

CHAPTER 31

RELIGION AND BELIEF

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CHAPTER 31**RELIGION AND BELIEF****3101. Introduction**

Religious belief is treated as a private matter, but recognising the unique and demanding circumstances of Service life, the Armed Forces aim to facilitate and support individuals' spiritual needs. Further information regarding the Naval Chaplaincy Service can be found in the following publications:

- a. BRd 2 - The Queen's Regulations for the Royal Navy.
- b. BR 439 - Royal Naval Chaplaincy.

3102. Diversity Policy for Religion and Belief

- a. The Royal Navy's Diversity and Inclusion policy is at Chapter 30.
- b. The policy is that religion is a private life matter lived out by individuals and communities within the public arena. In order to recognise and harness individual difference and to remove any barriers which might prevent people from joining the Armed Forces, the aim is to give those who wish to do so the opportunity to practise their religious observances wherever possible, subject to vital considerations of operational effectiveness, health and safety and business needs. It is important that in applying this policy the needs of individuals are balanced with those of their colleagues and the organisation as a whole.

3103. Equality Act 2010

- a. The Equality Act protects everyone from discrimination on grounds of their religion or belief including Christians, Muslims, Jews, Hindus, Sikhs, Buddhist and members of other religions, as well as Humanists and atheists.
- b. The Act requires public bodies to have due regard to the need to eliminate discrimination, harassment, and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations.

3104. Religious Observances at Work

- a. Religious belief is treated as a private matter but, recognising the unique and demanding circumstances of Service life, the Armed Forces aim to facilitate and support individuals' spiritual needs. The Armed Forces make every effort to respect and accommodate religious or belief requirements subject to vital considerations of operational effectiveness and health and safety. Individuals may need to be flexible, however, particularly when this is in the interests of their own safety or that of their colleagues.

- b. Commanding Officers and line managers should consider whether policies, rules or procedures indirectly discriminate against service personnel of particular religions or beliefs and, if so, whether changes might be made. Most needs will require little or no change.
- c. Service personnel should not be compelled to attend religious services, be that of their own belief or one different to their own.
- d. Service personnel are required to attend Parades, Divisions and other ceremonial events or musters of the Ship's Company which may, by long standing tradition, include short services of worship, prayer or reflection. They are required to follow all Parade Orders including the removal of headdress (except as detailed at Para 3825 sub para g), and to remain on Parade as ordered for the duration of the service. They are not required to follow the actual act of worship, prayer or reflection.

3105. Facilities for Prayer during the Working Day

- a. The Equality Act 2010 does not state that employers must provide time off or facilities to enable personnel to meet religious observances in the workplace. Reasonable requests must be considered objectively, however, and met wherever practical. Indeed, blanket policies or refusals may constitute indirect discrimination unless justifiable as a proportionate means of achieving a legitimate aim (eg. where the granting of leave for a religious holiday would substantially impact on a unit's or department's need).
- b. Some religions require their followers to pray at specific times during the day. Although the Act does not specifically require the provision of time and facilities (such as a quiet room) for religious or belief observance in the workplace, it is MOD policy to make such provision where circumstances allow. Individuals should discuss their needs with their Commanding Officers or line managers and every effort should be made to accommodate such needs. Time off for religious observances such as a prayer session during exercises or operations may have to be delayed or deferred due to unit activities. Wherever practicable, areas for worship or contemplation should be made available in all MOD buildings and Service establishments, including ships and submarines. Personnel will normally be expected to use break times for their religious observances.

3106. Requests for Leave for Religious Festivals/Holidays

- a. Many religions or beliefs have special festivals or spiritual observance days and an individual may request annual leave to celebrate festivals or attend ceremonies. Commanding Officers and line managers should make every effort to allow individuals time-off to celebrate religious festivals or holidays¹.

¹ JSP 760, Section 6 - Sacred Festivals.

- b. Requests for annual leave for religious festivals or holidays need to be considered objectively and Commanding Officers and line managers should bear in mind the need to avoid indirect discrimination. Care should be taken to ensure that, where there are numerous requests for leave at the same time, decisions on who should or should not be allowed leave are made according to fair and objective criteria with a mind to the need not to indirectly discriminate. It is important not to make assumptions on the basis of an individual's religion or perceived religion (for example that non-Christians will be prepared to work during the Christmas holiday period).
- c. The practice of operating a holiday system whereby the unit closes for specific periods when all personnel must take leave may be indirectly discriminatory in preventing individuals from taking leave at times of specific religious significance. Such indirect discrimination, however, will not be unlawful if it can be justified as legitimate and proportionate for operational reasons.
- d. Individuals should give as much notice as possible when requesting leave and bear in mind that a number of their colleagues may request leave at the same time.

3107. Dress

The Royal Navy recognises the need to observe specific codes of dress and appearance in accordance with particular religious beliefs. Naval Uniform Regulations cover this at Chapter 38 of this BR, notably at Para 3817 - Para 3821 and at Section 2 (Cultural and Religious Differences).

3108. Dietary Needs

The Armed Forces make every effort to cater for all special religious dietary requirements, and vegetarian options or Halal or Kosher meals can be provided in Service Mess facilities. It should be noted that the preparation of Kosher food by Mess staff in strict observance of the Jewish faith cannot be guaranteed. This also applies to the preparation of Halal food with regard to the Muslim faith. Vegetarian, Halal and Kosher Operational Ration Packs are normally readily available for operations and exercises, however, in some circumstances or operations it may not be possible to guarantee this. Sikh Service personnel require an alternative meat selection to the Halal or Kosher option.

3109. Fasting

Some religions require their followers to undergo extended periods of fasting (eg. Muslims fast during Ramadan). In the Armed Forces, fasting should normally be allowed although there may be some operational circumstances when the physical demands on an individual are high and fasting would be hazardous and inappropriate. Care should be taken to ensure that permitting an individual to undertake a fast does not place unreasonable burdens on other personnel.

3110. Spiritual Needs of Personnel

- a. Commissioned Armed Forces Chaplains, both full-time and reservist, are currently drawn from the main Christian denominations to which the majority of Service personnel belong. They have a responsibility to provide spiritual and pastoral care for all Service personnel and their families, both for those within their own denomination and faith and for those who profess no religious affiliation. Additionally there are civilian, part-time, Officiating Chaplains to the Military (OCM), who provide support on a local level.
- b. The Armed Forces have appointed five full-time World Faith Chaplains from the Buddhist, Hindu, Jewish, Muslim and Sikh faiths. They advise on matters specific to those faith groups, provide internal advice to MOD and raise awareness of their faith traditions within the Armed Forces. They are administered through the Royal Army Chaplains' Department but can be contacted through any military chaplain.

3111. Chaplain of the Fleet (COTF)

- a. The Naval Chaplaincy Service (NCS) is led and managed by the COTF who is responsible to the First Sea Lord and Chief of Naval Staff (1SL/CNS) for the provision of a Chaplaincy Service. In this role the COTF ensures that the spiritual and pastoral needs of all Service Personnel, including those of the main World Faiths and those of none, are met. The COTF is responsible for enhancing the Moral Component of Operational Capability through the delivery of sufficient, capable and motivated chaplains.
- b. The COTF is line-managed by the Fleet Commander as the Operational Head of the RN. COTF is also a member of the Armed Forces Chaplaincy Policy Board (AFCPB) along with the Army and RAF Heads of Chaplaincy Services (HoCs). The AFCPB provides a forum for decision making across the three Armed Forces' Chaplaincy Services.
- c. The COTF is part of Navy Command Headquarters (NCHQ) and routinely engages at the 2* level. The COTF is therefore afforded 2* status for official entitlement purposes. A copy of COTF's ToRs may be found in BR 439.

3112. Naval Chaplaincy Service Organisation

- a. The Deputy Chaplain of the Fleet (DCOTF) is responsible to COTF for the delivery and operational capability of the NCS.
- b. The career management of chaplains is undertaken on behalf of COTF by the Executive Assistant (EA).
- c. The three denominational groupings (Anglican, Roman Catholic and Church of Scotland and Free Churches) are each headed by a Principal Denominational Chaplain (PDC) appointed by their Sending Church or Group. They are responsible for ecclesiastical issues and ecclesiastical discipline only.

- d. The Staff Chaplain (Operations) (SC(Ops)) is responsible for all Chaplains in deploying assignments and reports to the DCOTF. ToRs for SC(Ops) may be found in BR 439.
- e. The Staff Chaplain (Recruitment and Training) (SC(R&T)) is responsible for the recruitment of civilian clergy into the NCS. SC(R&T) is also responsible for the training of New Entry Chaplains (NECs), along with the through life training of Regular Chaplains in the NCS. SC(R&T) reports to DCOTF and a copy of their TORs may be found in BR 439.
- f. The NCS's Professional Development Officer (NCS PDO) assists SC(R&T) in the development of the education, training and formation of all Naval Chaplains. NCS PDO reports to DCOTF but works closely alongside SC(R&T).

3113. COTF Advisory Board (COTFAB)

- a. The COTF is assisted in policy making duties by the Advisory Board, which consists of the COTF as Chair, DCOTF, EA as Secretary, SC(R&T), SC(Ops), PDCs, SO1 Mar Res, PDO, AFCC Rep, FOST Chaplain, and CCM Rep. On occasion, additional representatives may be invited to attend to report on discrete projects or add expertise from elsewhere (eg. Aggies).
- b. Advisory Board members have a duty to represent the considered views of their chaplains, provide advice to COTF in the formulation of chaplaincy specific policy and act as a communication conduit between COTF and the Branch.

3114. Chaplaincy Team Leader (CTL)

The role and function of the CTL is described in the NCS Code of Practice. CTLs have delegated functional responsibility over other chaplains appointed to a task group, unit or shore establishment for the delivery of chaplaincy in accordance with NCS policy. Generic Terms of Reference (ToRs) for CTLs may be found at Annex 31A.

3115. Naval Base Chaplaincy Teams

- a. Naval Base Chaplaincy Teams consist of all chaplains situated within a Naval Base, irrespective of the Command they are appointed to within that Naval Base. Each team will be characterised by a mutuality of prayer, support and communication. This will enable the chaplaincy team to meet the key outputs within that Naval Base and the Royal Navy personnel located there.
- b. Mutual support means that chaplains appointed to sea-going or deployable units will not have their deployed programme impinged upon by strict adherence to a Duty Chaplain rota where they are nominated to hold a duty. Cover for a deployed chaplain's duty will be arranged using other team members who should be willing to cover the duty in order that front-line commitments may be met.

3116. Flotilla Chaplains

Chaplains appointed to Flotillas will serve as part of a pool of chaplains. In order to provide them with a sense of 'ownership' of ships, each chaplain should be allocated specific Frigates and Destroyers so that Ships' Companies will become familiar with 'their chaplain', thus fostering good pastoral practice on a quasi-parish model. The relevant CTL in the Base Port will provide overall management of Flotilla chaplains on behalf of Captain Surface Ships. Such management should not be seen as prejudicial to the line authority exercised over chaplains by Commanding Officers. Base Port CTLs should work closely with both Captains SS and the SC(Ops) to ensure priorities are met regarding the need for chaplains to deploy to sea in support of operations.

3117. Role and Responsibilities of the Naval Chaplain

- a. Naval chaplains are called to serve as Ministers and Priests of the Christian Church and other world faiths. They are commissioned by Her Majesty the Queen, to provide for the spiritual needs of all in the Royal Navy and their families, preparing them spiritually, emotionally and morally for the demands and rigours of Service life.
- b. Naval chaplains also serve the Command and the wider Naval community, through effective pastoral care as the 'friend and adviser to all on board', working with other agencies, both at sea and ashore, in peace and war, to enhance the readiness, resilience and resourcefulness of Service people and their families.
- c. Responsibilities of the chaplain include:
 - (1) Delivery of 'all souls ministry' to those of all faiths and those of none.
 - (2) Practical pastoral care for Service personnel and their families:
 - (a) Delivering as guardians of the Service's moral compass.
 - (b) Behaving as the indispensable and confidential 'friend and adviser to all'.
 - (c) Ensuring that their conduct and way of life reflects their sacred calling and maintaining the highest standard of professionalism, leadership and personal example.
- d. **Supporting the Chaplain.** Chaplains in the Royal Navy represent a unique resource that can assist by taking a considerable load from busy Divisional and Regimental Officers and enhance the depth of care the Service offers to personnel. In order to make best use of this resource, chaplains themselves need appropriate support. In particular, they need adequate accommodation and ready access to personnel. A chaplain, who is welcomed and encouraged to become fully involved in the life of a unit or establishment, will be a positive asset, whose benefit far outweighs any inconvenience caused by the need to accommodate another person in a crowded ship or unit.

- e. While a chaplain works with and alongside the XO and the executive department, they do have a separate identity and therefore are accorded HOD status and direct access to CO.
- f. There is a relationship between the accommodation available in a ship, the chaplain's place in a ship and the length of time which a chaplain can spend in a FF/DD. Guidelines as to what is appropriate are as follows:
- (1) Temporary sleeping arrangement and no dedicated working space - up to 2 weeks.
 - (2) Shared cabin but no dedicated working space - up to 8 weeks.
 - (3) Shared accommodation and dedicated workspace and computer terminal - up to 12 weeks.
 - (4) Single cabin and computer terminal - up to 36 weeks.
- g. **Authority.** When revising a chaplain's ToRs, or updating Management Plans, the following definitions apply:
- (1) **Line Authority.** Line Authority denotes executive and command lines of authority that establish chaplaincy relationships within a ship, RN or RM unit or establishment.
 - (2) **Functional Authority.** Functional Authority denotes the means of implementing chaplaincy activities in pursuit of COTF's policy. COTF delegates functional authority to Policy Board members and CTLs as appropriate. At all times when dealing with this facet of management, pragmatism and good communication must be cornerstones.
 - (3) **Ecclesiastical Authority.** Ecclesiastical Authority denotes the specific ecclesiastical responsibility vested in PDCs by the Endorsing Authorities. Such authority is purely denominational and is used to provide authoritative leadership, discipline and guidance in matters appertaining to particular denominational groupings. PDCs must ensure good liaison between themselves and Line/Functional Chains of Command.

3118. Denominational Commitments

- a. Remaining in touch with respective Sending Church (SC) communities is clearly important and ensures strengthened links with local community. There is, however, a balance to be struck between spiritual sustainment and primary focus of caring for the men and women of the Royal Navy. It is therefore reasonable to provide guidance on what constitutes a realistic level of denominational engagement.

b. In consultation with the Sending Churches, the PDCs have agreed that a chaplain should reasonably be expected to undertake the following engagement with their SC:

(1) Annual retreat (5 working days, but not in addition to a personal retreat).

(2) Denominational events such as Conferences, Synod, General Assembly, Lourdes (up to 5 working days annually), Quarterly attendance at Chapter/Presbytery (4 x ½ days).

(3) Denominational commitments do not include the NCS Annual Conference and other single Service or tri-service denominational or branch conferences (CE, SF or RC) at Armed Forces Chaplaincy Centre.

c. Chaplains should therefore limit themselves to up to 12 days away from their place of duty on denominational business ensuring that their CTL and/or CO are informed as to their whereabouts and planning ahead through team meetings as appropriate.

3119. Confidentiality

a. The Royal Navy recognises that professional confidentiality is an integral component of the pastoral care that chaplains offer to naval personnel. Such confidential support sustains the wellbeing of the individual and so enhances the individual's contribution to the Royal Navy.

b. For Roman Catholic and Anglican chaplains, in accordance with canon law, confidentiality in formal sacramental confession is inviolable entailing no reporting whatsoever to a third party.

c. Pastoral encounters between chaplains and naval personnel remain strictly confidential. Guidance published by HM Government² articulates good practice that should be adhered to on the safeguarding of children and vulnerable adults. Exceptionally, there may be occasions when a chaplain needs to share sensitive information with appropriate authorities, without the consent of the service person, "if there is reasonable concern that a child or adult at risk has been abused, or may be at risk of harm, where sharing information without the person's consent will override the requirement to keep information confidential"³. The chaplain should first encourage the person to disclose the information themselves. If the chaplain feels obliged to refer against the person's wishes, then the chaplain must inform the person of his intentions, and what is to be reported and to whom.

² <http://media.education.gov.uk/assets/files/pdf/w/working%20together-%20final%20check%20-%202011%20april.pdf>

³ Church of Scotland Safeguarding Handbook, p43.

d. The law on confidentiality, and any definition of what constitutes good practice, is complex and where chaplains are unclear they are to refer to their respective Sending Church guidance⁴ and/or seek advice from the COTF's office or their respective PDC.

3120. Retreats

Chaplains are to attend a one week retreat annually. While funding for retreats may be claimed from public funds, financial probity should be exercised in accordance with JSP 752 Art 04.0101. Retreats taken outside the UK should be approved both by the Commanding Officer and DCOTF5.

3121. Pastoral Workers

Pastoral Workers (PWs) are civilians recruited and paid for by Aggie Weston's to provide support to chaplaincy ashore. PWs are integral members of chaplaincy teams and should be line managed by the CTL in a chaplaincy team, unless DCOTF agrees otherwise. The PW has senior rate status for messing etc.

3122. Church Officers

a. Church Officers are an administrative, not a ministerial, appointment made by Commanding Officers of HM ships and submarines. They are appointed to assist the Commanding Officer in providing church services when there is no chaplain embarked. They may be of any rank, rate or denomination, but are to have suitable demeanour and organisational skills. Chaplains should make it their special care to ensure that a suitably committed person is proposed as Church Officer in preference to an individual being pressed into the post.

b. **Tasks.** Church Officers should co-ordinate arrangements for the provision of Sunday and other church services at sea. Alongside they should publish the times of local church services. They should be aware of the regulations in QRRN and BR 439 concerning applications for marriage, baptisms etc.

3123. World Faiths Chaplains

a. Chaplains from the five main World Faiths, other than Christianity, are appointed as World Faiths Chaplains for the support of Jewish, Buddhist, Hindu, Muslim and Sikh Armed Forces personnel. Names, addresses and contact details of these chaplains may be obtained from NCS contact list.

b. Questions regarding religious practice or religious festivals for adherents of the Buddhist, Hindu, Jewish, Muslim and Sikh faith communities should be addressed initially to the appropriate World Faith Chaplain. DCOTF should be made aware of any serious issue or requirement for policy change.

⁴ For Sending Church guidelines on confidentiality and safeguarding vulnerable people refer to:
http://www.urch.org.uk/what_we_do/children/children_s_ministry/images/good_practice.pdf
<http://www.baptist.org.uk/safeguarding.html>
http://www.methodist.org.uk/downloads/Conf08_18_With_Integrity_and_Skill.pdf
http://www.churchofscotland.org.uk/__data/assets/pdf_file/0013/7105/safeguarding_handbook_1.pdf

⁵ BR 439, Section 010318 - Retreats.

- c. With the consent of the individual, chaplains may forward details of Sikh, Hindu, Buddhist, Islamic and Jewish personnel in their ships/units to the appropriate World Faith Chaplain.

3124. Shared Use of Naval Churches - Guiding Principles

- a. Where there is only one chapel or church available on an establishment, then this shall be regarded as 'shared' in status. In order to ratify this, a 'shared' use agreement is to be endorsed by the three PDCs; a generic version of this agreement is available at Annex 31C.
- b. The designation of a Royal Navy chapel or church as 'shared' is an ecumenical task and needs to be approached with a commitment to best ecumenical practice and strong ecumenical witness. The aim must not be to provide the lowest common denominator, but to find the best and integrated way to order a chapel so that those from different Christian traditions and none will identify with the sacred space they find within, whilst avoiding that which may cause unnecessary dissonance or offence.
- c. In order to achieve this aim, all involved parties will need to demonstrate respect for and understanding of the traditions, symbols and practices of those who will use the chapel. Cooperation, negotiation, concession and conciliation should be paramount in this process.
- d. This will ultimately mean that individual chaplains and their teams must respect portable furnishings, vestments and items of devotion which do not necessarily support their chosen liturgical or spiritual expression. These items may be taken out of use but must be retained and stored respectfully within the chaplaincy itself for the purposes of their successors and not disposed of.
- e. Those requiring any clarification regarding the process and use of a 'shared' area are to do so either via their PDC or through the COTFPB.

3125. Provision of Churches and World Faith Prayer Rooms

- a. **Churches.** Commanding Officers are responsible for initiating administrative action through their Property Manager/Site Estate Representative for the provision of churches and church rooms permitted under the appropriate scale (JSP 315). When a church or church room is not available, Commanding Officers are to ensure that adequate and worthy accommodation is made available for the conduct of worship.
- b. **World Faiths Prayer Rooms.** A practising member of a faith group deployed on board ship or in an establishment is to be afforded the provision of a space which may be used as a prayer room. Where adherents of the world faith groups do not have the requisite furniture and/or items of religious significance which are essential to the practising of their faith, the local budget holder should be approached for assistance in securing such items.

c. **Armed Forces Chaplaincy Centre (AFCC).** The AFCC, as part of the Defence Academy, is able to offer a wide variety of residential courses. Besides supporting the service chaplains, the Centre offers many courses for those who are interested in developing their ability to work with people in the Service community.

(1) Courses are aimed at enhancing both personal skills and the skills required in the pastoral care of Service personnel and their families. This site: <http://www.da.mod.uk/prospectus> - gives details of the courses and an application form which can be downloaded and completed.

(2) As a Chaplaincy Centre, Beckett House can offer a unique atmosphere where people of any rank and background can work, dine, learn and relax together in a private and secure location.

3126. Church Services and Ceremonies

a. Sunday Services at Sea.

(1) The provision of worship on a Sunday is the responsibility of the ship's Commanding Officer who, if no chaplain is embarked, may delegate that responsibility to a designated Church Officer. When a chaplain is not embarked, the COTF authorises a Service for use in the ship. When a chaplain is embarked the content of the service is the chaplain's responsibility.

(2) NCS Policy is that the main Sunday Church service at sea is ecumenical, non-Eucharistic⁶ and open to all, with Eucharistic provision made at a separate time.

b. Sundays when Abroad.

(1) Sunday service is not normally held when the ship is alongside, but this is at the discretion of the Chaplain and the CO. If no service is held on board then, in order for Ship's Company to be aware of what is available in the port, a list of local churches, along with addresses and service times, should be made available by the Visit Officer.

(2) If a port has a Naval presence and a Naval Chaplaincy, it is appropriate for the Ship's Chaplain to call on the local chaplain. If there is no chaplaincy presence then it is appropriate to call on local ecclesiastical hierarchy.

⁶ The term Eucharist encompasses Holy Communion, Sacrament of the Lord's Supper, Holy Mass as appropriate to a chaplain's tradition.

c. **Marriages.**

(1) **Marriages Abroad.** Chaplains should give every support to couples intending to marry abroad. In the case of a civil ceremony, in order to overcome any procedural difficulties, the High Commission or Embassy of the country concerned should be consulted well in advance. In the case of a church marriage, the local ecclesiastical authorities must be consulted to ensure that there is no breach of canon law or courtesy. A check must be made to ascertain whether a marriage abroad should be registered locally.

(2) **Marriage in HM Ships.** Royal Navy vessels, including Royal Fleet Auxiliaries, are not registered places for marriages, for either civil or religious ceremonies, even abroad. Preliminaries for marriage may be carried out on board if the regulations are satisfied (QRRN Chapter 61). Banns may only be called by an Anglican Chaplain or the Commanding Officer.

(3) **Marriages - use of Anglican Churches by CSFC and RC Personnel.**

(a) Certain Anglican churches and chapels may be used for the solemnisation of non-Anglican marriages. The approved churches/chapels are:

Britannia Royal Naval College Chapel, Dartmouth.
The Church of St Ann's, HMNB Portsmouth.
The Church of St Nicholas, HMNB Devonport, Plymouth.
The Fleet Air Arm Memorial Church, Yeovilton.
Saint Alban's Church, CTCRM Lympstone.

(b) Chaplains wishing to arrange a marriage in one of the above churches/chapels must apply to the Anglican Chaplain of the establishment or unit before any undertaking is made. Non Anglican Chaplains should be aware of Anglican marriage discipline regarding the marriage of divorced persons. The Archdeacon can advise.

(4) **Same Sex Marriages (SSM).** Currently, none of the Sending Churches which licence RN chaplains, authorise their chaplains to conduct SSMs.

d. **Baptisms.**

(1) No baptism can be arranged on board without prior consultation with the Commanding Officer, the Unit's chaplain and the appropriate PDC; or in their absence the appropriate Naval Base chaplain.

(2) The surroundings must be as dignified as possible. If a social occasion is to follow in the same space, care is to be taken to ensure that the dignity of the occasion is not compromised.

(3) Care should be taken to ensure that the Service is conducted in as reverent a way as possible. Pipes should not be made and the Church pennant should be flown.

- (4) If a civilian Minister or Priest is invited to conduct a Service of Baptism on board, approval must be obtained from the appropriate PDC.
- (5) Details of the Baptism are to be recorded in the Ship's Log.
- (6) It has been custom in the past for the names of those baptised on board to be engraved inside the rim of the ship's bell. No provision is made in public funding for this purpose.
- (7) In all cases, baptisms are to be recorded denominationally in the appropriate registers at the Base Port according to individual Church norms. Joint Chaplaincy baptismal registers are not to be used.

3127. Death in Service

Visiting/Assisting Officers who provide assistance and advice to families in cases of death in service should take account of any specific requirements relating to the religion or belief of the bereaved and of any funeral, burial or cremation arrangements which may arise as a result. Advice should be sought from casualty staff and/or COTF's office, the appropriate World Faith Chaplain, Service Chaplains or Service Religious Advisers where appropriate. In circumstances where death occurs in combat or operations, bodies of the deceased will normally be repatriated to the UK.

3128. Veterans' Funerals and Memorial Services

Unless a veteran is of Flag rank, or is a regular member of a congregation, Chaplains should not offer or agree to officiate at their funeral or memorial service. If approached, Chaplains should explain this policy and perhaps direct the enquirer towards RN Chaplains retired from the Service. Retired RN Chaplains may be contacted through the RN Chaplains' Association.

3129. Burial at Sea and Committal of Ashes at Sea

- a. During peacetime the burial of a body at sea is not normally permitted. No commitment should be entered into with next-of-kin for burial at sea without consulting DCOTF.
- b. The Royal Navy offers the facility for the Committal of Ashes. Chaplains should be familiar with individual Naval Base procedures to ensure that all requests are processed correctly. Ashes may be committed from warships on certain occasions, but this will normally only be approved in the case of persons serving at time of death. 'DIY' committals of ashes should be actively discouraged.
- c. For practical reasons, ashes must not be literally scattered at sea. The ashes should be stored in a weighted, vented and unmarked container/casket. The Naval Base chaplaincy CTL will be able to provide current regulations regarding the specification of the casket required. The casket is to be treated as a coffin and is to be covered by a small Union Flag. The White Ensign is not to be used.

3130. Emergency Burial

Chaplains on front line duty carry an emergency order of prayers for the five main minority faith groups (Buddhism, Hinduism, Islam, Judaism and Sikhism) as well as Christianity. This is to permit the battlefield burial of deceased Service personnel in the extremes of a combat situation where repatriation may not be feasible. Repatriation is the usual course of action.

3131. Memorial Services

a. In the event of the death of a member of a Ship's Company it is appropriate for a Memorial Service to be held for those on board who are unable to attend a funeral. This should be done in liaison with the ship's chaplain, who will assist in compiling an order of service. The service may be held on board or, if alongside, at a local Naval Base church. If at a local Naval Base church then the service should be arranged in conjunction with the establishment's CTL.

b. It is appropriate for a chaplain to be asked to conduct a wreath-laying service if it is intended for either a ship to stop over the spot where a Royal Navy ship sank, or a visit to be conducted to a War Graves Cemetery ashore. QRRN details the occasions when the cost of a wreath may be borne by public funds – IAC is 1L9 6391 and wreaths may be obtained from a local branch of RBL or by calling 01622 795802. Ships should ensure that they have sufficient poppy wreaths for an entire deployment and that the appropriate fund is used.

3132. Commissioning, Re-Dedication and De-Commissioning Services

a. Chaplains should liaise with DCOTF at an early stage when a ceremony is being planned. No commissioning or re-dedication is to occur without the prior knowledge of COTF. While the service of commissioning or re-dedication is arranged by the Commanding Officer, the ship/unit's chaplain should be consulted with regard to the order of service. Previous orders of service are available from DCOTF.

b. COTF normally conducts all commissioning services, regardless of the size of the ship, submarine or unit. DCOTF normally conducts re-dedication services. The chaplain with direct responsibility for the ship/submarine/unit concerned will normally be robed and participate in such services.

c. Decommissioning Services are usually officiated at by the last Chaplain of the ship, submarine or unit being decommissioned.

3133. Ecumenical Services

Traditional occasions on which ecumenical services are held are Remembrance Sunday, Seafarers' Sunday, commissioning services and re-dedications of HM ships and dedications of colours. Guidelines of permitted ecumenical occasions may be found in BRd 439.

3134. Conscientious Objection

Armed Forces personnel have a liability to deploy with their units worldwide. There are well established appeal procedures for Service personnel who, during their service, develop a genuine conscientious objection to further military service. A member of the Armed Forces who develops an objection to future military service should make that objection known to their Commanding Officer (details of the procedure to be followed may be found at Para 5408).

3135. Other Religious Movements (including Cults and Sects)

Some other Religious Movements, including cults and sects, may be damaging to Operational Capability and to the well-being of individuals, and the Command is to be kept informed of any individual who may fall into this category. Chaplains should be aware, however, of the provisions of the Religious Freedom Act (2004) and of regulations relating to an individual's right to change their religious affiliation under JPA.

ANNEX 31A

GENERIC TERMS OF REFERENCE FOR THE CHAPLAINCY TEAM LEADER (CTL)

1. Preamble

The chaplains at 'xxxx' form an integrated and ecumenical team. A CTL is appointed by the DCOTF to co-ordinate the work of the chaplaincy and to be responsible for the delivery of chaplaincy outputs. This appointment does not impinge in any way upon the equal status of the chaplains at 'xxxx' but is merely a tool to enable effective use of personnel and resources. All chaplains retain their denominational integrity and responsibility and the right of direct access to the Commanding Officer in the course of their professional and pastoral duties.

2. Purpose

a. **Primary Purpose.** To effectively co-ordinate the work of the chaplaincy team within HMS xxxx and its lodger units to ensure delivery of the highest possible standards of spiritual and pastoral care to Command.

b. **Secondary Purposes.**

- (1) To co-ordinate the work of the chaplaincy team within HMS xxxx to contribute to the well-being of HMS xxxx in delivering spiritual and pastoral care to its service community through achievement of the primary purpose.
- (2) To co-ordinate the training of New Entry Chaplains as required.
- (3) To represent and act as a conduit of information to the DCOTF, to inform the Chaplain of the Fleet's Advisory Board (COTFAB) and the Commanding Officer of his/her establishment.

3. Accountability

- a. The CTL is accountable to the Commanding Officer in all matters of naval discipline and for the achievement of their purposes.
- b. The CTL is functionally accountable to the COTF for the maintenance of professional standards and duties.
- c. The CTL is accountable to their Sending Church via their Principal Denominational Chaplain (PDC) in matters of ecclesiastical discipline ensuring the Chaplain of the Fleet or Deputy Chaplain of the Fleet are informed as appropriate.

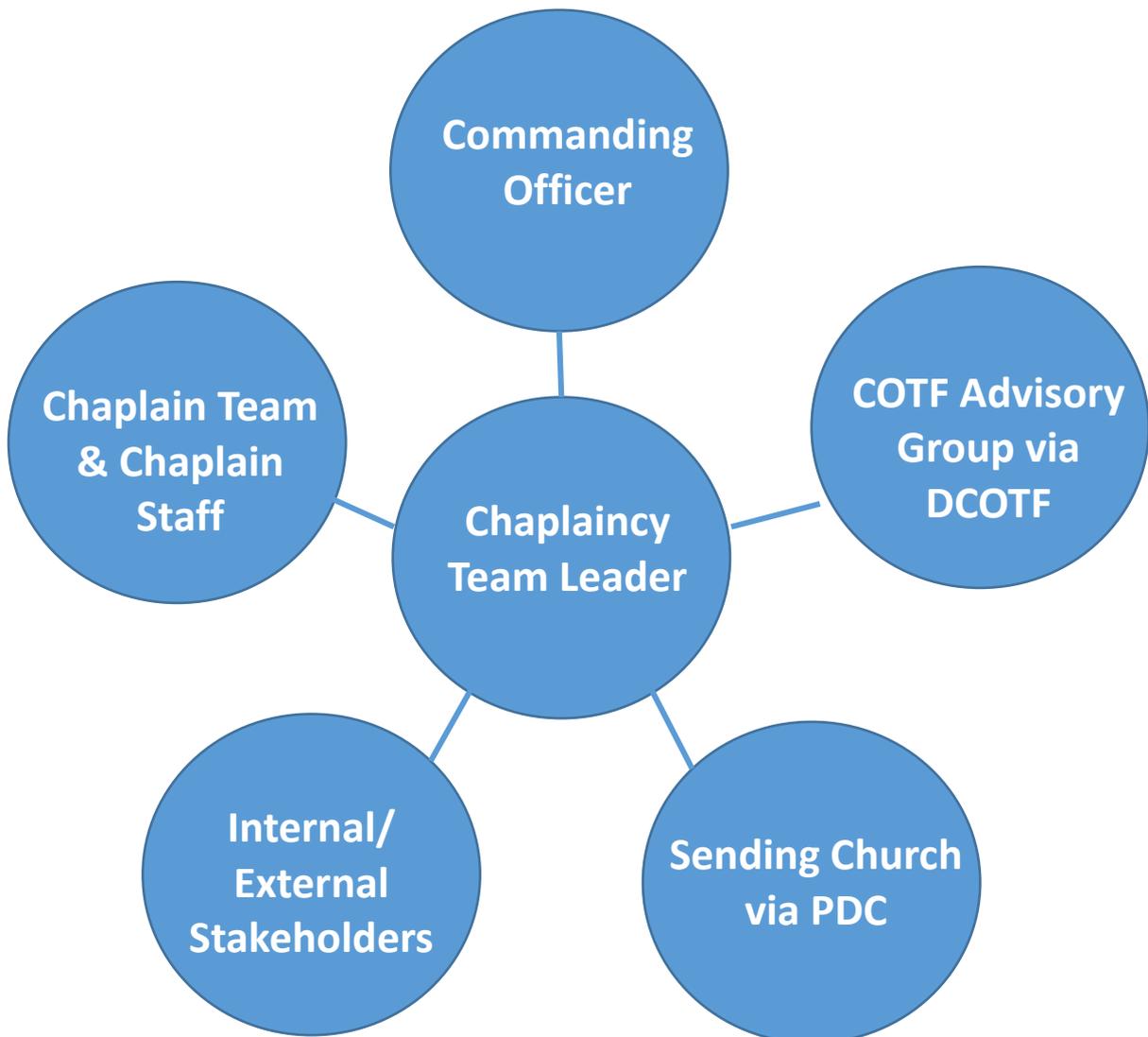
4. Authority

- a. The CTL has delegated functional authority over the other chaplains in the chaplaincy team to achieve the Primary Purpose.
- b. The CTL has line authority over all other, non-chaplain, members of the chaplaincy team.
- c. The CTL has authority to liaise with internal and external stakeholders in the execution of his/her duties.

5. Organisation

A typical organisational relationship may look as follows but should be adapted as required by each establishment:

Figure 31A-1. Chaplaincy Organisation



6. Principal Tasks

- a. Enable the process of consultation and information exchange within the chaplaincy team through a weekly team meeting to include the whole Chaplaincy Team.
- b. Initiate consensual planning and decision making concerning chaplaincy tasks.
- c. Be responsible for ensuring that policy and practices agreed by the chaplaincy team are implemented.
- d. Act as a conduit of communication between the chaplaincy team and the Commanding Officer and vice versa.
- e. Ensure that the work and concerns of chaplaincy are represented at all appropriate executive, planning and management levels within the life of the Establishment (though not necessarily by the CTL).
- f. Co-operate with the Career Manager in their responsibility for the delivery of NCS wider outputs.
- g. Manage the Non-Public Funds of the chaplaincy.
- h. Manage chaplaincy staff and raise reports as required for those under his/her line authority.
- i. Enable the development of the Chapel as the spiritual heart of the establishment.
- j. Facilitate the growth of unit personnel within their faith tradition.
- k. Co-ordinate and deliver the Royal Navy's chaplaincy and Moral Component syllabus as required by the establishment.
- l. Maintain a close liaison with the unit welfare and medical organizations, in particular through the Carers' Forums.
- m. Line Manage any Pastoral Workers on the Chaplaincy Team, to include writing their Annual Reports.

ANNEX 31B

GUIDELINES FOR RELIGIOUS MINISTRY AND CHAPLAINS CO-OPERATION IN A MULTINATIONAL ENVIRONMENT

1. Religious Ministry in Principle

- a. Freedom of religion and to manifest its practice is a human right. Therefore the religious tradition of each person has to be respected.
- b. Personal care, including religious ministry is a national responsibility. Organisation of military chaplaincy depends on national regulations.
- c. Therefore, even in multinational force operations, military chaplaincy is executed under national responsibility.
- d. The national regulations (see b above) may influence amongst others:
 - (1) The length of tour.
 - (2) The relation to the respective Commanding Officers.
 - (3) The status (militarily and ecclesiastically).
 - (4) The field of responsibility (militarily and ecclesiastically).
 - (5) The ecumenical co-operation.
 - (6) The religious support (e.g. pastoral care, ministry of presence, liturgy, and ethical lectures) provided.

2. Chaplains Co-ordination and Co-operation

- a. National regulations of the participating chaplaincies will govern the co-operation between the respective elements. As a means to ease the co-operation the differences between participating nations should be identified and addressed.
- b. The position / function of a co-ordinating chaplain could be helpful.

3. Structure of Co-ordination

- a. If required a co-ordinating chaplain should be established to the coalition force as a member of the staff.
- b. The co-ordinating main tasks to provide a comprehensive ministry include:
 - (1) Collecting necessary information from participating chaplains, particularly with respect to the issues laid down in 1d above.

- (2) Initiating meetings of chaplains in the AOR.
 - (3) Collecting issues concerning chaplaincy in Operations Plans and Orders.
 - (4) Being a POC for information about possibilities of religious support in the AOR.
 - (5) To advise the commander of the coalition force and the staff concerning the religious care for all personnel.
 - (6) To advise on matters pertaining morals, morale and ethics as they pertain to the command.
 - (7) To offer religious ministry to the coalition staff meetings, where appropriate.
 - (8) To take part in the coalition staff meetings, where appropriate.
 - (9) To co-ordinate and conduct chaplains' activities in case of bigger incidents (debriefing, memorial services, reintegrating briefings etc).
 - (10) To help coordinate religious service to units without a chaplain, if requested.
- c. Topics of chaplains' co-ordination meeting could be:
- (1) Sharing information (staff → units and vice versa).
 - (2) Taking care of each other.
 - (3) Sharing experiences.
 - (4) Preparation of special services of common interests etc.
- d. The instrument of a coordinating chaplain does not replace or influence the national Chain of Command of each participating chaplain.

4. Competences for Chaplains Co-operation

- a. Holding in mind that chaplains have to take in to account national requirements and structures, a co-operating attitude is encouraged.
- b. This requires in a multinational force operation:
- (1) The respect for national and denominational traditions and particularities.
 - (2) The readiness to participate in a consultations process.
 - (3) The willingness to reach consensus if possible.
 - (4) The preparedness to offer mutual support.



ANNEX 31C

AGREEMENT FOR THE SHARED USE OF THE CHURCH OF XXXX, AT XXXX

1. The Church of xxxx at xxxx, is a designated shared naval church.
2. The policy for, and ordering of, the church is agreed by the Chaplain of the Fleet's policy Board, which remains the final point of reference for the management of the facility.
3. The routine management of the church is delegated to the Chaplaincy Team Leader, xxxx.
4. Chaplains whose appointments involve the pastoral care of xxxx personnel have equal right of access to, and use of, the church.
5. Chaplains have the right to use the forms and ceremonies of their Sending Churches within xxxx.
6. Other chaplains requiring the use of xxxx are to liaise with the Chaplaincy Team Leader.
7. All users must return the church to its agreed order upon completion of use.
8. Detailed principles for the ordering of this shared worship space can be found in BR 439.

Signed:

The Chaplain of the Fleet

Signed:

Deputy Chaplain of the Fleet

Signed:

Principal Denominational Chaplain (RC/CoE/CFSC) – delete as appropriate.