o Purificator
- o Finger towel
- o Missal stand
- o Altar frontal
- o Lectern
- o Ordo/Liturgical calendar
- o Sacramentary
- o Lectionary
- o Candlestick assembly, including candle, follower, and stand/base.
- o Celebrant's Chair (or chaplain's chair)
- o Crucifix
- o Corporal
- o Chalice
- o Large hosts
- o Chalice paten
- o Pall
- o Communion paten
- o Altar
- o Pulpit
- o Antependium
- o U.S. Flag (1)
- o Christian chaplains flag (1)
- o Collection plates
- o Credence table or Offertory table w/white cloth (Fair linen)
- o Amice
- o Alb
- o Stole
- o Chasuble
- o Cincture
- o Surplice

2. **Definitions.**

General definitions and explanations of the ecclesiastical equipment used for Catholic Mass are listed below:

- o **Missalette.** A booklet with the order of worship for the service. This booklet is used by the congregation. The chaplain will use the Lectionary and Sacramentary.
- o **Cruets.** Two containers that are normally glass. One will contain water and the other wine. They are placed on the offertory table.
- o **Ciborium.** A covered chalice or container, usually lined in gold, in which hosts are stored.
- o **Fair Linen.** A long white cloth which covers the altar top and extends over the sides.
- o **Purificator.** A rectangular piece of white linen (approximately 9" X 18") with an embroidered cross in the center.
- o **Finger Towel.** A rectangular piece of white linen (4" X 8") usually decorated with a cross on the lower edge.
- o **Corporal.** A white linen cloth, approximately one square foot in size, with a cross centered near the lower edge.
- o **Host.** The bread or wafer used in communion.
- o **Chalice.** A container, usually gold in color, that is used for communion to hold the wine.
- o **Chalice Paten.** An item used to hold the large host. Communion paten is placed under the communicant's chin to catch the falling host or crumbs.
- o **Pall.** A square piece of cardboard or plastic covered with white linen which is placed over the paten and chalice.
- o **Tongs.** Silver in Color. A grasping device consisting of 2 pieces joined at one end like scissors, used to pick up the host.
- o **Pulpit.** A platform from which the chaplain delivers his sermon.
- o **Lectern.** A reading stand.

- o **Ordo**. A booklet used to determine the liturgical color.
- o **Sacramentary**. A book used by Roman Catholics containing the liturgy for all services celebrated throughout the church year.
- o **Lectionary**. An authorized sequence or list of scriptural passages to be read in church services during the course of the church year.
- o **Candlestick Assembly**. Includes candle, follower and stand/base (self-explanatory).
- o **Lavabo Bowl**. A bowl used to catch the water the chaplain uses as he washes his hands before the communion.
- o **Crucifix**. A cross bearing the figure of Christ.
- o **Amice, Alb, Stole, Chasuble, Cincture and Surplice**. Vestments that the Chaplain will wear during Mass.
- o **Altar**. A flat table used for a center of worship. It holds the sacred items used for the Mass.
- o **Altar Frontal**. A decorative cloth which covers the front of the altar. Its color corresponds to the season or feast of the day.
- o **Antependium**. A cloth hanging in front of the lectern and pulpit. Its color corresponds to the season or event being celebrated within the church year.
- o **Chalice Veil**. A piece of fabric that covers the communion vessels. It corresponds in color to the season or festival of the day.
- o **Credence Table**. A table where the elements of Holy Communion are placed for use in the Mass.

3. **Summary**.

This concludes the discussions of the ecclesiastical equipment used for Catholic Mass. We discussed items which you, the chaplain assistant, will have to place in the proper position in the chapel, as well as those vestments the chaplain will wear. We will now move to preparing and setting up the chapel for a Catholic Mass.

PART B - PREPARE AND SET UP A GARRISON CHAPEL FOR A CATHOLIC MASS

1. Prepare the Altar Area (Chancel).

You should follow the steps outlined below when you prepare the altar area:

- o Position the U.S. flag and Christian chapel flag (Figure 1-1). Position the U.S. flag on the congregation's left and the Christian Chapel flag on the congregation's right (reverse if not in the chancel area).

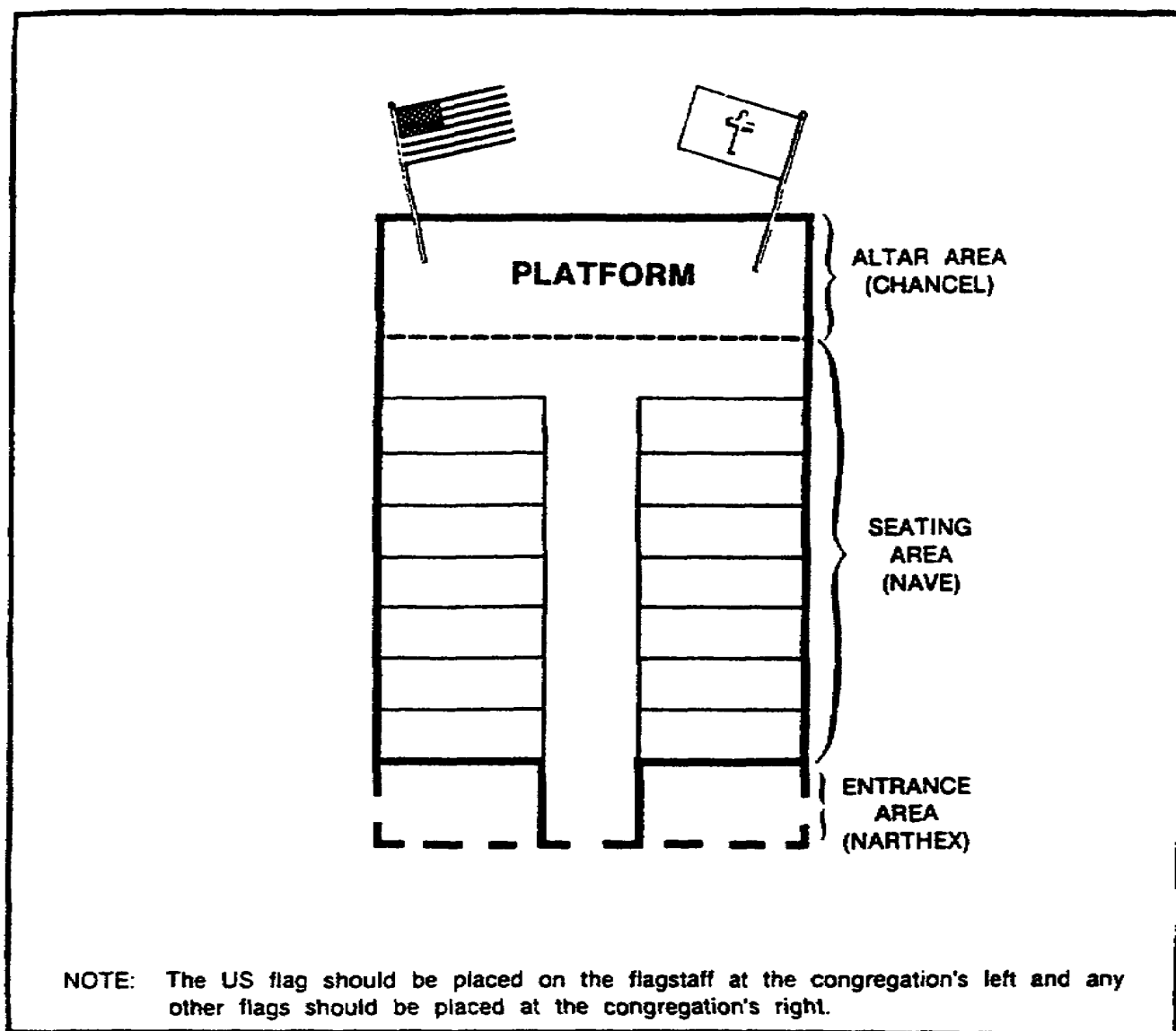


Figure 1-1.

Position of the U.S. Flag and Christian Chapel
Flag in the Chapel.

- o Position the chaplain's or celebrant's chair as instructed by the chaplain.
- o Ensure all other altar area furniture is in the proper location as instructed by the chaplain or local SOP.
- o Remove or cover any symbol or statue that is not appropriate for a Catholic Mass.

2. Prepare the Altar, Pulpit, and Lectern.

Next, you prepare the altar, pulpit and lectern. Figure 1-2 shows the layout for the altar and credence table.

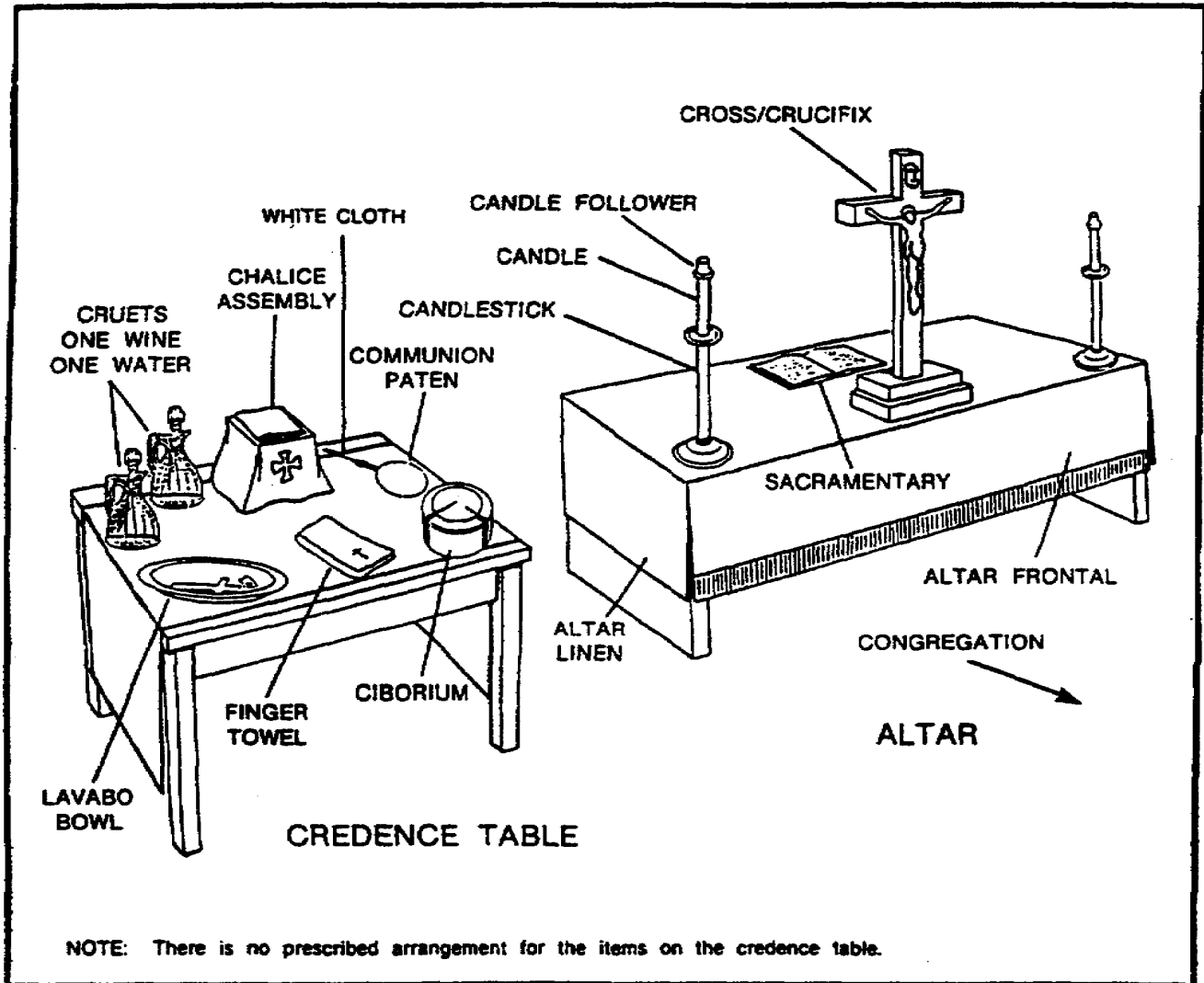


Figure 1-2. Altar and Credence Table Prepared for Catholic Mass.

- o Place the altar frontal on the altar with the colored front facing the congregation. (The correct color can be determined by referring to an ordo/liturgical calendar.)
- o Place the altar linen on the altar frontal. The altar linen will cover the portion of the altar frontal that overlaps the top of the altar. Make sure the altar frontal is straight and the ends of the altar linen hang evenly.
- o Place the two candlesticks equidistant along or near the front (the side facing the congregation) corners of the altar.
- o Insert a candle into each candlestick. Both candles should be of an appropriate, equal length for use on the altar.
- o Place a candle follower on each candle, ensuring the candlewick is ready for easy lighting.
- o Center the sacramentary on the altar so the chaplain can read the words from behind the altar while facing the congregation.
- o Open the sacramentary to the Order of the Mass for the day.
- o Center the cross/crucifix on the front edge of the altar, with the crucifix facing the congregation. **(NOTE: If a large crucifix is visible on the wall behind the altar, the smaller cross/crucifix is not placed on the altar.)**
- o Place an antependium on both the pulpit and lectern. The color of both antependia will match the color of the altar frontal. Make sure both antependia are straight.
- o Place the lectionary on the lectern and open it to the readings of the day.

3. Prepare the Credence Table.

Use Figure 1-2 and the steps outlined below to prepare the credence table.

- o Place the credence table beside the altar to the right side of the chaplain.
- o Cover the credence table with a white cloth.

o Place the following items on the credence table:

- Chalice assembly (consists of the chalice, purificator, paten, large host, pall, chalice veil [the color of the chalice veil will match the color of the altar frontal and antependia], and corporal [see Figure 1-3 on the next page]).
- Two cruets (one filled with wine and one filled with water).
- Lavabo bowl.
- Finger towel.
- Communion paten (this normally has a handle on it).
- Ciborium.

NOTE: The cruets and ciborium will not be placed on the credence table if an offertory table is used.

When you have finished preparing the credence table, you should inspect the altar area, from the congregation's perspective, for proper appearance and neatness.

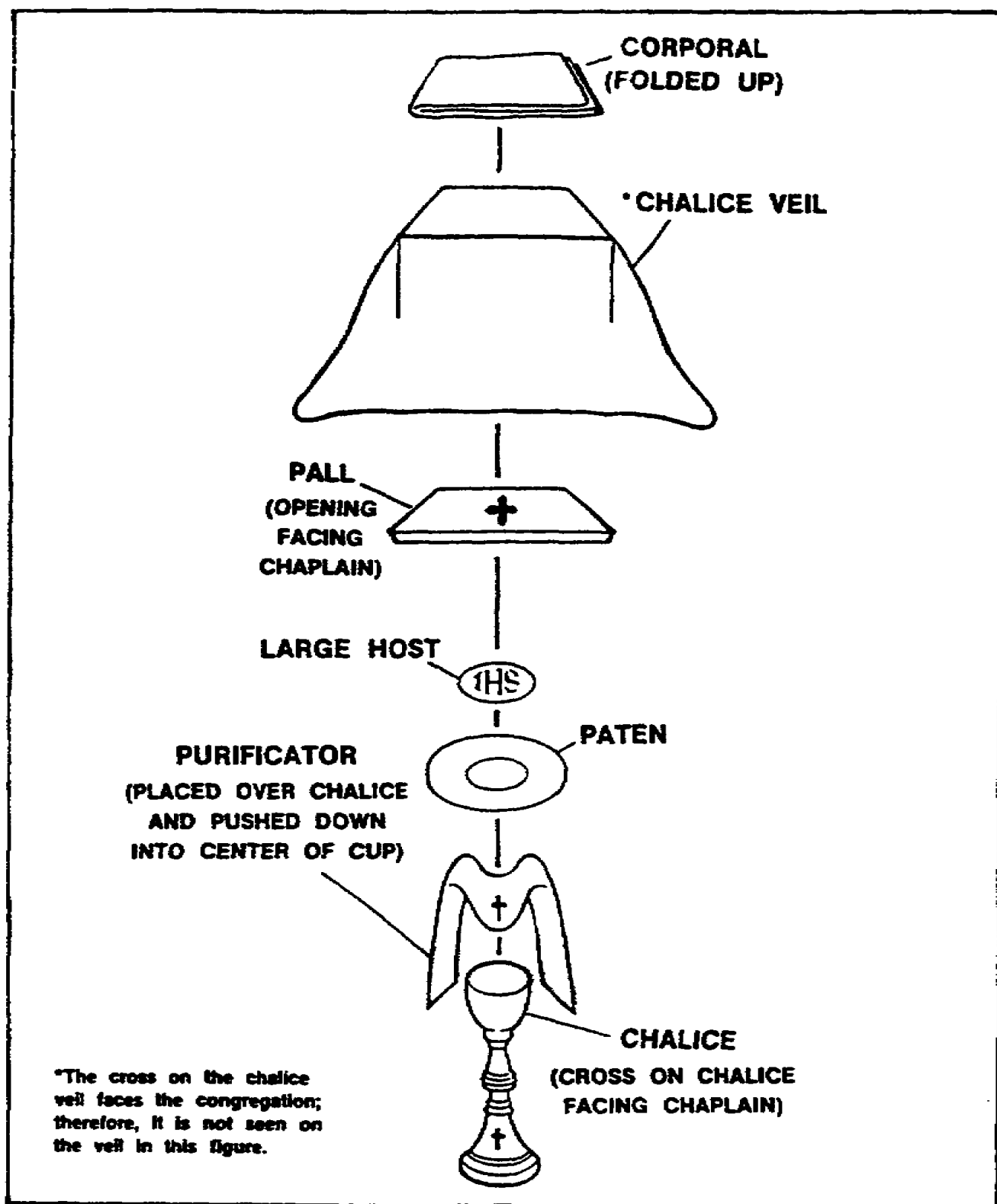


Figure 1-3. Chalice Assembly for Catholic Mass.

4. Prepare the Seating Area (Nave).

To prepare the seating area you,

- o align all Bibles and worship hymnals uniformly in the pews,
- o remove all trash and discarded chapel bulletins from the pews, and
- o fill the holy water fonts (receptacles) with holy water.

5. Prepare the Entrance Area (Narthex).

Follow the steps below when you prepare the entrance area:

- o Place the offertory table (if one is used) in the center of the entrance area of the chapel. (Covering the offertory table with a linen cloth is optional.)
- o Place the following items on the offertory table (if one is used): two cruets (one filled with wine and one filled with water), ciborium, host plate containing small hosts, and tongs. If the offertory table is not used, the tongs would be omitted and all other items would be placed on the credence table. There is no prescribed arrangement for the offertory table.
- o Place the missalettes and chapel bulletins on a small table in the entrance area. The usher or chaplain assistant will give a copy of each item to each worshipper.
- o Remove all trash such as old bulletins, song sheets from the pews and the pew racks.
- o Align the Bibles, and hymnals uniformly in the pews.
- o Inspect the entrance area for cleanliness.
- o Ensure the sound system is operational, when one is used.

6. Identify and Layout the Chaplain's vestments.

A chaplain may wear the military uniform, vestments, or other appropriate attire established by church law or faith group practice when conducting religious services. In addition, the chaplain's scarf, stole, or tallit may be worn with the uniform, vestments, or other appropriate attire when conducting services. Any vestments the chaplain wears are intended to reflect the chaplain's role as a religious leader.

It is your responsibility, as the chaplain assistant, to prepare these garments before the service. The chaplain's own faith group or faith commonly determines the preference for certain kinds of vestments. Normally, the chaplain assistant will prepare them for the chaplain in the vesting room or the sacristy. The chaplain may prefer the vestments be hung on the door of a closet or arranged on a table or shelf. After the service, you must examine the vestments for tears, stains, or wrinkles and return the serviceable vestments to the vestment closet. It is your responsibility to insure there are enough serviceable vestments on hand and to have any unserviceable vestments cleaned and repaired (if possible).

Vestments worn by a Catholic chaplain are shown in Figure 1-4. Descriptions of the vestments are outlined below. It should be noted that the color of the stole and chasuble will match the color of the altar frontal, antependia, and chalice veil.

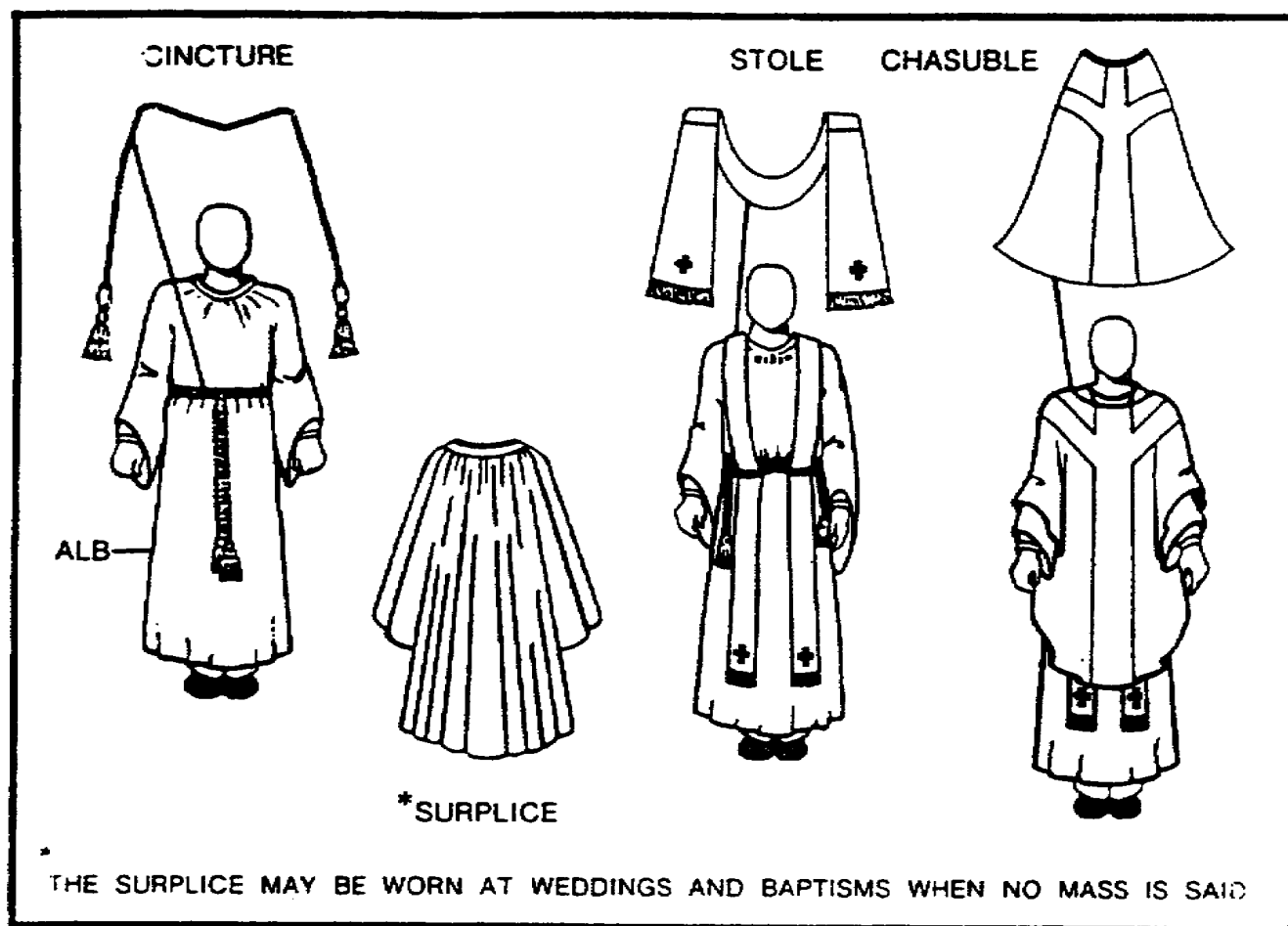


Figure 1-4. Vestment Worn by a Catholic Priest.

- o The **chasuble** is the last article put on and the first to be laid out for vesting. The chasuble is a loose, flowing, liturgically colored garment. It covers all the garments worn and, when laid out correctly, is folded so that the upper piece of material on the vesting surface is doubled back permitting the chaplain to slip the chasuble on easily. In order to distinguish the front from the back of the chasuble, look for the manufacturer's label inside the back collar and, if there are snaps or zippers, they will be on the left shoulder.
- o The **stole** is worn over the chaplain's shoulders during the service. It is the same color as the chasuble and is approximately seven to eight feet long. To lay it out correctly, arrange the stole in an "M" shape for the chaplain's convenience. The color for the season will appear in the "V" portion of the "M", and the cross will be facing up.
- o The **cincture** is a rope-like cord used as a belt over the stole. It is rolled when not in use and untied when laid out, with the tassels facing the right.
- o The **alb** is laid out last since it is the first vestment that the chaplain puts on. It is a loose, white, floor-length robe. When laid out, the alb must be gathered on the vesting surface to be put on easily. The alb is placed face down on the cincture.
- o The **surplice** is a loose, white, knee-length robe with large, open sleeves.

7. **Summary.**

This concludes lesson one. You should know how to identify the ecclesiastical equipment used for Catholic Mass, how to prepare and set up a garrison chapel for a Catholic Mass, and how to identify and lay out the chaplain's vestments. After reviewing all the material in this lesson, you should complete the practice exercise for lesson one. Answer and feedback for the questions in the practice exercise will be provided to show you where further study is required.

LESSON ONE

PRACTICE EXERCISE

The following items will test your grasp of the material covered in this lesson. There is only one correct answer for each item. When you have completed the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study again that part of the lesson which contains the portion involved.

Situation: You are a chaplain assistant assigned to the Post Chapel at Fort Opportunity. As part of your duties, you must prepare the chapel for the Catholic chaplain to say Mass.

1. You are selecting the antependium which will be used during Mass. In selecting a color, you
 - a. always use white for a Catholic Mass.
 - b. must check the lectionary to determine the correct color.
 - c. consult the sacramentary.
 - d. ensure the color corresponds to the season or event being celebrated in the church year.
2. You are preparing the altar and notice that a large crucifix is visible on the wall behind the altar. You
 - a. center the cross/crucifix on the rear edge of the altar.
 - b. should not place the smaller cross/crucifix on the altar.
 - c. center the smaller cross/crucifix on the front edge of the altar, with the crucifix facing the congregation.
 - d. remove the large crucifix from the wall, and center a smaller one on the front edge of the altar.
3. During your preparation of the narthex, you must decide which items to place on the offertory table. You
 - a. place two cruets, a ciborium, host plate containing small hosts, and tongs.
 - b. place two cruets, one filled with wine and one filled with water, a ciborium and a lavabo bowl.
 - c. must check the sacramentary to determine the items to be used and the correct arrangement.
 - d. use the same items and arrangement you would use for the credence table.

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4. You are identifying and laying out the chaplain's vestments. Use the figure in identifying the cincture.
- a. item A.
 - b. item B.
 - c. item C.
 - d. Item D.

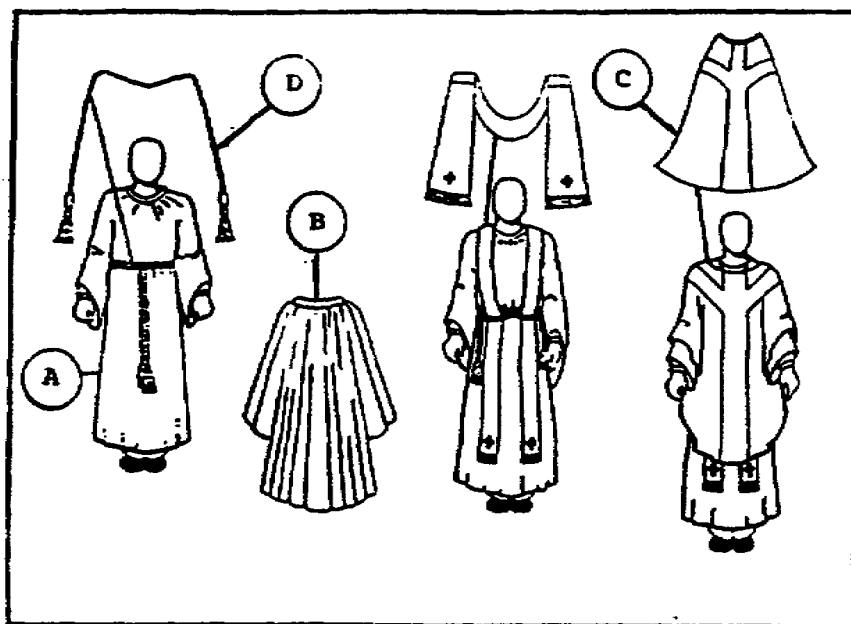


Figure. Vestments.

LESSON ONE

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1.	<p>d. ensure the color corresponds to the season or event being celebrated in the church year.</p> <p>The antependium is a cloth hanging in front of the lectern and pulpit. Its color corresponds to the season or event being celebrated within the church year (Page 4, 10th bullet)</p>
2.	<p>b. should not place the smaller cross/crucifix on the altar.</p> <p>You center the cross/crucifix on the front edge of the altar, with the crucifix facing the congregation. However, if a large crucifix is visible on the wall behind the altar, the smaller cross/crucifix is not placed on the altar. (Page 7, 8th bullet)</p>
3.	<p>a. place two cruets, a ciborium, host plate containing small hosts, and tongs.</p> <p>You place the following items on the offertory table (if one is used): two cruets (one filled with wine and one filled with water), ciborium, host plate containing small hosts, and tongs. If the offertory table is not used, the tongs would be omitted and all other items would be placed on the credence table. There is no prescribed arrangement for the offertory table. (Page 10, paragraph 5)</p>
4.	<p>d. item d.</p> <p>The <u>cincture</u> is a rope-like cord used as a belt over the stole. It is rolled when not in use and untied when laid out, with the tassels facing the right. (Page 12, 3rd bullet)</p>

LESSON TWO

SET UP A GARRISON CHAPEL FOR A COLLECTIVE PROTESTANT SERVICE

Soldier's Manual Tasks:

805D-201-1020 Prepare for Religious Services.

OVERVIEW

TASK DESCRIPTION:

In this lesson you will learn how to prepare the chapel for a collective Protestant service.

LEARNING OBJECTIVE:

TASK: Identify the actions needed to set up a garrison chapel for a collective Protestant service.

CONDITIONS: Given the subcourse material for this lesson and a training scenario, the student will complete the practice exercise to identify the steps necessary to set up a garrison chapel for a collective Protestant service.

STANDARD: The student will demonstrate comprehension and knowledge of the task by identifying the actions needed to prepare the chancel and nave area for worship, inspect the altar from the perspective of the congregation, and select the vestments used for a collective Protestant service.

REFERENCES: The material contained in this lesson was derived from the following publications:

STP 16-56M1-SM.
TSP 56M1-P05.

INTRODUCTION

A Protestant is a member of any of the Christian churches resulting or derived from the Reformation which took place beginning in 1529, under the leadership of Martin Luther and others. There are over 100 Protestant faith groups in the U.S. Army's Active Duty Chaplains Roster. There are differences between Protestant faith groups. Some faith groups will use the vestments, others do not. Some use the Bible on the altar, others use a denominational book. Some Protestant chaplains stand behind the altar, others stand behind the pulpit. Some Protestant faith groups use wine for communion, while others use grape juice. You must be aware of these and other differences when you prepare the chapel for a collective Protestant service.

PART A - IDENTIFY THE ACTIONS NEEDED TO PREPARE THE CHANCEL AND HAVE AREA OF THE CHAPEL FOR WORSHIP

1. Prepare the Altar Area (Chancel).

The chancel area is the part of the chapel or church in which the altar is placed. The altar area is the most sacred part of a religious building. The steps outlined below should be followed when you prepare the chancel area for worship service.

- o Position the U.S. flag and Christian Chapel flag (Figure 2-1).
- o Position the chaplain's chair as instructed by the chaplain.
- o Ensure all other altar area furniture is in the proper location as instructed by the chaplain or local standing operating procedure (SOP).
- o Remove or cover any symbol or statue that is not appropriate for a collective Protestant service.

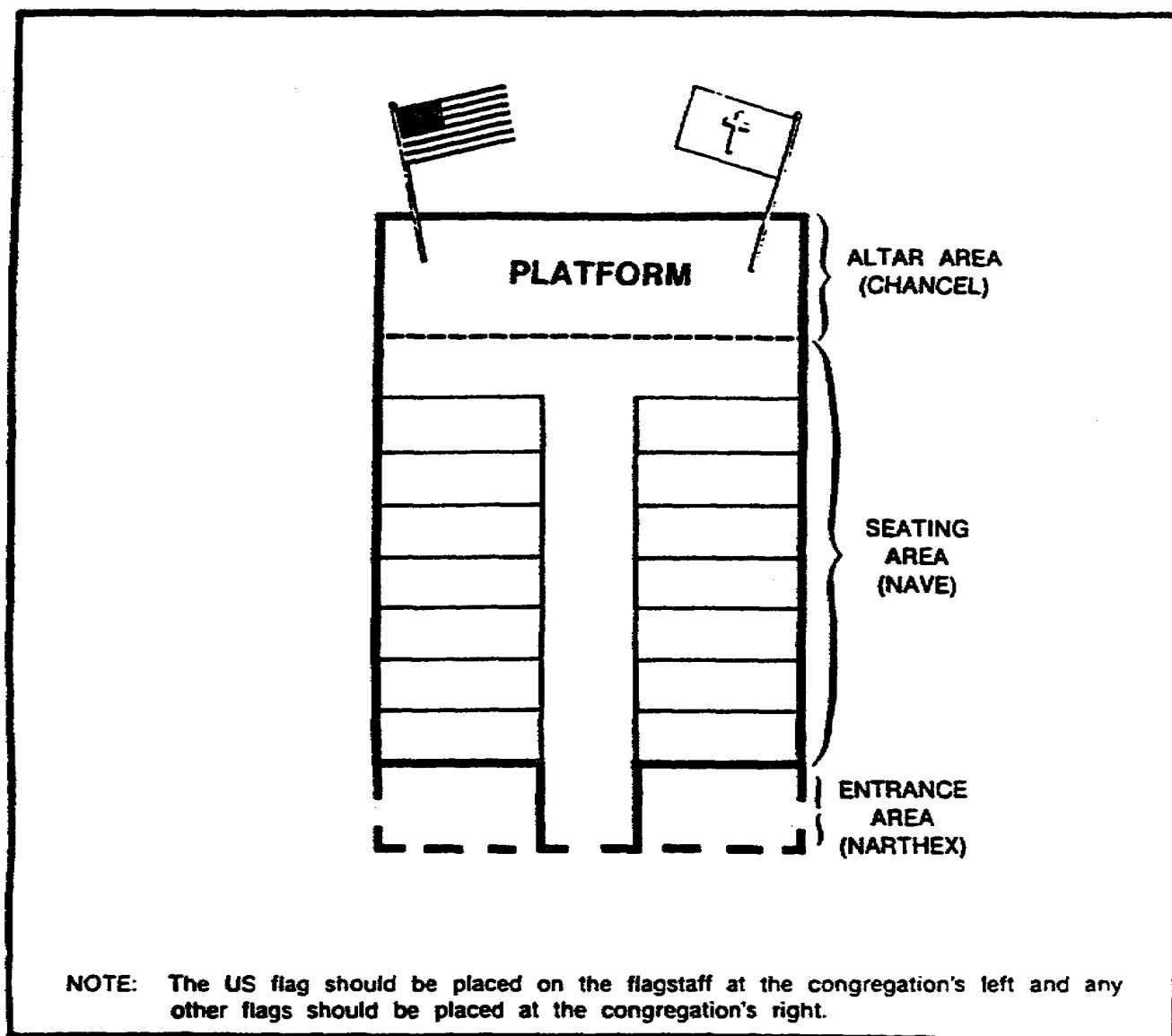


Figure 2-1. Position of U.S. Flag and Christian Chapel Flag in the Chapel.

2. Prepare the Altar, Pulpit, and Lectern.

The altar (Figure 2-2 on the next page), is a table of stone or wood; in ancient times, it was a place of sacrifice. For some Christians, the altar is commonly taken to represent the meeting place of God and man in activities or worship, most importantly in the rite or ordinance of Communion. The steps outlined below should be followed as you prepare the altar, pulpit and lectern:

- o Place the altar frontal on the altar with the colored front facing the congregation. (The correct color can be determined by referring to the liturgical calendar.)
- o Place the altar linen on the altar frontal. The altar linen will cover the portion of the altar frontal that overlaps the top of the altar. Make sure the altar frontal is straight and the ends of the altar linen hang evenly.
- o Place the two candlesticks equidistant along or near the rear (the side farthest from the congregation) corners of the altar.
- o Insert a candle into each candlestick. Both candles should be of an appropriate, equal length for use on the altar.
- o Place a candle follower on each candle, ensuring the candlewick is ready for easy lighting.
- o Center the cross/crucifix on the rear edge of the altar between the two candlesticks, with the “IHS” facing towards the congregation and the crucifix facing away from the congregation.
(NOTE: If a large cross is visible on the wall behind the altar, the smaller cross/crucifix is not placed on the altar.)
- o Place a vase with flowers centered between the cross and each candlestick along or near the rear edge of the altar. **(NOTE: The use of vases on the altar is optional.)**
- o Center the Bible Stand on the altar, with the top of the stand raised at a 45-degree angle and facing the congregation.
- o Place the Holy Bible (the large altar edition), opened to the center, on the Bible stand.
- o Place a collection plate centered between the Holy Bible and each side of the altar.
- o Place the pulpit on the congregation’s left. It is where the message is presented.
- o Place the lectern on the congregation’s right. It is where readings are read.

- o Place an antependium on both the pulpit and lectern. The antependium is a cloth screen or veil hanging that is placed on both the pulpit and lectern. The color of both antependia will match the color of the altar frontal. Make sure both antependia are straight.

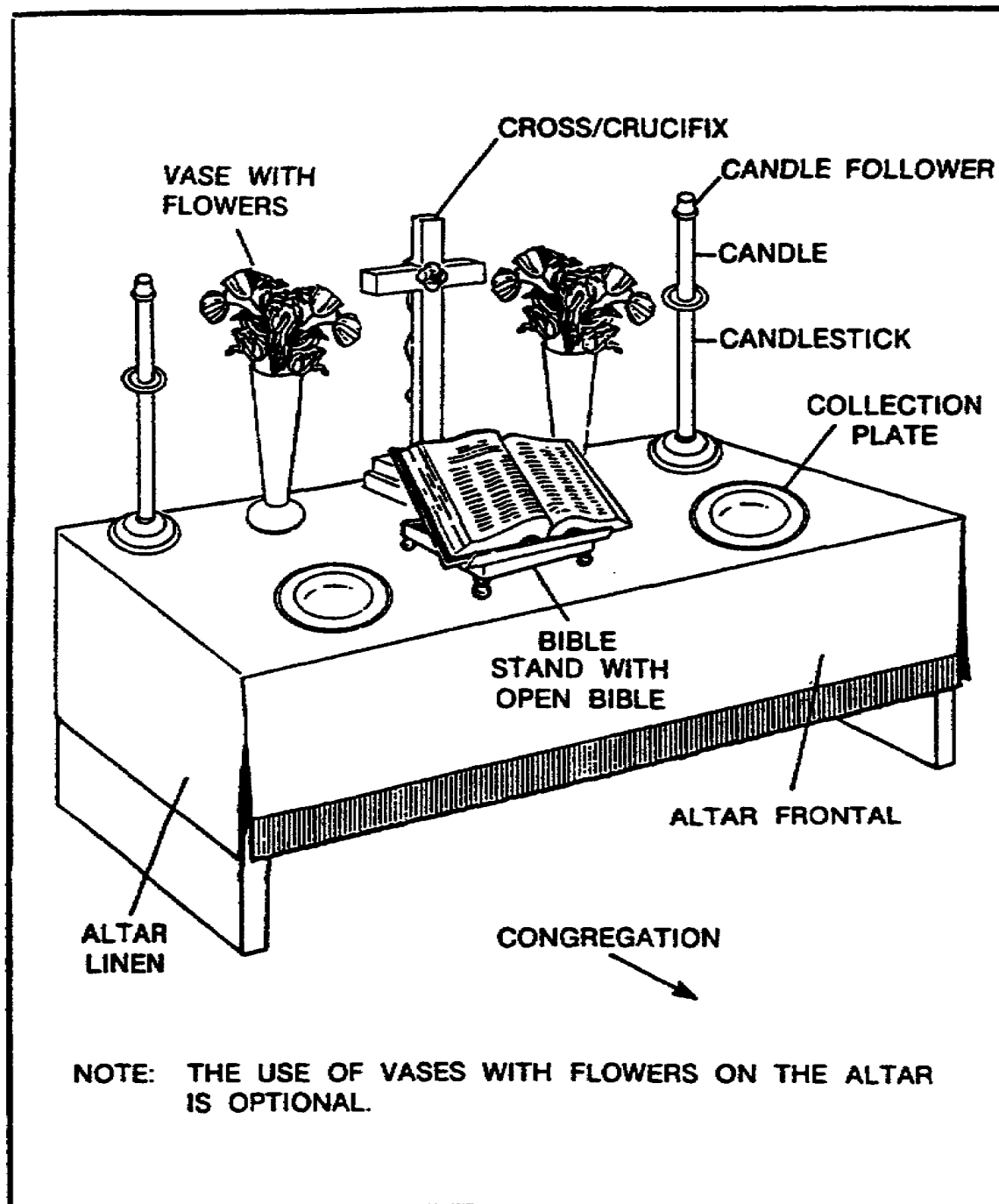


Figure 2-2. Altar Prepared for Collective Protestant Worship Service.

3. Prepare the Seating Area (Nave).

The nave area is the main part of the interior of a chapel. It is the body of the chapel building. It is also the area where the congregation worships or assembles. Preparation steps are listed below:

- o **Pews:**
 - Align Bibles and hymnals uniformly in pews.
 - Remove trash and old worship bulletins from the pews.

4. Prepare the Entrance Area (Narthex).

You should take the following steps to ensure the narthex and the sound system is prepared for the worship service:

- o **Worship Bulletins:** Place worship bulletins on a table in the rear of the chapel. If an usher is to be used, then you, as the chaplain assistant, will see that the usher is given the bulletins prior to the worship service. The usher or chaplain assistant will give a copy of the worship bulletin to each worshipper.
- o Inspect the entrance area for cleanliness.
- o Ensure the sound system is operational, when one is used.

PART B - INSPECT ALTAR FROM THE PERSPECTIVE OF THE CONGREGATION

You should inspect the altar from the perspective of the congregation for proper appearance and neatness. You want to ensure that:

- o Items on the altar are centered and evenly balanced.
- o Altar frontal, fair linen, antependium are straight and sides are even.
- o Cross, Bible with Bible stand, collection plates, candlestick assemblies, and flower vases (if used) are centered and balanced.

PART C - SELECT VESTMENTS USED FOR A COLLECTIVE PROTESTANT SERVICE

1. Protestant Vestments.

Protestant chaplains are allowed much latitude in selecting the vestments, if any, that they will wear at their service.

Some may elect to wear just their uniform or civilian attire. Others choose to wear a robe and scarf. Still others may choose to wear a complete set exactly like or similar to those of the Catholic distinct faith group. In this part, the vestments most commonly worn by Protestant chaplains will be presented. Your responsibility to prepare, layout, and care for the garments was outlined in lesson one.

2. Vestments Worn by a Protestant Chaplain.

The vestments worn by a protestant Chaplain are listed below and shown in Figure 2-3.

- o The **cleric's robe** (usually black) is the most common Protestant vestment worn during services. It is loose and flowing with wide sleeves and can be worn over a white civilian shirt or a uniform.
- o The **stole** may be worn with the robe. It is liturgically colored and usually bears some religious symbol. The color of the stole will match the color of the altar frontal and both antependia.
- o The Army **Christian chaplain's scarf** (black, embroidered with eagles and crosses) may be worn with the uniform or robe.
- o The **cassock** is worn by the clergy in some liturgical protestant denominations. The cassock is a fitted, black garment, buttoning all the way to the bottom, with tight sleeves and a Roman-type collar.
- o The **surplice** is worn over the cassock. It is a mid-length, poncho-like, white linen vestment, pleated toward the neck. When the cassock and surplice are worn, a liturgically colored stole may be worn.

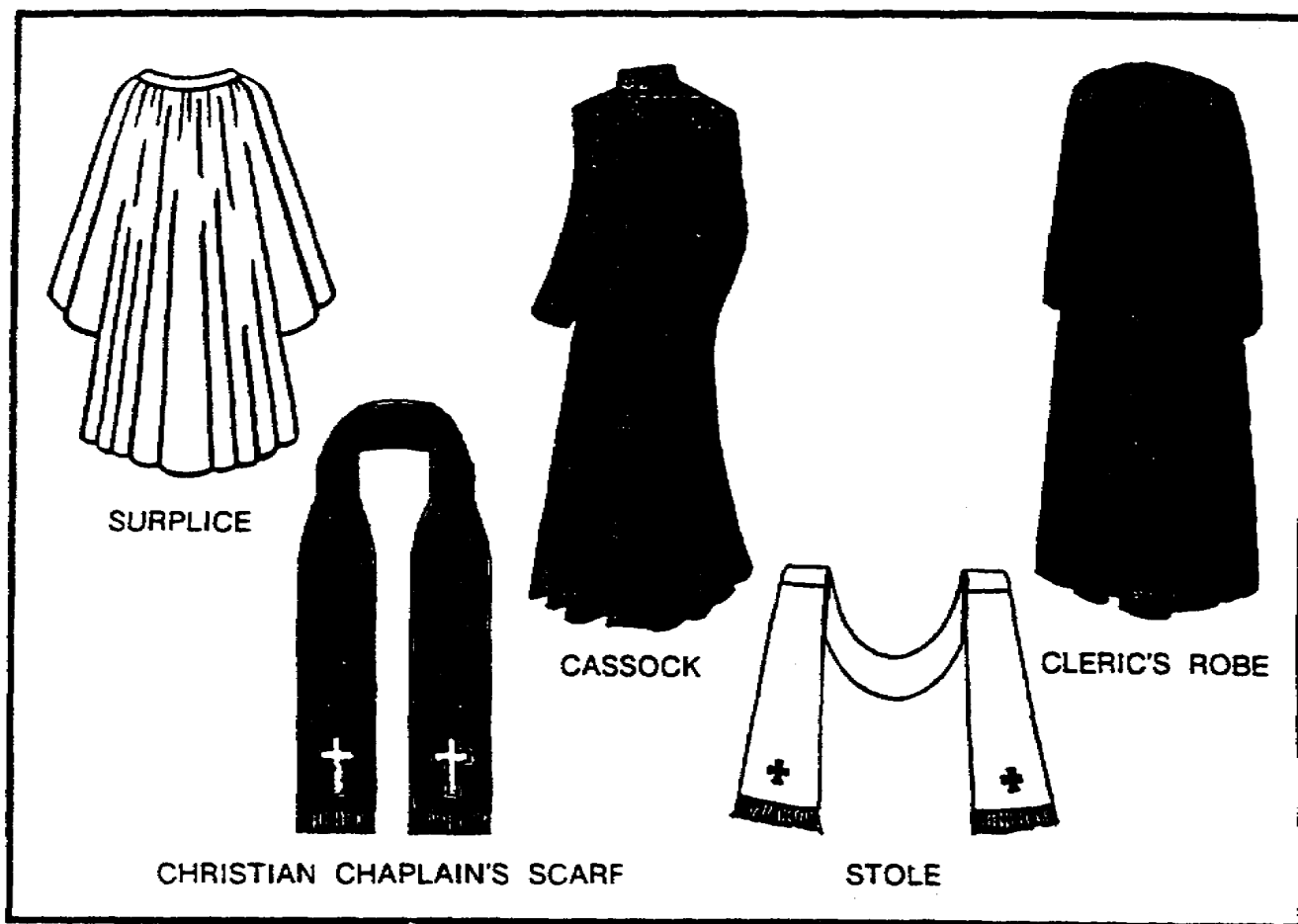


Figure 2-3. Vestments Worn by a Protestant Chaplain.

3. Summary.

This completes lesson two. You should know how to set up a chapel for a collective Protestant service. During this lesson we discussed how to prepare the chancel and nave areas, how to inspect the altar from the perspective of the congregation, and how to identify and select the vestments used for a collective Protestant service. After reviewing all the material in this lesson, you should complete the practice exercise for lesson two. Answer and feedback for the questions in the practice exercise will be provided to show you where further study is required.

LESSON TWO

PRACTICE EXERCISE

The following items will test your grasp of the material covered in this lesson. There is only one correct answer for each item. When you have completed the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study again that part of the lesson which contains the portion involved.

Situation: You are a chaplain assistant assigned to the garrison chapel at Fort Opportunity. In the course of your assigned duties, you must prepare the chapel for a collective Protestant service.

1. You are preparing the altar. You position the cross/crucifix
 - a. centered on the front edge of the altar, with the crucifix facing the congregation.
 - b. centered on the rear edge of the altar between the two candlesticks, with the "IHS" facing towards the congregation and the crucifix facing away from the congregation.
 - c. on a wall behind the altar with the "IHS" and the crucifix facing towards the congregation.
 - d. equidistant between the candlesticks and flower vases on the front edge of the altar, with the crucifix facing the congregation.
2. You are continuing preparations of the altar, and are trying to decide which altar items are optional. The
 - a. use of vases with flowers are optional.
 - b. collection plate is optional if one is placed on the credence table.
 - c. use of a crucifix on the altar is optional, if a large crucifix is on the pulpit or lectern.
 - d. optional items are those so designated in the Ordo.
3. When you prepare the narthex, you are
 - a. preparing the most sacred part of a religious building.
 - b. setting up the seating area.
 - c. preparing the entrance area.
 - d. preparing the place that some Christians believes represents the meeting place of God and man in activities of worship.

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4. You are selecting the vestments the chaplain will use. You ensure that the color of the stole
- a. matches the robe.
 - b. matches the color of the altar frontal and both antependia.
 - c. is the same as the cassock and surplice.
 - d. matches the cincture and the antependium.

LESSON TWO

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1.	<p>b. centered on the rear edge of the altar between the two candlesticks, with the “IHS” facing towards the congregation and the crucifix facing away from the congregation.</p> <p>You center the cross/crucifix on the rear edge of the altar between the two candlesticks, with the “IHS” facing towards the congregation. However, if a large cross is visible on the wall behind the altar, the smaller cross/crucifix is not placed on the altar. (Page 20, 6th bullet)</p>
2.	<p>a. use of vases with flowers are optional.</p> <p>You place a vase with flowers centered between the cross and each candlestick along or near the rear edge of the altar. However, it should be noted that the use of vases on the altar is optional. (Page 20, 7th bullet)</p>
3.	<p>c. preparing the entrance area.</p> <p>The narthex is the entrance area. (Page 22, paragraph 4)</p>
4.	<p>b. match the color of the altar frontal and both antependia.</p> <p>The <u>stole</u> may be worn with the robe. It is liturgically colored and usually bears some religious symbol. The color of the stole will match the color of the altar frontal and both antependia. (Page 23, 2nd bullet)</p>

LESSON THREE

SET UP A GARRISON CHAPEL FOR A COLLECTIVE PROTESTANT COMMUNION SERVICE

Soldier's Manual Tasks:

805D-201-1020 Prepare for Religious Services.

OVERVIEW

TERMINAL LEARNING OBJECTIVE:

In this lesson you will learn to set up a garrison chapel for a collective Protestant communion service.

LEARNING OBJECTIVE:

TASK: Identify the steps necessary to set up for individual cup, common cup, and intinction cup communion services.

CONDITIONS: Given the subcourse material for this lesson and a training scenario, the student will complete the practice exercise to identify the actions needed to set up a garrison chapel for a collective Protestant communion service.

STANDARDS: The student will demonstrate comprehension and knowledge of the task by identifying the steps necessary to set up for individual cup communion services, common cup communion services, and intinction cup communion services.

REFERENCES: The material contained in this lesson was derived from the following publications:

 STP 16-56M1-SM.
 TSP 56M10-P06.

INTRODUCTION

The sacrament or ordinance of communion is administered in accordance with the faith group's tenets of faith. In some Protestant faith groups, the term "Lord's Supper" or "Eucharist" might be more commonly used instead of the term communion". The meaning and the degree of importance of communion will vary among Protestants. Most Protestant denominations serve or offer

communion once a month (usually on the first Sunday of the month), but some may serve or offer it at each weekly worship service.

Preparations for a communion service may differ according to specific local guidelines and chaplain preferences.

Protestant communion is usually served or offered in one of three methods: individual cup, common cup, or intinction cup. These three methods are explained as follows:

- o **Individual Cup Method.** This method is most widely used in a garrison setting and in the collective Protestant worship service. An individual cup communion set is composed of a metal base, three metal cup trays (each tray can hold forty small glass or plastic cups), a metal cover (the cover usually has a small cross on the top), and two bread trays. The number of cup and bread trays needed for a communion service depends on the number of persons anticipated for the service. Components from more than one communion set may be added to serve a greater number of people than one communion set can handle. When the altar is prepared for the communion service, the chaplain may also want to cover the communion elements (cup and bread trays) with a white cloth.
- o **Common Cup Method.** This method is used by liturgical Protestant faith groups which have retained the traditional form of communion service similar to that of the Catholic faith.
- o **Intinction Cup Method.** This method is most commonly used in a field or combat environment. With this method, the chaplain takes the communion host and dips it into the wine or grape juice in the chalice and then distributes the host to the communicant.

Preparation of the altar will vary somewhat according to the type of service being performed. Following are the steps in preparation that are the same in all three types of service:

- o Place the altar frontal on the altar with the colored front facing the congregation. The correct color can be determined by referring to the liturgical calendar.
- o Place the altar linen on the altar frontal. The altar linen will cover the portion of the altar frontal that overlaps the top of the altar.

- o Place two candlesticks on the altar and insert a candle in each. Both candles should be equal in length and long enough to be clearly visible throughout the chapel.
- o Place a candle follower on each candle, ensuring the candlewick is ready for easy lighting.
- o Center the cross/crucifix on the altar between the two candlesticks with the “IHS” facing the congregation and the crucifix facing away from the congregation. If a large cross is visible on the wall behind the altar, the smaller cross/crucifix is not placed on the altar.

Parts A, B, and C of this lesson will cover the steps in preparation of the altar that are different in the three types of service.

PART A - PREPARE THE ALTAR FOR AN INDIVIDUAL CUP COMMUNION

As mentioned earlier, **the Individual Cup Method** is the most widely used in a garrison setting and in a collective Protestant worship service. Figure 3-1 shows the altar prepared for an individual cup communion service. The altar preparation steps that are different from the other types of service are outlined below:

- o Place altar frontal on altar.
- o Place fair linen on altar frontal.
- o Prepare individual cups (Figure 3-2).
 - Inspect cups and trays and clean if necessary.
 - Place the individual cups made of glass, plastic or paper, in the trays.
 - Fill the cups with wine and or grape juice using a paper cup (crimped at the top to form a sharp spout), bulb syringe, or commercial cup filler no more than 3/4's full.
 - If both wine and grape juice are to be used, fill the outer 2 rings with grape juice and the inner rings with wine or as your chaplain directs.

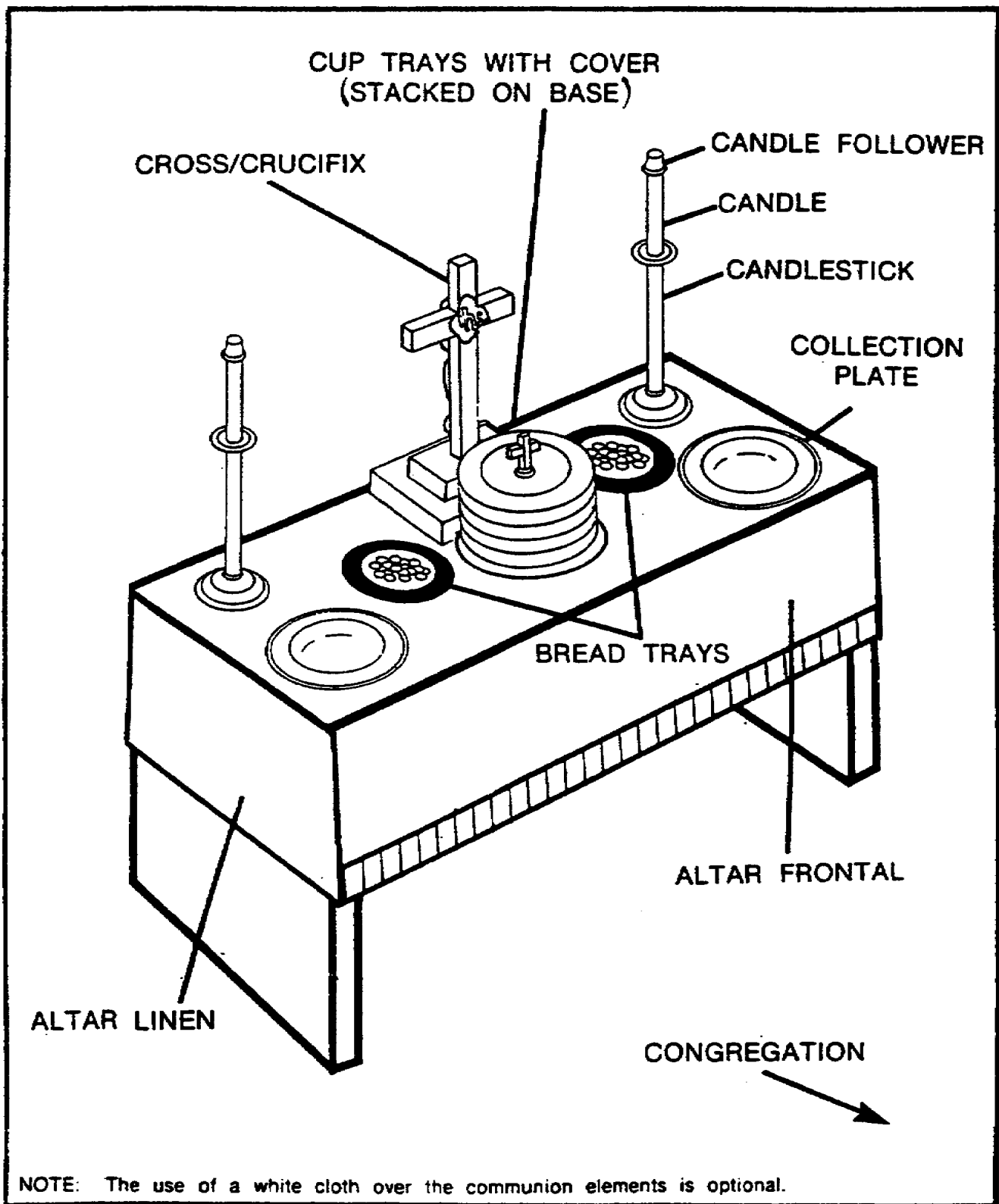


Figure 3-1. Altar Prepared for Individual Cup Communion Service.

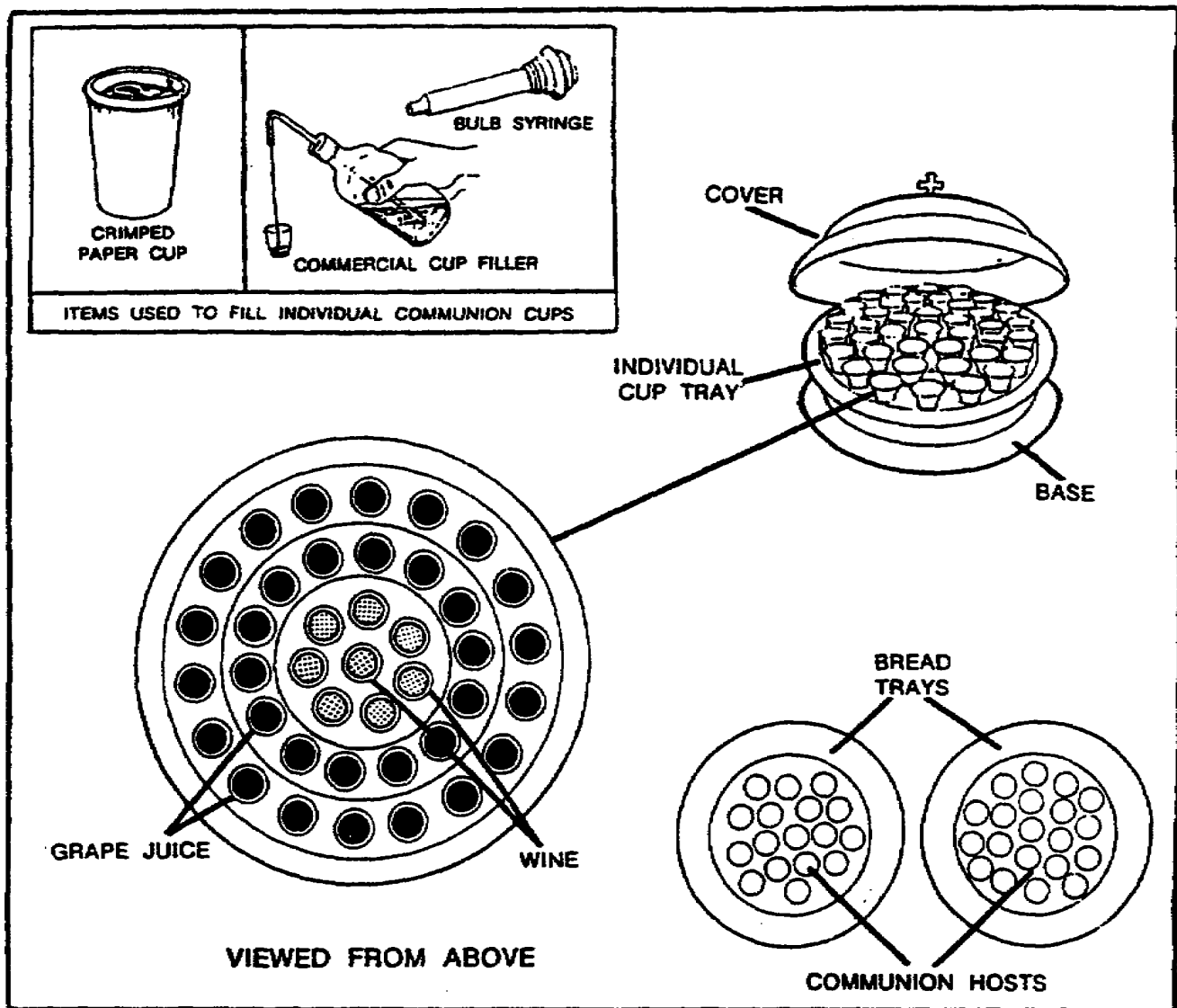


Figure 3-2. Preparation of Individual Cup Communion Set--Cup Tray and Bread Trays.

- Trays should not be stacked more than four high; place the cover on the top tray.
- If for any reason a spill occurs, wipe with a clean damp cloth, then put on the altar. Be sure it is clean, so it doesn't soil the altar linen.

- o Prepare bread trays.
 - Place sufficient number of small hosts or breads for communicants on bread trays.
 - Cover bread trays with a lid or a white cloth or napkin (paper or cloth).
 - The bread trays may be left uncovered according to the preference of the chaplain.
- o Position of communion trays and bread trays.
 - Center the prepared communion trays in front of the cross/crucifix in the center of the altar.
 - The bread trays are placed on each side of the communion trays. Center a bread tray between the stack of cup trays and each side of the altar. (If more than two bread trays are used, ensure the arrangement of all bread trays is appropriate and balanced.)
- o Other items to be placed on altar.
 - Place candlestick assemblies on the rear corners of the altar, one at each corner.
 - Center the cross, along rear edge of the altar, between the candlestick assemblies.
 - Place the two collection plates along or near the front corners of the altar (the side nearest to the congregation).

PART B – SET UP A GARRISON CHAPEL FOR COMMON CUP COMMUNION SERVICES

As discussed earlier, **the Common Cup Method** is used by liturgical Protestant faith groups. Figure 3-3 shows the layout for the altar and credence table. Follow the steps on the next page as you prepare the altar and credence table for the common cup method:

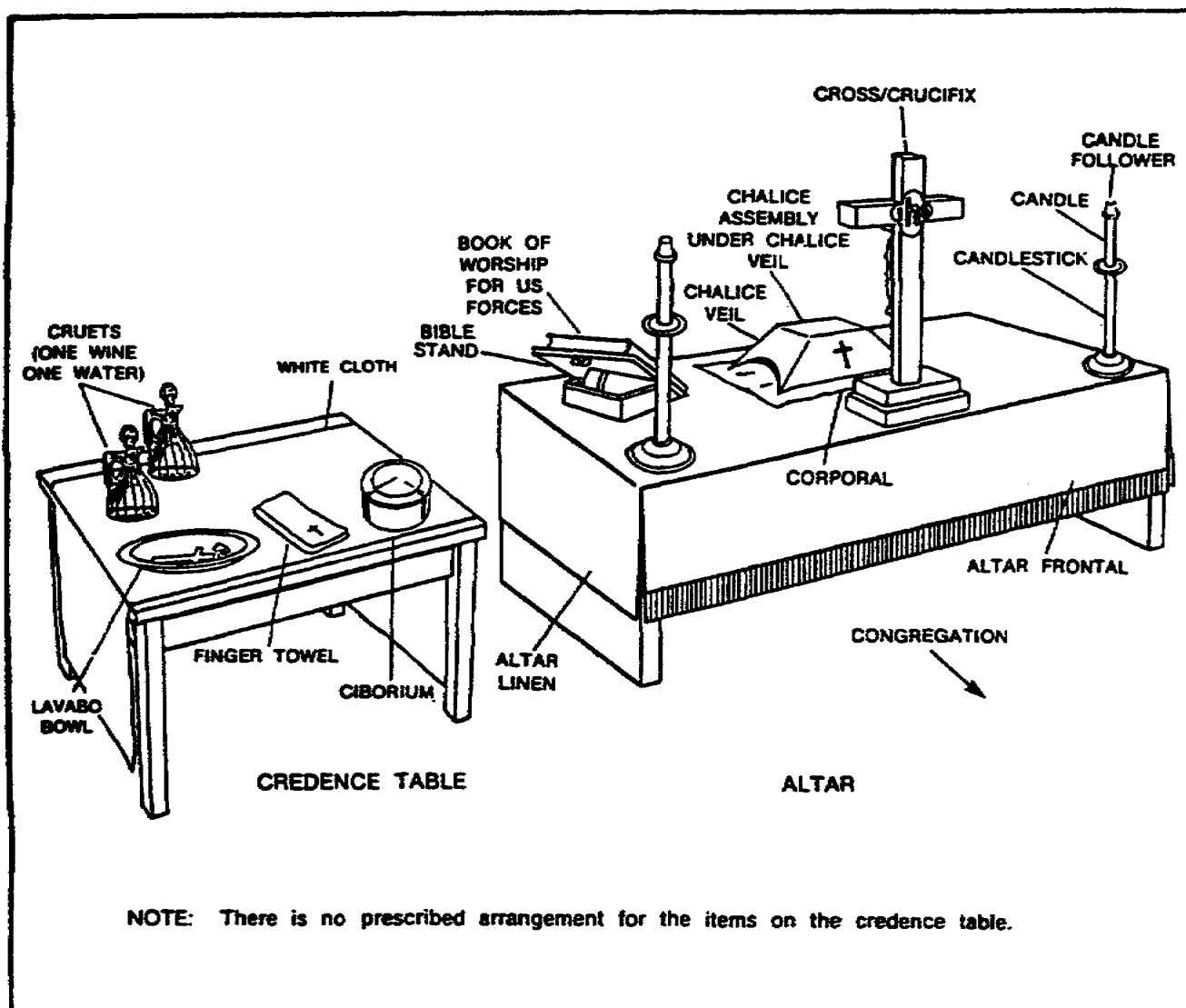


Figure 3-3. Altar and Credence Table Prepared for Common Cup Communion Service.

- o Place the candlesticks near the front corners of the altar (the side nearest to the congregation) and the cross/crucifix centered near the front edge.
- o Center the opened corporal on the rear edge of the altar, with the embroidered cross near the rear of the altar towards the chaplain (Figure 3-4).
- o Center the chalice assembly on top of the opened corporal, with the cross on the chalice facing the rear of the altar towards the chaplain.

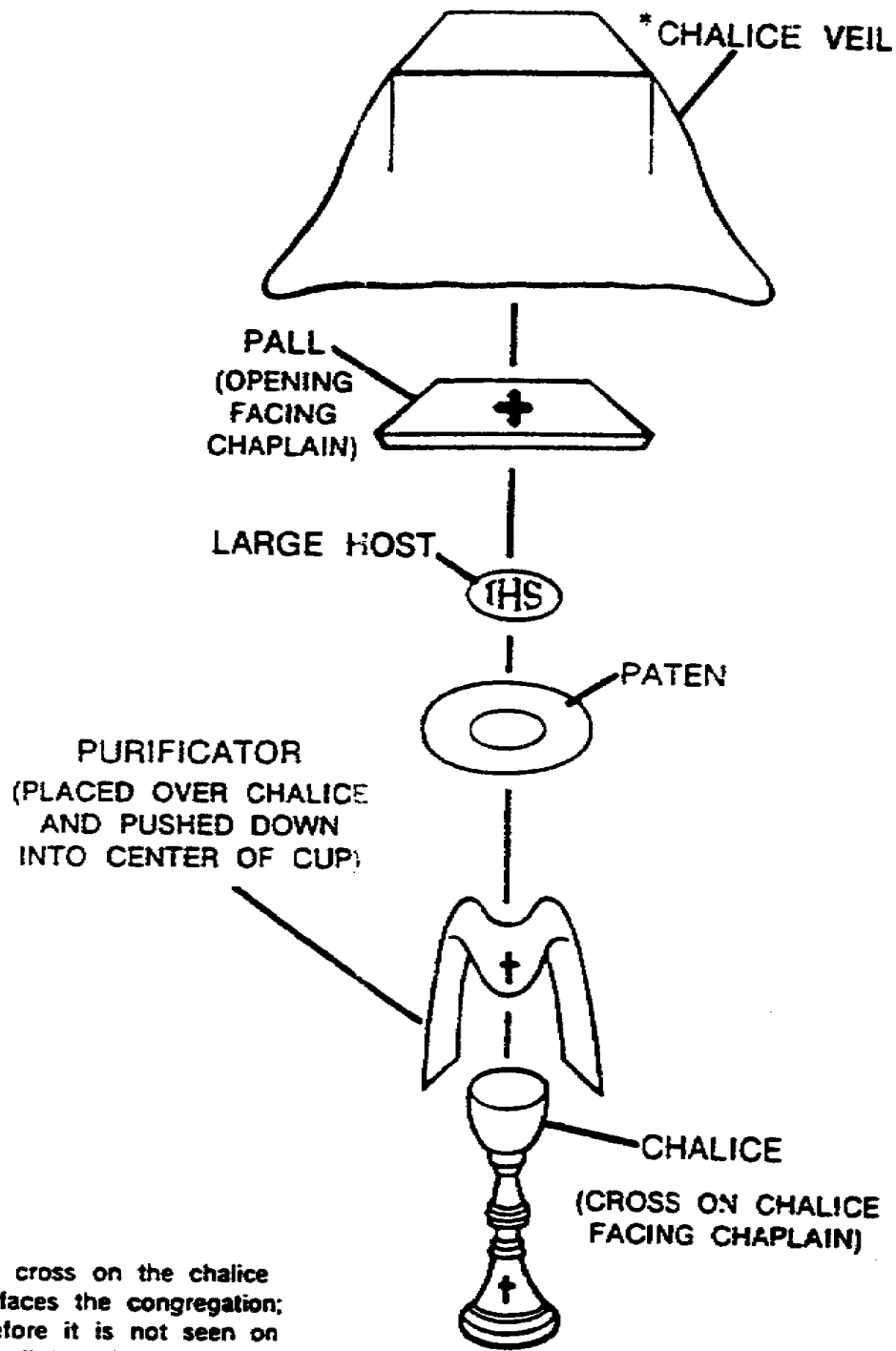


Figure 3-4. Chalice Assembly for Common Cup Communion Service.

- o Ensure the chalice veil is placed neatly over the chalice assembly, with the embroidered cross on the chalice veil facing the congregation. The color of the chalice veil will match the color of the altar frontal.
- o Place the Bible stand (at an angle and facing towards the chaplain) on the altar to the left of the chalice assembly as viewed from the congregation's perspective. The top of the Bible stand should be raised at a 45-degree angle.
- o Place a Book of Worship for US Forces on the Bible stand so the chaplain can read the words from behind the altar while facing the congregation.
- o Place the credence table beside the altar to the right side of the chaplain. Cover the credence table with a white cloth.
- o Place the following items on the credence table:
 - Two cruets (one cruet filled with wine and one cruet filled with water)
 - Lavabo bowl
 - Finger towel
 - Ciborium (with small communion hosts for the congregation)

PART C - SET UP A GARRISON CHAPEL FOR INTINCTION CUP COMMUNION SERVICES

The **Intinction Cup Method** of communion is most commonly used in a field of combat environment. Figure 3-5 shows the altar layout for an intinction cup communion service. You should follow the steps below when you prepare the altar for this method of communion service.

- o Place the candlesticks near the rear corners of the altar (the side farthest from the congregation) and the cross/crucifix centered near the rear edge.
- o Insert the intinction cup inside the chalice and fill the intinction cup with small communion hosts (Figure 3-6).

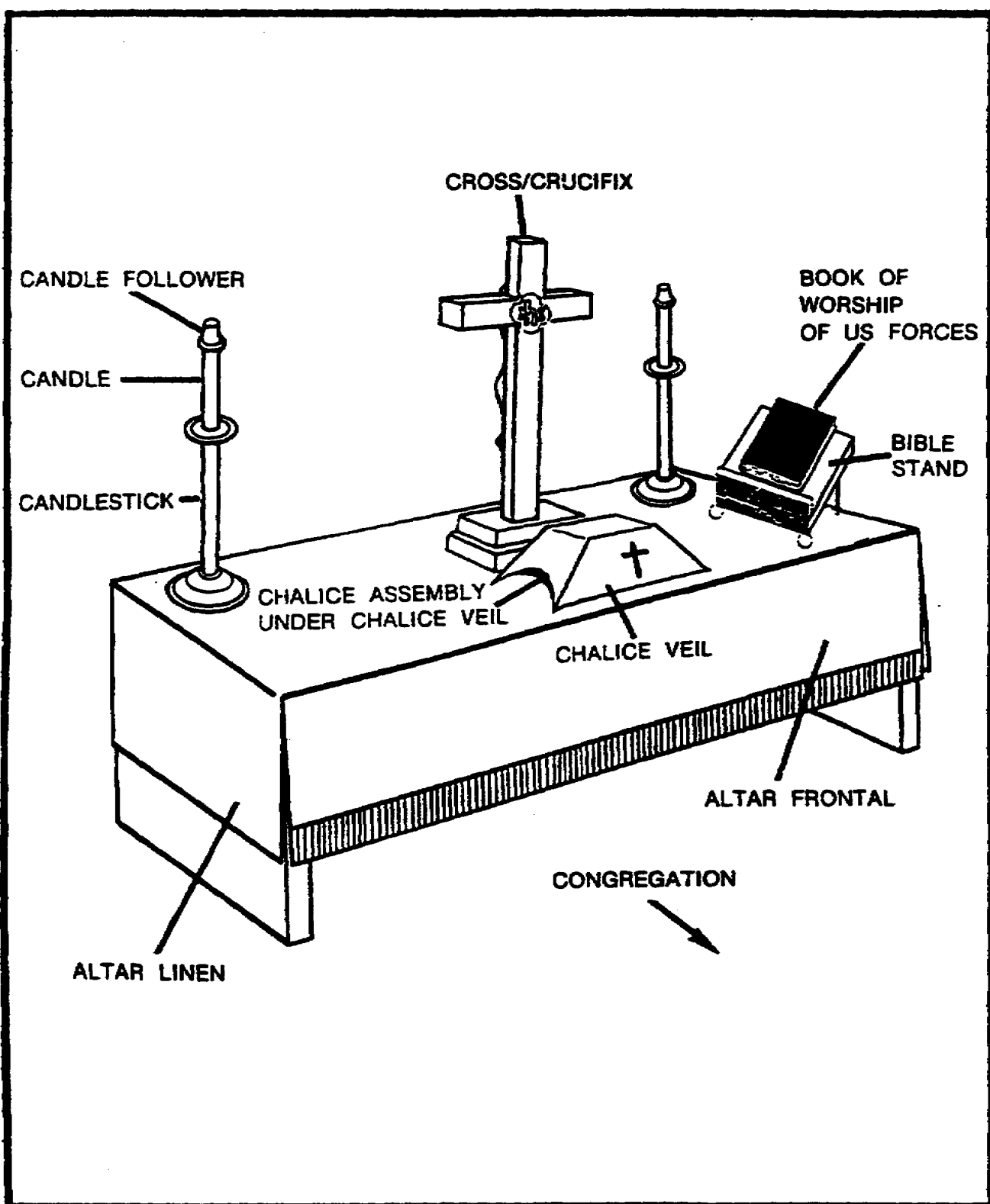


Figure 3-5. Altar Prepared for Intinction Cup Communion Service.

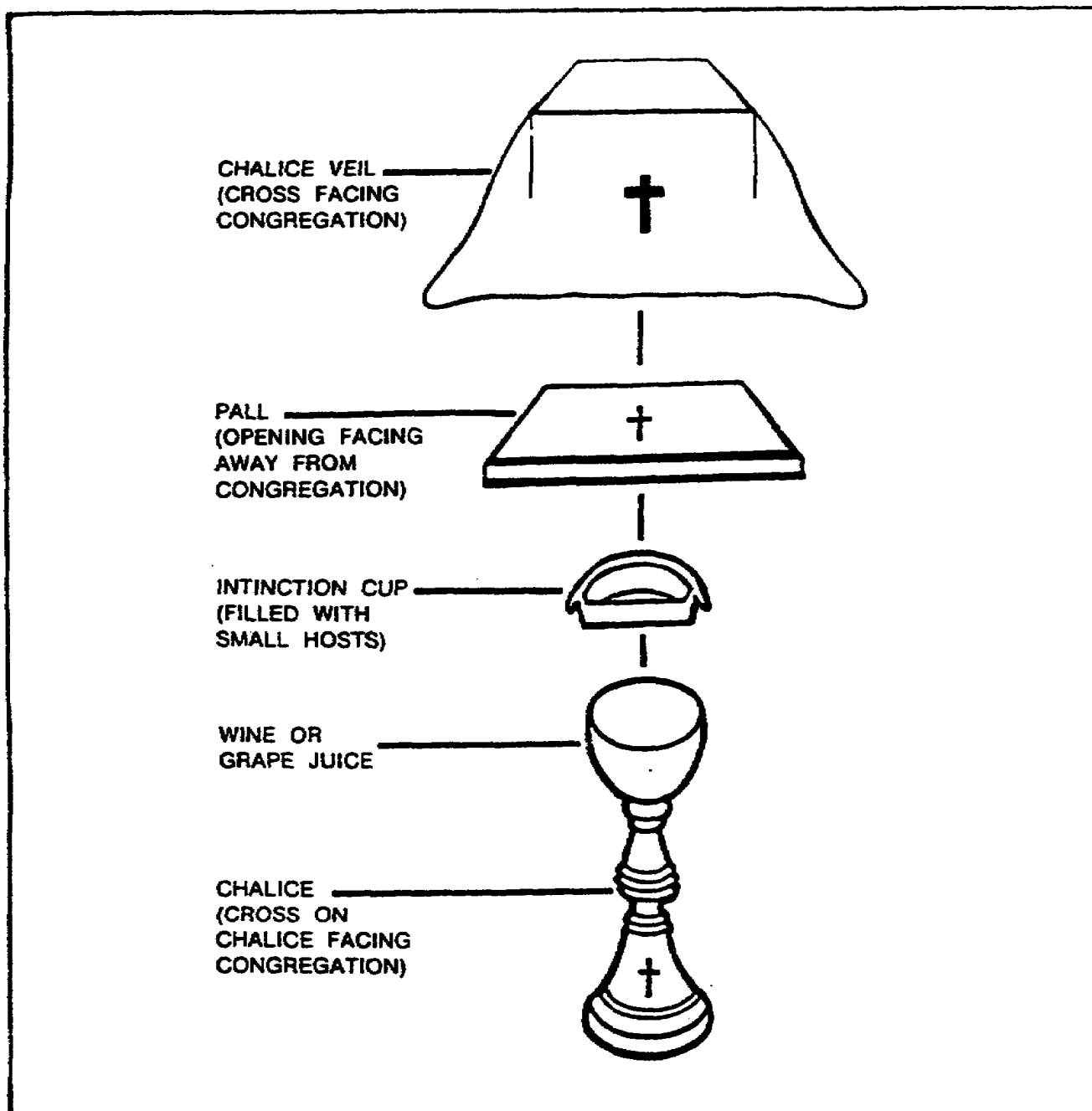


Figure 3-6. Chalice Assembly for Intinction Cup Communion Service.

- o Fill the chalice cup with wine until the wine reaches just below the bottom of the intinction cup.
- o Center the chalice near the front edge of the altar, with the cross on the chalice facing the front of the altar towards the chaplain. No corporal is used underneath the chalice. The chalice, at this point, already contains the wine or the grape juice and the intinction cup (contains the communion hosts), so extra caution needs to be taken when placing the chalice on the altar.
- o Place the pall on top of the chalice (containing the wine or grape juice and the intinction cup containing the communion hosts), with the opening of the pall facing away from the congregation.
- o Place the chalice veil nearly over the chalice and pall, with the embroidered cross on the chalice veil facing the congregation. The color of the chalice veil will match the color of the altar frontal.
- o Place the Bible stand (at an angle and facing towards the chaplain) on the altar to the right of the chalice assembly as viewed from the congregation's perspective. The top of the Bible stand should be raised at a 45-degree angle.
- o Place a Book of Worship for US Forces on the Bible stand so the chaplain can read the words while standing in front of the altar.

Summary.

This concludes lesson three. You should know how to prepare for the individual, common and intinction cup methods of communion service. We discussed the altar preparation procedures that are commonly used for all three methods, as well as those that are different in the three types of service. On the following three pages are checklists for each type service that you can use when you prepare for a communion service. After reviewing all the material in this lesson, you should complete the practice exercise for lesson three. Answer and feedback for the questions in the practice exercise will be provided to show you where further study is required.

CHECKLIST FOR INDIVIDUAL CUP METHOD

1. Ensure the cup and bread trays are clean.
2. Prepare enough cup and bread trays to serve the number of persons anticipated for the service. Have extra cups and hosts available.
3. Place small cups into the holes in the cup trays (see Figure 3-2).
4. Fill the cups not more than 3/4 full by using a commercial cup filler or a crimped paper cup.
 - a. If both wine and grape juice are used in the service, fill the outer two rings of cups in each cup tray with grape juice and the remaining inner cups in each cup tray with wine. (It is suggested that a white wine be used to distinguish it from the grape juice.)
 - b. If only grape juice is used in the service, fill all forty cups in each cup tray with grape juice.
 - c. If only wine is used in the service, fill all forty cups in each cup tray with wine.
 - d. If any wine or grape juice spills onto the trays, wipe it off prior to the service.
5. Stack the filled cup trays no more than four high, place them on the base, and place the cover on the top cup tray.
6. Fill the bread trays. The chaplain will decide whether to use communion hosts, wafers, crackers, or bread. The amount of bread used should be enough to serve a little more than the number of persons anticipated for the service.
7. Prepare the altar for the individual cup method of communion service (see Figure 3-1).

CHECKLIST FOR COMMON CUP METHOD

1. Ensure the chalice and all other communion vessels are clean.
2. Fill one cruet with wine and one cruet with water.
3. Assemble the chalice assembly (see Figure 3-4). The chalice assembly consists of the chalice, purificator, paten, large host, pall, and chalice veil.
4. Fill the ciborium with enough communion hosts to serve the number of persons anticipated for the service. Have extra hosts available.
5. Prepare the altar for the common cup method of communion service (see Figure 3-3).
6. Prepare the credence table (see Figure 3-3).

CHECKLIST FOR INTINCTION CUP METHOD

1. Ensure that the chalice and intinction cup are clean.
2. Place the intinction cup inside the chalice (see Figure 3-6).
3. Fill the intinction cup with enough communion hosts to serve the number of persons anticipated for the service. If the intinction cup will not hold all the hosts needed for the service, put the other needed hosts in a ciborium and place the ciborium next to the chalice. Have extra hosts available.
4. Fill the chalice with either wine or grape juice (whichever is used by the chaplain) ensuring the level of the liquid does not reach the bottom of the intinction cup which is now dividing the inside of the chalice cup in half.
5. Prepare the altar for the intinction cup method of communion service (see Figure 3-5).

LESSON THREE

PRACTICE EXERCISE

The following items will test your grasp of the material covered in this lesson. There is only one correct answer for each item. When you have completed the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study again that part of the lesson which contains the portion involved.

Situation: You are a chaplain assistant assigned to Fort opportunity. As part of your duties, you must set up the garrison chapel for a collective Protestant communion service. You must be familiar with the procedures for individual cup, common cup, and intinction cup communion services.

1. Your unit is preparing to depart for a two week field training exercise. The method of communion service most commonly used in a field environment is the
 - a. common cup.
 - b. individual cup.
 - c. intinction cup.
 - d. common cup with grape juice.
2. You are preparing for an individual cup communion service. You place the two collection plates
 - a. along or near the front corners of the altar (the side nearest the congregation).
 - b. on a credence table in the nave of the chapel.
 - c. along the rear corners of the altar (the side farthest from the congregation).
 - d. equidistant between the candlestick on the front edge of the altar (the side nearest to the congregation).

3. Use the figure. The figure shows
- an altar prepared for an individual cup service.
 - a credence table which is used for an individual cup service.
 - an altar for an intinction cup service.
 - a credence table prepared for a common cup communion service.

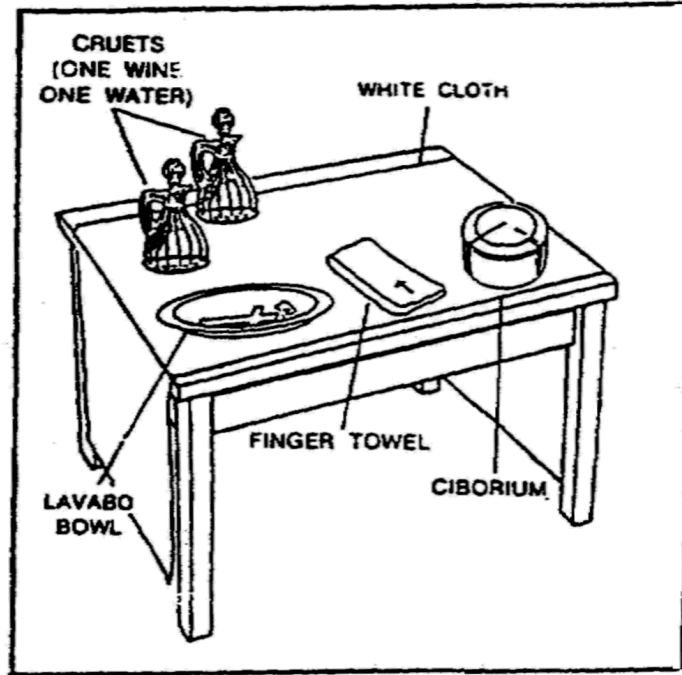


Figure. Preparation for Communion Service.

4. You are preparing for an intinction cup service. When you place the chalice on the altar, the chalice
- is placed on the front edge, with the crucifix facing the front of the altar towards the chaplain.
 - already contains the wine and grape juice and the intinction cup (containing the communion hosts).
 - is positioned behind the cross, which is facing the congregation.
 - already has the chalice veil placed neatly over the chalice and pall with the embroidered Cross facing the congregation.

LESSON THREE

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1.	<p>c. intinction cup.</p> <p>The intinction cup method is most commonly used in a field or combat environment. With this method, the chaplain takes the communion host and dips it into the wine or grape juice in the chalice and then distributes the host to the communicant. (Page 30, 3rd bullet)</p>
2.	<p>a. along or near the front corners of the altar (the side nearest the congregation).</p> <p>You place the two collection plates along or near the front corners of the altar (the side nearest the congregation). (Page 34, 3rd bullet)</p>
3.	<p>d. a credence table prepared for a common cup communion service.</p> <p>You place the credence table beside the altar to the right side of the chaplain. Cover the credence table with a white cloth.</p> <p>o Place the following items on the credence table:</p> <ul style="list-style-type: none">- Two cruets (one cruet filled with wine and one cruet filled with water).- Lavabo bowl.- Finger towel.- Ciborium (with small communion hosts for the congregation). (Page 35, Figure 3-3)
4.	<p>b. already contains the wine and grape juice and the intinction cup (containing the communion hosts.)</p> <p>When you place the chalice on the altar, it already contains the wine or the grape juice and the intinction cup (containing the communion hosts), so extra caution needs to be taken when placing the chalice on the altar. (Page 40, 2nd bullet)</p>

LESSON FOUR

RETURN A GARRISON CHAPEL TO A NEUTRAL SETTING

Soldier's Manual Tasks:

805D-201-1020 Prepare for a Religious Service.

OVERVIEW

TASK DESCRIPTION:

In this lesson you will learn how to return a garrison chapel to a neutral setting.

LEARNING OBJECTIVE:

TASKS: Identify the actions needed to properly neutralize the worship area of a garrison chapel after services.

CONDITIONS: Given the subcourse material for this lesson and a training scenario, the student will complete the practice exercise to identify the actions required to return a garrison chapel to a neutral setting following services.

STANDARDS: The student will demonstrate comprehension and knowledge of the task by identifying the areas of the chapel, how a chapel is used, and how to neutralize the chapel's worship area.

REFERENCES: The material contained in this lesson was derived from the following publications:
STP 16-56M1-SM.
TSP 56M1-P10.

INTRODUCTION

Military chapels are designed or designated for use by the military community for religious services. Their use will be under supervision of the staff chaplain.

Chapels will be used solely for religious services and other activities related to the spiritual and moral welfare of the command.

Military chapels are constructed in one of two ways.

The temporary chapel (Figure 4-1), is a small wooden chapel constructed during the early to mid 1940's to accommodate the

tremendous influx of military personnel during World War II. Seating capacity is 250.

The permanent chapel is constructed on major Army installations to provide for large community participation in a wide range of religious activities. Generally, they were constructed after the Korean War of brick material. Depending on the size of the military community, the capacity ranges from 250 for a small installation to 600 for larger posts.

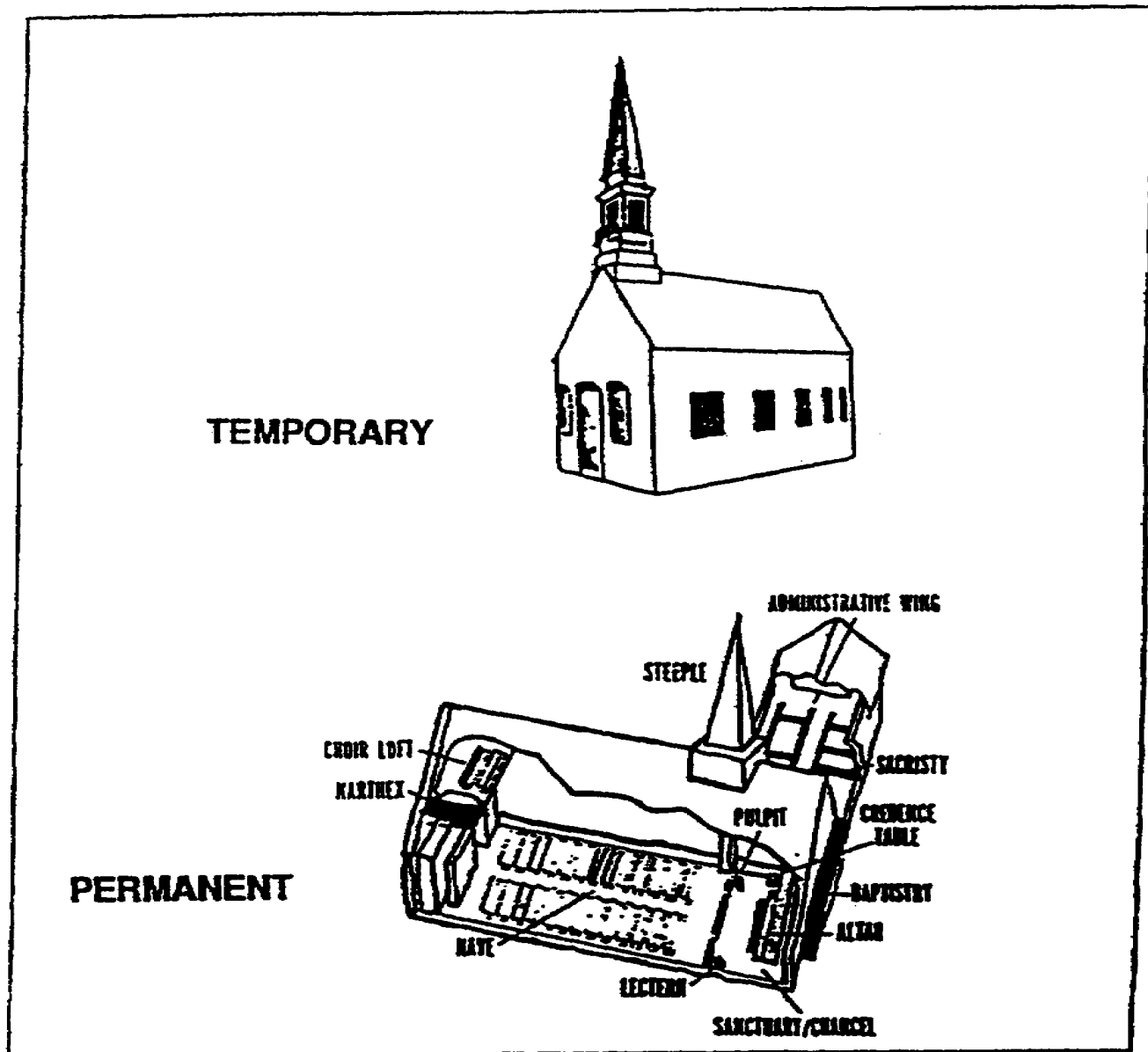


Figure 4-1. Military Chapels.

PART A – IDENTIFY THE AREAS OF A GARRISON CHAPEL

1. Areas of a Garrison Chapel.

A chapel consists of any Government-owned or leased building on land, or a space within a larger facility, that has been designed or designated to be used for worship services.

In order for you, the chaplain assistant, to return the chapel to a neutral setting, it is essential for you to be familiar with the names which are used to designate different parts of the chapel. The areas of the chapel are described below:

- o **Narthex.** This is a vestibule leading to the nave of a chapel. It is the area immediately inside the front door of the chapel. The narthex is also called the entrance area of the chapel and is separate from the nave or main seating area of the chapel (Figure 4-2).

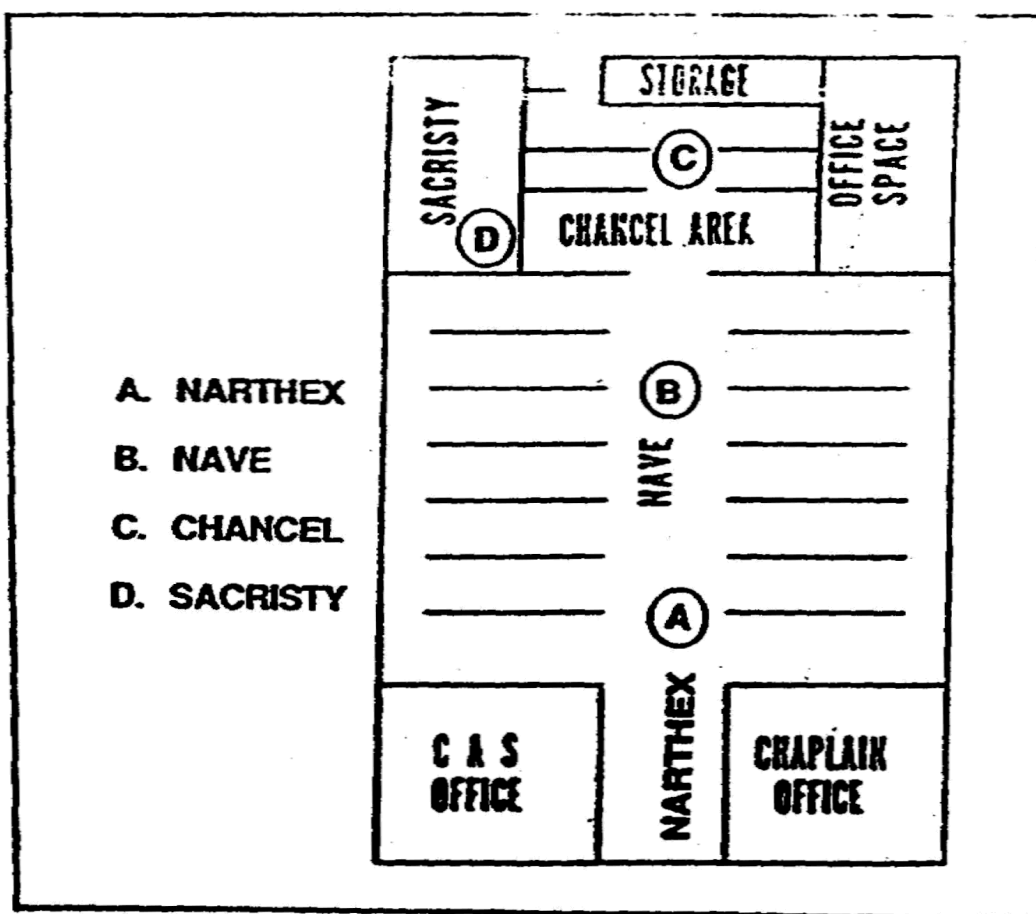


Figure 4-2. Areas of the Chapel.

- o **Nave.** This is the main part of the interior of a chapel. The area where the congregation worship or assemble. The main seating area inside the chapel sanctuary. The word “nave” in the Latin language means “ship”. The chapel building is often symbolized in art as a galley (ship) containing pew-like benches (Figure 4-2).
- o **Chancel.** The most sacred part of a religious building. It is the area of the chapel around the altar. The chancel, also called the altar area, is usually separated from the rest of the chapel sanctuary by an altar rail (Figure 4-2).
- o **Sacristy.** This is a room in a chapel where sacred vessels and vestments are kept and where the clergy vests (Figure 4-2).

2. Summary.

This concludes the explanation of the parts of the chapel. We covered the narthex, nave, chancel, and sacristy. We will now cover how a chapel is used.

PART B – IDENTIFY THE WAYS IN WHICH A GARRISON CHAPEL IS USED

1. General.

The chapel is used for the various worship services and religious activities listed below.

- o **Worship Services.**
- o **Religious Education.**
- o **Bible Studies.**
- o **Religious Organizations.**
- o **Sacraments.**

Throughout the military, hundreds of thousands of people from over a hundred religious faiths and distinct faith groups use the chapel each week. They are participating in many varied activities which range from religious services of all descriptions to religious education, Bible studies and retreats.

Participants are not only the active duty military personnel, but their dependents as well. In addition, many retired and disabled veterans and their dependents are serviced by the chapel. Also, civilians working for the Department of Defense use the chapel facility.

The chaplain and you, the chaplain assistant, are the facilitators, managers, and leaders of the programs. Your roles are to ensure the best possible environment for religious practices is available to the community.

2. Summary.

This concludes the discussions on how the chapel is used. We mentioned specific areas of use such as worship services and Bible studies. Your role as a facilitator and manager which is to ensure the best possible use of the chapel in support of the community's religious needs was also covered. We will now move to neutralizing the chapel worship area.

PART C - IDENTIFY HOW TO NEUTRALIZE A GARRISON CHAPEL'S WORSHIP AREA AFTER SERVICES

1. Neutralize Worship Area.

A neutral setting is required when there is no service scheduled to follow the last service of the day. The chapel then becomes a place where people of any faith can come to meditate or pray silently. To neutralize the worship area you:

- o Remove all items from the altar.
- o Remove all distinct faith group literature, publications, and bulletins from pews. Bibles and hymnals will remain in the pews.
- o Cover all fixed distinct faith group symbols.
- o Remove distinct faith group items from the worship area (stations of the cross, icons, pictures, flags, etc.).
- o Cover stained glass windows that have distinct faith group symbols, with curtains, cloth, or paper.
- o Remove antependium from pulpit and lectern.

2. Between Services.

To neutralize the worship area between services you:

- o Remove all items from the altar except the items that can be used by the service that is to follow.
- o Store items removed from the altar in the appropriate place.

Basically all services utilize the chancel area of the chapel to perform their worship services. When there is a succession of services within the day, the following variation of the altar arrangement will apply.

- o Remove all items from the altar and store them in the appropriate place (example: altar frontal, fair linen, and two candlestick assemblies, except if there is a service following that can utilize the items).

A checklist on preparing the chapel in a neutral setting is provided on the next page for your use.

3. Summary.

This concludes lesson four. In this lesson we discussed temporary and permanent chapels, and the four areas of the chapel, (narthex, nave, chancel, and sacristy). We also covered the ways chapels are used, and the actions you must take to neutralize the chapel worship area. After reviewing all the material in this lesson, you should complete the practice exercise for lesson four. Answer and feedback for the questions in the practice exercise will be provided to show you where further study is required.

CHECKLIST FOR PREPARING THE CHAPEL IN A NEUTRAL SETTING

- o Remove all items from altar. This includes altar hangings and altar linen.
- o Remove distinct faith group literature, publications, and bulletins from pews. (Chapel worship service schedules can remain in the pews.)
- o Cover all permanently installed distinct faith group symbols.
- o Remove distinct faith group items from the worship area (for example, stations of the cross, icons, pictures, and chapel flag).
- o Cover with curtains, cloth, or paper any stained-glass windows that have distinct faith group symbols.
- o Remove antependia from pulpit and lectern.

LESSON FOUR

PRACTICE EXERCISE

The following items will test your grasp of the material covered in this lesson. There is only one correct answer for each item. When you have completed the exercise, check your answers with the answer key that follows. If you answer any item incorrectly, study again that part of the lesson which contains the portion involved.

Situation: You are a chaplain assistant assigned to Fort Opportunity. A religious service has been completed, and you must now return the garrison chapel to a neutral setting.

1. You are identifying areas of a garrison chapel. The chancel is
 - a. the most sacred part of a religious building (the area around the altar).
 - b. a Latin word which means "ship" (the main seating area inside the chapel sanctuary).
 - c. the vestibule leading to the nave of a chapel.
 - d. the entrance area of the chapel.
2. You must layout the chaplain's vestments in the room where the chaplain vests. You
 - a. place the vestments in the nave.
 - b. lay the items out in the chaplain's office.
 - c. place the items in the sacristy.
 - d. lay the items out in the baptistery.
3. You are neutralizing the worship area, you
 - a. relocate the antependium from the pulpit to the lectern.
 - b. remove all items from the altar.
 - c. cover all distinct faith group symbols except stained glass windows.
 - d. ensure that Bibles and hymnals are removed from the pews.

4. You are preparing the chapel in a neutral setting. When you remove distinct faith group literature, publications, and bulletins you
 - a. ensure all hymnals are removed from the pews.
 - b. can leave chapel worship service schedules in the pews.
 - c. can leave in the pews those distinct faith group publications that do not have a religious symbol on the cover.
 - d. remove from the pews all distinct faith group publications, literature and bulletins, except those that belong to the faith groups that normally use the chapel.

LESSON FOUR

PRACTICE EXERCISE

ANSWER KEY AND FEEDBACK

<u>Item</u>	<u>Correct Answer and Feedback</u>
1.	<p>a. is the most sacred part of a religious building (the area around the altar).</p> <p>The chancel is the most sacred part of a religious building. It is the area of the chapel around the altar. The chancel, also called the altar-area, is usually separated from the rest of the chapel sanctuary by an altar rail. (Page 50, 2nd bullet)</p>
2.	<p>c. place the items in the sacristy.</p> <p>The sacristy is a room in a chapel where sacred vessels and vestments are kept and where the clergy vests. (Page 50, 3rd bullet)</p>
3.	<p>b. remove all items from the altar.</p> <p>A neutral setting is required when there is no service scheduled to follow the last service of the day. The chapel then becomes a place where people of any faith can come to meditate or pray silently. One of your actions to neutralize the worship area is to remove all items from the altar. (Page 51, 1st bullet)</p>
4.	<p>b. can leave chapel worship service schedules in the pews.</p> <p>When you prepare the chapel for a neutral setting you remove distinct faith group literature, publications, and bulletins from pews. However, chapel worship service schedules can remain in the pews. (Page 53, 2nd bullet)</p>

USACHCS SUBCOURSE CH0816

Physical Set-Up for Religious Services in Garrison 1

Examination

Materials needed to take the examination:

Subcourse booklet, one ACCP Examination Response Sheet, and one No. 2 lead pencil.

Instructions to the student:

This test is intended to check your understanding of the actions necessary to physically set-up for religious services in a garrison chapel. Questions will be asked on how you would prepare the chapel for a Catholic Mass, a collective Protestant service, a collective Protestant communion service, and return the chapel to a neutral setting.

All questions are multiple-choice. There is only one correct response to each question. Remove the ACCP Examination Response Sheet from the envelope attached to the back of the subcourse. Fill out the information requested in the heading, then proceed to the questions. Read each question carefully. For each test item, select the choice you think answers the question correctly and mark your response using a No. 2 lead pencil. Be sure to check your Examination Response Sheet after you complete the test. After studying the subcourse lessons, it will be beneficial to you to answer all test questions before referring back to the lessons. After you have completed the test, place the Examination Response Sheet in the self-addressed envelope provided and mail it to the Institute for Professional Development (IPD) for scoring. IPD will send you a copy of your scores.

The following situation applies to questions 1 through 8.

Situation: You are a chaplain assistant assigned to the Post Chapel at Fort Opportunity. As part of your duties, you must prepare the chapel for the Catholic chaplain to say Mass.

1. In preparing for the Mass, you must consult the ordo. In doing this, you
 - a. determine the number of ciborium to place on the altar.
 - b. find out how many missalettes are required for the Mass.
 - c. determine the correct liturgical color for the Mass.
 - d. learn where to place the antependium.

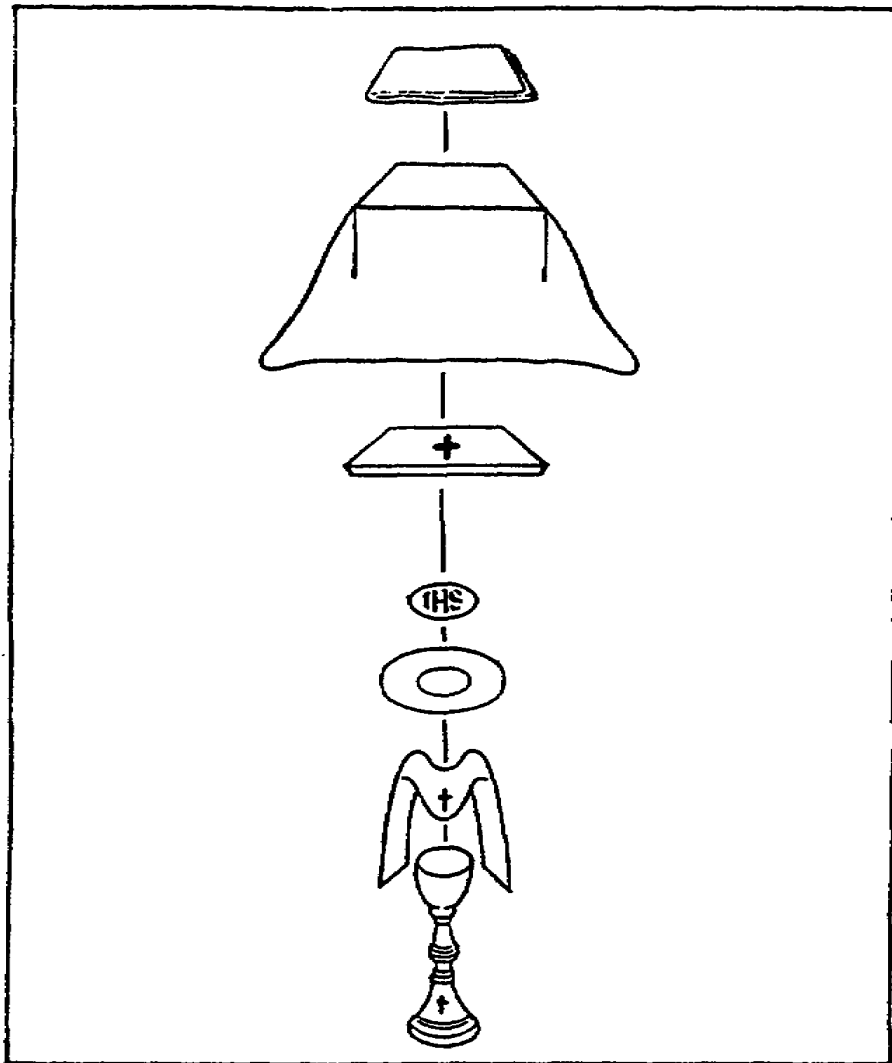


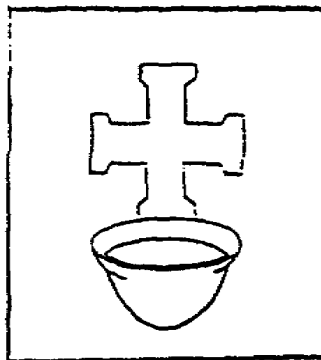
Figure 1.

2. The ecclesiastical equipment shown in Figure 1 would be placed on the offertory table when preparing for Catholic Mass. Identify this piece of ecclesiastical equipment.
- a. Communion paten.
 - b. Chalice assembly.
 - c. Ciborium.
 - d. Lavabo boat.

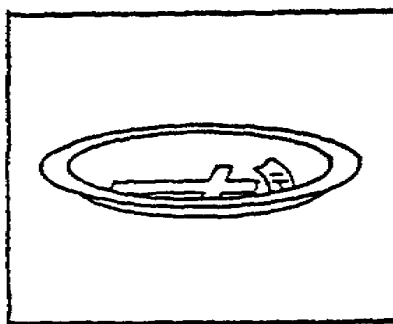
3. You must set up the chapel for the Catholic Mass. To correctly position the missalettes for the service, you
 - a. place them on the offertory table.
 - b. put them on the altar.
 - c. put them on the communion paten.
 - d. place them on a table near the entrance of the chapel.
4. You are preparing the chapel for Catholic Mass and the offertory table is not being used. In preparing for the service, you
 - a. place the items normally found on the offertory table on the credence table with the exception of the tongs.
 - b. put all the items normally placed on the offertory table on the credence table.
 - c. place the items usually found on the offertory table on the altar with the exception of the cruets.
 - d. put all the items normally placed on the offertory table on the altar.

5. You are preparing the chapel for Catholic Mass. In setting up the chapel, you must place the lavabo boat on the credence table. Identify the lavabo bowl.

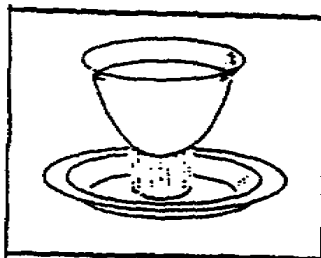
a.



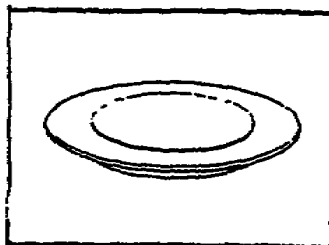
b.



c.



d.



6. In preparing for the Mass, you must prepare the credence table. To cover the credence table, you
 - a. use the color cloth indicated by the liturgical calendar.
 - b. cover the table with a green cloth.
 - c. put a red cloth over the credence table.
 - d. cover the credence table with a white cloth.
7. In preparing the chalice assembly for the Mass, you
 - a. place the corporal between the chalice veil and the pall.
 - b. put the purificator between the large host and the paten.
 - c. turn the chalice so the cross on the chalice faces the congregation.
 - d. put the large host between the pall and the paten.
8. In setting up the chapel, you must ensure that the liturgy for the service to be celebrated is placed in its proper position. To do this, you
 - a. place the lectionary on the altar.
 - b. center the sacramentary on the altar.
 - c. put the missalette on the pulpit.
 - d. put the ordo on the pulpit.

The following situation applies to questions 9 through 16.

Situation: You are a chaplain assistant assigned to the garrison chapel at Fort Opportunity. In the course of your assigned duties, you must prepare the chapel for a collective Protestant service.

9. In preparing the chapel for a collective Protestant service, you must make arrangements for the collection of the offering. To do this, you
 - a. place the collection plates on a table in the narthex for the ushers' use.
 - b. put the collection plates along the rear of the altar between the cross and the candlestick assembly.
 - c. place a collection plate centered between the Holy Bible and each side of the altar.
 - d. put the collection plates on a small table to the left of the altar.

10. In preparing the chancel area for a collective protestant service, you must place the U.S. and the Christian chapel flags. To correctly position these flags, you
 - a. put the U.S. flag on the congregation's left and the Christian chapel flag on the congregation's right at the rear of the chancel area.
 - b. put the U.S. flag on the congregation's right and the Christian chapel flag on the congregation's left at the rear of the chancel area.
 - c. put the U.S. flag on the congregation's left and the Christian chapel flag on the congregation's right at the front of the chancel area.
 - d. put the U.S. flag on the congregation's left and the Christian chapel flag on the congregation's right with both flags centered behind the altar in the chancel area.
11. The chaplain has given you his message that he has prepared for the service and asked you to position it for his use during the service. You
 - a. place the message on the pulpit.
 - b. position the message on the lectern.
 - c. put the message on the altar next to the Bible.
 - d. place the message on the chaplain's chair.
12. An important part of your preparation of the altar area for the service is to
 - a. properly align the Bibles and hymnals.
 - b. inspect the altar area from the congregation's perspective.
 - c. inspect the narthex for cleanliness.
 - d. ensure the chaplain's vestments are available in the vesting room.
13. As you prepare for the service, the chaplain indicates that he would like to use vases of flowers in the chancel area for the service. To correctly position the flowers, you
 - a. put the vases of flowers on small pilasters on each side of the altar.
 - b. place the flower vases on stands with one stand beside the lectern and the other stand beside the pulpit.
 - c. put the vases of flowers on telamons at the left and right front of the chancel area.
 - d. place the flower vases centered between the cross and each candlestick assembly along the rear edge of the altar.

14. To prepare the nave for the worship service, you must, in addition to removing all trash from the pews,
- place a supply of the current worship service bulletins in each pew.
 - put a supply of missalettes in each pew for the use of the worshipers.
 - align the Bibles and hymnals uniformly in the pews.
 - mark the position of the readings for the service in the pew Bibles.
15. In preparing the chapel for the worship service, you must place the antependia
- between the Bible and the Bible stand on the altar.
 - over the altar frontal.
 - on the chapel wall behind the cross.
 - on both the pulpit and the lectern.
16. You would identify a surplice as a
- black robe which is the most common Protestant vestment used by chaplains.
 - mid-length, poncho-like , white linen piece worn over the cassock.
 - fitted black garment, buttoning all the way to the floor.
 - scarf which may be worn with either the chaplain's uniform or a cleric's robe.

The following situation applies to questions 17 through 23.

Situation: You are a chaplain assistant assigned to Fort Opportunity. As part of your duties, you must set up the garrison chapel for a collective Protestant communion service. You must be familiar with the procedures for individual cup, common cup, and intinction cup communion services.

17. You are preparing for an individual cup communion service using both wine and grape juice. To prepare the trays, you
 - a. fill one tray with wine and the other with grape juice.
 - b. fill the outer two rings with wine and the inner rings with grape juice.
 - c. fill the outer two rings with grape juice and the inner rings with wine.
 - d. fill the outer ring with wine and the remaining rings with grape juice.
18. In preparing the altar for an individual cup communion service, you
 - a. center the bread trays in front of the cross in the center of the altar.
 - b. center the stack of communion set cup and trays in front of the cross in the center of the altar.
 - c. place the candlesticks near the front corners of the altar.
 - d. place the collection plates near the rear corners of the altar.
19. As part of the preparation of the chancel area for a common cup communion service, you
 - a. put a Book of Worship for U.S. Forces on the Bible stand.
 - b. position the credence table beside the altar to the left side of the chaplain.
 - c. place the Bible stand to the right of the chalice assembly as viewed from the congregation's perspective.
 - d. center the chalice assembly on top of the altar with the cross on the chalice facing the congregation.

20. In preparing the altar for a common cup communion service, you
- place two collection plates along the front corners of the altar.
 - put two cruets (one cruet of wine and one of water) on the front left corner of the altar as viewed from the congregation.
 - place the lavabo bowl and finger towel on the front right corner of the altar as viewed from the congregation.
 - position the candlestick assemblies near the front corner of the altar and the cross centered near the front edge.



Figure 2.

21. Identify the item shown in Figure 2 which is part of the chalice assembly that is used during an intinction cup communion service.
- Chalice veil.
 - Intinction cup.
 - Chalice.
 - Chalice veil.
22. To position the Book of Worship for U.S. Forces for an intinction cup communion service, you
- place the Book of Worship on the pulpit.
 - put the Book of Worship on the lectern.
 - place it on the Bible stand so the chaplain can read the words while standing in front of the altar.
 - place the Book of Worship in the chaplain's chair so it will be convenient during the service.
23. In preparing the chalice assembly for an intinction cup communion service, you place the intinction cup
- between the chalice and the altar.
 - between the chalice and the pall.
 - on top of the pall and under the chalice veil.
 - on top of the chalice veil.

The following situation applies to questions 24 through 30.

Situation: You are a chaplain assistant assigned to Fort Opportunity. A collective Protestant service has been completed, and you must now return the garrison chapel to a neutral setting.

24. Military chapels are designed or designated for use by the military community for religious services. Their use will be under the supervision of
- the post commander.
 - the staff chaplain.
 - a chaplain's assistant.
 - the post operations officer.
25. The chaplain and you are leaders and facilitators of the religious programs for the garrison chapel. In this position, you
- serve as a point of contact between the post commander and the post's religious community.
 - are primarily responsible for the physical condition of the chapel and its upkeep.
 - conduct appropriate religious services in the absence of the chaplain.
 - ensure the best possible environment for religious practices is available to the community.
26. In returning the chapel to a neutral setting following services, you
- remove all distinct faith group literature from the pews except the Bibles and hymnals.
 - remove all literature including Bibles and hymnals from the pews.
 - ensure that the proper antependium is in place on the pulpit and lectern.
 - ensure only the cross/crucifix is in place on the altar.

27. It is important for you to neutralize the chapel after services because
- a. some people may be offended if they come in and find distinct faith group items visible in the chapel.
 - b. Army Regulations require that the chapel be returned to a neutral setting following services.
 - c. failure to neutralize the chapel might give the impression that one group is being favored over others.
 - d. the chapel is a place where people of any faith can come to meditate and pray silently.
28. In order to neutralize the chapel, you must know the various parts of the chapel. The nave of the chapel is
- a. a vestibule leading to the main part of the chapel.
 - b. the part of the chapel in which the altar is placed.
 - c. the main part of the interior of the chapel.
 - d. a room in the chapel where sacred vessels and vestments are kept.
29. The chapel at Fort Opportunity is designated by the Army as a temporary chapel. This means that it is
- a. a wooden building with a seating capacity of approximately 250.
 - b. a room in one of the operations buildings which has been designated to serve as the garrison chapel.
 - c. a tent or Quonset hut being used while a permanent chapel is being constructed.
 - d. a brick building with a seating capacity of between 250 and 600.

30. Identify the area of the chapel indicated by an arrow in Figure 3.

- a. Narthex.
- b. Nave.
- c. Chancel.
- d. Sacristy.

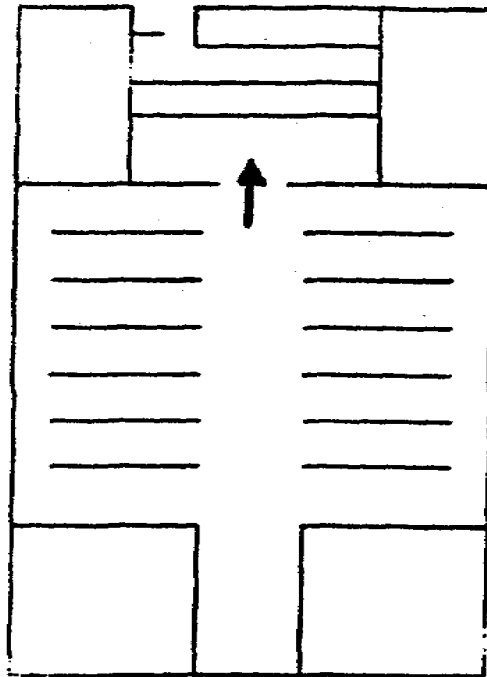


Figure 3.