



Area Councillors Guide



Equestrian Order of the Holy Sepulchre of Jerusalem

United States Northern Lieutenancy

www.eohsjnorthern.com

Third Edition
December 2018



Sir Craig A. Anderson, KGCHS

Historian

About the Area Councillors Guide

Congratulations on being chosen as an Area Councillor! This booklet is your guide to help support you in your new role.

This Third Edition revises and extends the prior Area Councillor Guide dated February 2018 and changes the references from Ladies to Dames as requested by the Grand Magisterium. The first version of this Guide was written by Sir James Jackson, KGCHS and we acknowledge with gratitude his work in pulling many of these materials together. We also thank all the Area Councillors and other Knights and Dames who provided comments and information for inclusion in this edition.

Much has changed since the first edition in 2013. The rules and regulations from the Order's Grand Magisterium continue to evolve. In addition, our Lieutenancy has grown substantially and this growth creates the need to standardize the Lieutenancy's processes and procedures. Our Area Councillors also continue to encounter new problems and issues not clearly addressed in previous Guides. These factors contributed to the desire for a new edition of the Guide.

The Guide is separated into two parts. The Guide itself contains the information critical to the performance of Area Councillor duties and responsibilities. There is also a new set of comprehensive forms that have been standardized for Councillor use and separately posted in the Councillors section of the Lieutenancy's website: www.eohsjnorthern.com These forms are also included in the Guide's appendix and referenced where applicable.

We anticipate that this Guide will undergo continuing revisions as circumstances evolve. Questions and proposed changes can be submitted to the Lieutenancy's Chancellor or directly to the author at caa25@hotmail.com.



For the United States Northern Lieutenancy

ABOUT THE AREA COUNCILLORS GUIDE.....	2
IMPORTANT NOTES.....	5
INTRODUCTION	6
THE ROLE OF AN AREA COUNCILLOR.....	7
GENERAL DUTIES AND RESPONSIBILITIES.....	7
TERM OF APPOINTMENT.....	7
AREA COUNCILLOR SELECTION PROCESS	7
NOMINATIONS AND MEMBERSHIP.....	8
SOME GENERAL OBSERVATIONS	8
MEMBERSHIP CRITERIA	8
<i>Special Membership Cases.....</i>	8
<i>Membership Oath and Promise.....</i>	9
THE NOMINATION PROCESS	10
THE MEMBERSHIP PACKET	13
<i>A Word About Parish Recordkeeping</i>	13
<i>Certificate of Baptism with Notations</i>	14
<i>Certificate of Full Communion.....</i>	15
<i>Certificate of Marriage.....</i>	16
<i>Declaration of Nullity</i>	16
<i>How to Request Certificates.....</i>	17
THE MEMBERSHIP APPROVAL PROCESS.....	17
<i>The Membership Approval Hierarchy.....</i>	17
<i>Area Councillors Follow-up</i>	17
<i>Rejected Applications</i>	17
INVESTITURE ANNOUNCEMENTS.....	17
PROMOTIONS.....	18
PROMOTION OF LAY MEMBERS.....	18
<i>Membership Ranks for Lay Members</i>	18
<i>Criteria for Promotion of Lay Members</i>	18
PROMOTION OF CLERGY AND RELIGIOUS	19
<i>Membership Ranks for Priests and Bishops</i>	19
<i>Membership Ranks for Deacons.....</i>	19
<i>Membership Ranks for Religious.....</i>	19
THE PROMOTIONS PROCESS	20
PROMOTION ANNOUNCEMENTS.....	21
THE JERUSALEM PALMS.....	21
PILGRIMAGE TO THE HOLY LAND	22
THE PRIVILEGE AND RESPONSIBILITY OF PILGRIMAGE.....	22
THE PILGRIM'S SHELL.....	22
MEETINGS AND COMMUNICATIONS.....	24



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

ANNUAL WINTER ADVISORY COUNCIL MEETING	24
ANNUAL MEETING OF THE LIEUTENANCY	24
LOCAL AREA MEETINGS AND ORDER COMMUNICATIONS.....	25
<i>General Meetings</i>	25
<i>Annual Dinner Honoring the Local Ordinary</i>	25
<i>Other Local Events</i>	25
<i>Local Communications</i>	26
<i>Lieutenancy Communications</i>	26
AREA CHAPLAIN.....	27
SELECTION AND TERM OF A CHAPLAIN	27
AREAS OF FOCUS	27
GUIDANCE BY THE LIEUTENANCY’S ECCLESIASTICAL MASTER OF CEREMONIES	27
MEMBER FUNERALS.....	28
THE FORMAL ORDER DELEGATION	28
MEMBER FUNERAL CHECKLIST	28
FUNERAL LITURGY PROCESS	29
OHS FUNERAL GUIDE	30
THE DECEASED CEREMONIAL DRESS AND INSIGNIA	30
SPECIAL MEMBER CIRCUMSTANCES	31
MEMBERS MOVING BETWEEN AREAS.....	31
MEMBERS MOVING BETWEEN LIEUTENANCIES.....	31
ACTIVE/INACTIVE MEMBERS	31
MEMBERS WHO ARE NO LONGER PRACTICING CATHOLICS	31
ADDITIONAL INFORMATION.....	32
CEREMONIAL DRESS AND INSIGNIA	32
THE LEGACY SOCIETY	32
AREA MEMBERSHIP LISTING (OPTIONAL)	33
LOCAL AREA RECORDS	33
COUNCILLOR ABSENCES FROM AREA: TEMPORARY SUBSTITUTES	33



For the United States Northern Lieutenancy

SAMPLE FORMS AND LETTERS	34
SAMPLE FORM 1 – OATH AND PROMISE FOR INVESTEEES.....	35
SAMPLE FORM 2 – LETTER REQUESTING NOMINATIONS.....	36
SAMPLE FORM 3 – NOMINATION FORM.....	37
SAMPLE FORM 4 - LETTER TO PASTOR REQUESTING RECOMMENDATION	39
SAMPLE FORM 5 - DUTIES AND RESPONSIBILITIES OF THE KNIGHTS AND DAMES.....	40
SAMPLE FORM 6 – BISHOP/ARCHBISHOP LETTER TO NOMINEE.....	41
SAMPLE FORM 7 –LETTER TO NOMINEE FROM AREA COUNCILLORS (LAYPERSON)	43
SAMPLE FORM 8 –LETTER TO NOMINEE FROM AREA COUNCILLORS (CLERGY)	45
SAMPLE FORM 9 - MEMBERSHIP INFORMATION REQUEST	47
SAMPLE FORM 10 – BRIEF CURRICULUM VITAE	48
SAMPLE FORM 11 –RECOMMENDATION FOR ADMISSION FORM	49
SAMPLE FORM 12 – LIEUTENANT’S LETTER TO INVESTEEES	51
SAMPLE FORM 13 – LETTER TO PROMOTEES	57
SAMPLE FORM 14 – EVIDENCE OF SUBSEQUENT GOOD SERVICES EXAMPLE	58
SAMPLE FORM 15 – RECOMMENDATION FOR PROMOTION.....	59
SAMPLE FORM 16 – LETTER TO BISHOP REQUESTING APPROVAL OF PROMOTIONS.....	61
SAMPLE FORM 17 – FUTURE PILGRIMAGE APPROVAL REQUEST FORM	62
SAMPLE FORM 18 – PAST PILGRIMAGE APPROVAL REQUEST FORM	63
SAMPLE FORM 19 – FUNERAL REQUEST FORM	64
SAMPLE FORM 20 – FUNERAL NOTICE	65
SAMPLE FORM 21 – MEMBER DOSSIER FILE COVER SHEET	66

Important Notes

The processes for obtaining and communicating with existing and proposed members can be varied at your discretion to suit the unique needs and practices of your Area so long as they remain true to the principles and practices of the Order. However, the Recommendation forms provided by the Lieutenancy and posted on the website are submitted to Rome for final approvals and may NOT be changed or altered without the prior approval of the Lieutenant except as otherwise noted on the form.

This guide is one of a series of documents that Councillors should consult in their work for the Order. These documents include:

- Orientation Handbook, 2nd Edition, September 2017
- Uniform and Dress Guide, 2nd Edition, December 2018
- Liturgical Guidelines, 6th Edition, December 2018

These documents are also posted on the Lieutenancy’s website and will be referred to in this Guide where relevant. Councillors will find the Orientation Handbook a particularly valuable source of information in answering member questions.



Equestrian Order of the Holy Sepulchre of Jerusalem Area Councillors Guide



For the United States Northern Lieutenancy

Introduction

The Equestrian Order of the Holy Sepulchre of Jerusalem is an association of the Catholic faithful established under ecclesiastical law and entrusted with a special mission from the Holy Father to aid the Church in the Holy Land and to strengthen the practice of the Christian life among its members. Founded in the 11th century in Jerusalem, it is one of the oldest organizations in the Church. Today the Order has over 35,000 members in 35 countries throughout the world.

In its 1977 Constitution, the mission of the Order is defined as follows:

- To strengthen its members in the practice of Christian life in absolute fidelity to the Supreme Pontiff and according to the teachings of the Church, observing as its foundation the principles of charity which recognize that the Order is a fundamental means for assistance to the Holy Land.
- To sustain and aid the charitable, cultural and social works and institutions of the Catholic Church in the Holy Land, particularly those of and in the Latin Patriarchate of Jerusalem, with which the Order maintains traditional ties.
- To support the preservation and propagation of the Faith in those lands, and promote interest in this work not only among Catholics scattered throughout the world, who are united in charity by the symbol of the Order, but also among all other Christians.
- To uphold the rights of the Catholic Church in the Holy Land.

The Order is organized into 62 regional subunits. The United States Northern Lieutenancy is one of these units and consists of 8 states subdivided into 15 Area Councils organized by dioceses:

- Colorado: Denver, Colorado Springs, and Pueblo
- Iowa Eastern: Dubuque and Davenport
- Iowa Western: Des Moines and Sioux City
- Kansas: Kansas City, Dodge City, Salina, and Wichita
- Minnesota Northern: St. Paul, Minneapolis, Crookston, Duluth, New Ulm, and St. Cloud
- Minnesota Southern: Winona
- Missouri Central: Jefferson City
- Missouri Southern: Springfield and Cape Girardeau
- Missouri Western: Kansas City and St. Joseph
- Missouri Eastern: St. Louis
- Nebraska Western: Lincoln and Grand Island
- Nebraska Eastern: Omaha
- North Dakota Western: Bismarck
- North Dakota Eastern: Fargo
- South Dakota: Sioux Falls and Rapid City

Each Area has two Area Councillors who assist the Lieutenant in administering the Area.

More information on the history and organization of the Order and the Northern Lieutenancy can be found in the Orientation Handbook.



The Role of An Area Councillor

Area Councillors serve at the behest of the Lieutenant as liaisons to their local Area members and assist the Lieutenant in administering the Order in their Area. Area Councillors also serve on the Lieutenancy's Advisory Council, its general governing board. Councillors pay all expenses they incur in fulfilling their role.

General Duties and Responsibilities

The main duties and responsibilities of an Area Councillor include:

- Administering the new member nomination process.
- Administering the member promotions process.
- Attending and participating in the annual Winter Advisory Council Meetings.
- Attending the Annual Meeting of the Lieutenancy and encouraging members to attend.
- Organizing local Area meetings and events.

Term of Appointment

Area Councillors are appointed to four (4) year terms which are renewable at the discretion of the Lieutenant. Past Councillors have usually served for at least two consecutive terms.

Area Councillor Selection Process

The following process is used by the Lieutenancy in selecting Area Councillors:

1. The current Area Councillors review the records of local Area members using the following criteria:
 - Attendance at Annual Meetings and Investitures
 - Regular monetary support of the Order
 - Attendance at local functions of the Order
 - Help and support at EOHSJ functions when requested
 - Capability to handle the job (subjective)
2. The current Area Councillors submit the names of those who they believe best meet these guidelines to the Lieutenant. Area Councillors are generally husband and wife, however this is not required and is not always the case.
3. Upon approval of recommended replacements, the Lieutenant advises current Area Councillors of his approval.
4. With the approval of the Lieutenant, the current Area Councillors submit the names of the new Councillors to their local Archbishop(s) / Bishop(s).
5. If approved by the Local Ordinaries, the Lieutenant submits their names to the Grand Magisterium and after final approval, invites candidates to accept role of Area Councillor.
6. After the candidate(s) accept, the Lieutenant advises the Local Ordinaries and current Area Councillors and writes the candidate(s) to confirm their role and advise of their responsibilities.
7. The current Area Councillors and new Area Councillor(s) arrange a time to meet and review this Guide and current Area Council files.



Nominations and Membership

Some General Observations

A person may not join the Order without an invitation, and invitations should only be extended to those who are nominated by existing members and meet the membership criteria (and not invited merely on the premise that they want to join). The Nominations process is designed to evaluate prospective members to ensure compatibility with the Order. This process is described in detail below.

Area Councillors are responsible for gathering, vetting and processing nominations for new members. Nominations can only come from existing members and are confidential. Members may discuss the Order and its mission with prospective nominees, but should not disclose their nomination to them because their nomination might be rejected for many reasons as described below.

Note: Nominations for individuals who reside outside of the Lieutenancy or the local Area should be forwarded directly to the Lieutenant, who will send them to the appropriate person.

Membership Criteria

In reviewing proposed nominations and working through the nomination process, Councillors should carefully evaluate the nomination considering the following membership criteria:

- **Nominees must be practicing Roman Catholics**, in good standing with their local parish and diocese. The focus should be on quality, not quantity. Potential members should be characterized not only by an exemplary lifestyle, but also by a visible demonstration of lay Christian commitment in the activities of the local Church at the diocesan and parish level and voluntary community work.
- **Nominees should be able to afford the financial commitments of membership.** These costs include the annual contribution to the Order; Annual Meeting registration, travel costs and expenses; honorariums for investiture and promotions; and the related costs of capes, berets, and other dress expenses.
- **Nominees should be able to dedicate time to the Order and its activities**, including attending the Annual Meetings, local events, and the celebration of the Order's special Holy Days and feasts. These include:
 - Our Lady of Palestine (either October 25th or the last Sunday in October)
 - The Triumph of the Cross (September 14th)
 - The Feast Day for St. Pius X (August 21st)
 - The Feast Day for St. Helena (August 18th)
- **Nominees should be prepared to assume and perform the duties and responsibilities of Knights and Dames of the Order.** These are detailed in the Orientation Manual.

Special Membership Cases

- **A priest** must be ordained at least five (5) years prior to investiture.
- **A convert** must have at least five (5) years as a practicing Roman Catholic prior to investiture.



Equestrian Order of the Holy Sepulchre of Jerusalem Area Councillors Guide



For the United States Northern Lieutenancy

Membership Oath and Promise

At the Vigil-At-Arms Service, all investees are required to sign the sacred Oath and Promise of the Order. As part of this process, investees agree to assume the responsibilities and perform the duties of a Knight or Dame and are asked to pledge their loyalty and obedience to the Supreme Pontiff and the Magisterial Teaching of the Church.



Before the Holy Cross and on the Holy Gospels, I swear loyalty to Christ and to his Church and promise to be faithful to the Constitutions and dignitaries of the Equestrian Order of the Holy Sepulchre of Jerusalem.

I call upon the Holy Trinity and the Blessed Virgin Mary, Queen of Palestine, to be witnesses to this Promise.

OATH AND PROMISE

Upon the acceptance of my petition to the Equestrian Order of the Holy Sepulchre of Jerusalem:

I DECLARE

- myself to be proud to belong to the family of the Knights and Dames of the Holy Sepulchre of Jerusalem;
- that I am aware that I may not belong to entities or associations whose characters, purposes and programs contradict the doctrine and teachings of the Catholic Church;
- that I do not and will not belong to Orders or Institutions which are not recognised by the Holy See or not allowed by Sovereign States, nor will I participate in the activities or events of such entities or Orders.

I FURTHER SOLEMNLY PROMISE

- to lead my life according to moral and religious Christian principles so that I may always be worthy of the honour bestowed on me and of the dignity I have been invested with;
- not to ever have my name stained by unbecoming actions that could damage the image and the dignity of the Order;
- to adhere to the requirements determined by the Authorities of the Order and to observe the Constitution which regulates the Order's activity;
- to contribute to the needs, to the initiatives of the Order and to support the Christian presence in the Holy Land.

Should I by future behaviour be in contrast to the promises solemnly made, I accept in advance the dismissal from the Order, which will be ruled by the legitimate authority established by the Order.

During the nomination process, Area Councillors should specifically inform nominees of this Oath, affording them the opportunity to reflect on the serious nature of such a commitment and turn down their nomination if so inclined, thus sparing both the nominee and the Order any embarrassment. [See Sample Form 1 – Oath and Promise for Investees.](#)



For the United States Northern Lieutenancy

The Nomination Process

The nomination process is designed to allow Councillors to gather information to evaluate a nominee's eligibility for membership. In the past this process has varied from Area to Area and certain minimal modifications are allowable to fit your Area's unique circumstances. However, time and experience has indicated that the process best operates by following this sequence of steps:

1. **Obtain a letter of nomination from your local members.** [See Sample Form 2 – Letter Requesting Nominations](#) and [Sample Form 3 – Nomination Form](#) Councillors should solicit nominations from members in September-October for the following year's investiture.

Note: Recommendations for Admission must be submitted to the Lieutenant by January 15th of each year.

2. **Review the nomination to check for obvious issues with meeting membership criteria.** This can be done in consultation with the member who made the nomination if the information provided is unclear.
3. **Obtain a recommendation from the nominee's pastor.** After review, and if there are no obvious problems, Councillors should write a letter to the nominee's pastor requesting a confidential letter of recommendation. [See Sample Form 4 – Letter to Pastor](#) Note that the recommendation letter should be addressed to the Northern Lieutenancy's Lieutenant, but returned directly to you. Be sure to give him the Lieutenant's name and address and include a copy of the "Duties and Responsibilities of the Knights and Dames of the Order" for the pastor's reference in case they are unfamiliar with the Order. [See Sample Form 5 – Duties and Responsibilities](#)

Special Cases:

- **Clergy.** If the nominee is a priest or bishop, this step is not applicable.
 - **Deacon.** If the nominee is a deacon, a pastor's recommendation is required if the deacon is assigned to work with a pastor. Otherwise, this step is not required.
 - **Religious.** If the nominee is a member of a religious order, the letter of recommendation should come from the Provincial of their Order.
4. **Once you receive the pastor's letter, schedule a meeting with the Local Ordinary (Archbishop or Bishop) to discuss the nominees.** At that meeting:
 - Present copies of the nomination form and pastor's recommendation letter and discuss the nominee's qualification. Leave a copy of these documents (**not** the originals) with him for his reference.
 - Request that the Local Ordinary prepare a confidential letter of recommendation for each nominee. Request that he address his recommendation letter to the Lieutenant but return it directly to you by a certain date (be sure that it is reasonable given his schedule and the date of your meeting) or inform you that he cannot provide a recommendation. Be sure to give him the Lieutenant's name and address.
 - Request that he send a separate notification letter directly to the nominee with a copy to you informing the nominee that they have been nominated for membership in the Order and that their nomination has been accepted. Leave a suggested sample form



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

for his reference. [See Sample Form 6 – Letter to Nominee from Archbishop/Bishop](#) *This is not the same letter as the confidential letter of recommendation*, which he should return directly to you for submission with the Membership Packet.

Note: Acceptance of the nomination is NOT the same thing as acceptance of membership. The Membership Packet must be prepared and forwarded to the Lieutenant, the Prior and finally the Grand Magisterium for approval. See below.

5. **Send the nominee an acceptance letter from you.** After receiving a copy of the Local Ordinary's letter to the nominee, the Area Councillors should send out their own letter congratulating them on their nomination and acceptance. [See Sample Form 7 – Letter to Nominee from Area Councillors \(Layperson\)](#) and [Sample Form 8 – Letter to Nominee from Area Councillors \(Clergy\)](#) Be sure to include the following with this letter:

- A copy of the Northern Lieutenancy Brochure (copies may be obtained from the Secretary).
- A copy of the Recommendation for Admission form (*Letter to Clergy only*). [See Sample Form 11 – Recommendation for Admission](#). This form now includes on the back side the information with respect to acceptance of the nomination and the exact form of the name for the certificate. You will need to complete the front part of the form prior to sending it.
- A copy of the "*Duties and Responsibilities of the Knights and Dames of the Order*". [See Sample Form 5 – Duties and Responsibilities](#)

A website link to the Orientation Handbook (or a hard copy of the Handbook) is also included in the letter.

Do not send or show the confidential letters of recommendation or the original nomination letter to the nominee.

The layperson letter congratulates the nominee and invites them to a personal meeting to discuss the membership packet issues. The clergy letter requests the packet documents on the assumption that clergy in general will not have the time for a personal meeting. Councillors should feel free to modify the clergy letter if they would like to follow the personal meeting approach with clergy as well.

6. **Schedule a person-to-person meeting with the nominee.** If you have not heard from the nominee, follow up the Area Councillor letter with a call or email to schedule a mutually agreeable time to meet with the nominee(s) and introduce them to the Order, perhaps over coffee, lunch or dinner. At this meeting:

- Introduce them to the Order and answer any questions that they might have from their review of their acceptance letter. If possible, arrange to have a computer with you and show them how to access the website and watch the Order video now on the site.
- Explain the nomination and membership application processes. Be sure to explain that their final membership approval must go through several levels of review locally and in Rome before membership is granted.



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

- Review with them a copy of the Oath and Promise which they will be asked to sign at the Vigil-At-Arms Service and answer any questions. [See Sample Form 1 – Oath and Promise for Investees.](#)
- Provide them with a summary of their financial obligations and review the additional information you need to complete their membership application by reviewing with them the Membership Information Request. [See Sample Form 9 – Membership Information Request](#) Leave a copy of the Request with them. Also provide them with the Brief Curriculum Vitae form and a Recommendation for Admission form *for each nominee*. [See Sample Form 10 – Brief Curriculum Vitae](#) and [Sample Form 11 – Recommendation for Admission Form.](#)

Note: You will need to complete the front side of the Recommendation for Admission form *prior to* leaving it with the nominees. Each nominee must complete and sign the back side of their individual form which indicates their acceptance of the nomination and provides the exact spelling of their name as they wish it to appear on their certificate.

Note on Membership Cost Information: In many of the sample forms you are asked to complete membership expense information. The honorariums, suggested annual contributions, Annual Meeting registration, and other costs associated with membership will vary from year to year and are subject to change at the discretion of the Lieutenant in consultation with the Advisory Council. A notice of these fees and costs is sent to Area Councillors each year and when changes are made. Councillors should contact the Lieutenancy's secretary if they have any questions or are uncertain about current amounts.

- Provide them with the date and location of the Annual Meeting where they will be invested.
- Confirm that they would like to proceed with the membership application. At this point, some nominees may wish to take more time to consider proceeding. Give them that time, but be sure to give them a deadline that will allow you to complete the membership application process.

Special Note on Postponements: The Recommendation for Admission form may be completed, filed and accepted with investiture postponed for a year. However, postponement of the Membership Packet and/or the investiture beyond one year may require that the entire nomination process be repeated.



For the United States Northern Lieutenancy

The Membership Packet

Once the nomination has been accepted and the nominee has indicated that they would like to proceed with the membership process, it is time to work with the nominee and assemble the Membership Packet. The packet consists of the documents listed below. The packet should contain the original and one (1) copy of each document as noted below. ***It is also highly recommended that Councillors make an additional copy of all documents for their local records before submission to the Lieutenant.***

1. Recommendation for Admission form completed by the Area Councillors
See Sample Form 11 – Recommendation for Admission Form [Two copies.]
Note that the back side of this form must be completed and signed by the nominee.
2. Pastor's Recommendation Letter. [Original and one copy.]
3. Archbishop/Bishop's Recommendation Letter. [Original and one copy.]
4. Honorarium check (Lieutenant will advise on amount). [Original and one copy.]
5. Brief Curriculum Vitae [Two copies.] **See Sample Form 10 – Brief Curriculum Vitae**
Note: While brief, it should still be complete. With very little information, membership may be declined. Councillors should not hesitate to contact the nominee for more information if they feel it necessary or desirable.
6. Certificate of Baptism **with notations** dated and signed within six (6) months prior to the date that the Membership Packet is submitted. [Original and one copy.]
Note: Please see below for more details. This is NOT the original Baptism Certificate.
7. If the proposed member is a Priest or Religious, and their Holy Orders or Religious Profession is not noted on their Certificate of Baptism, two (2) copies of their Holy Orders or Religious Profession.
8. Certificate of Full Communion (if applicable) dated and signed within six (6) months prior to the date that the Membership Packet is submitted. [Original and one copy.]
Note: See below for more details. This Certificate is for those not baptized in the Church.
9. Certificate of Marriage dated and signed within six (6) months prior to the date that the Membership Packet is submitted. [Original and one copy.]
Note: Please see below for more details. This is NOT the original Marriage Certificate.
10. Declaration of Nullity (if required) [Two copies.]
Note: See below for more details. This document is for those in a second marriage.

A Word About Parish Recordkeeping

Under Canon Law, all parishes are required to keep parochial registers for all sacraments administered in the parish. There is generally a separate register for baptisms, confirmation, marriages, etc. ***A parish may issue certifications only for the sacraments performed in their parish***, which is why nominees may need to contact more than one parish. Under Canon Law, these certifications must carry the parish seal, generally a "crimp" seal placed over the pastor's signature evidencing the authenticity of the certification. ***All certificates should be currently signed and dated (no more than six months prior to the date that the Membership Packet is submitted).***



Equestrian Order of the Holy Sepulchre of Jerusalem Area Councillors Guide



For the United States Northern Lieutenancy

Canon Law also requires that the Baptismal Register include notes of all sacraments for the individual, even those sacraments that are not performed in the parish. So, for example, this register should note the dates and location of First Communion, Confirmation, Marriage and Declarations of Nullity (with the associated protocol number described below), religious professions, ordinations and the like. This is why the Certificate of Baptism **with notations** should be requested by nominees. On the back it will contain a description of these notes, which may indicate special issues like marriages, nullifications, etc. These notes may also assist in tracking down the correct parish for other certificates like a Certificate of Marriage. Please note that Certificate of Baptism notations do not take the place of the other required certificates. So, for example, a notation of marriage must still be documented by a request for a current Certificate of Marriage.

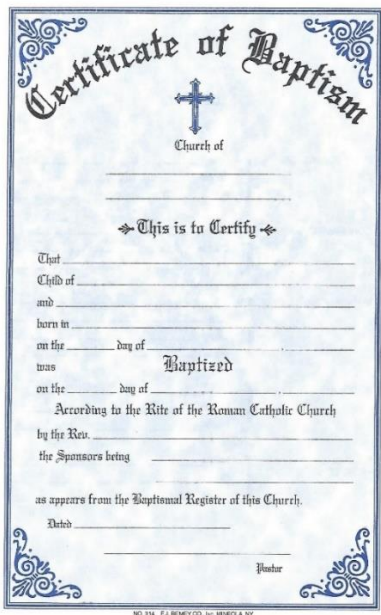
Finally, Canon Law requires that these registers be safeguarded and protected. This usually means that for parishes that have been merged or closed, these records can be found in the diocesan Chancellor's office or in the successor parish in the case of a merger.

Certificate of Baptism with Notations

A Certificate of Baptism is a new document prepared by a parish from the information in its Baptismal Register and signed and sealed by the parish pastor. ***It is not the original Baptism Certificate received at the baptism itself or a "certified copy" of the original Baptism Certificate.***

A Certificate of Baptism with notations is a Certificate of Baptism containing notes of all other sacraments received by the individual taken from the Baptismal Register notes section. A Certificate of Baptism with notations is what nominees should specifically request, not just a Certificate of Baptism. Note that the Certificate of Baptism with notations can only be provided by the parish where the baptism was performed. The request must be made to this parish. ***The Certificate of Baptism must be signed and dated no more than six months prior to the date that the Membership Packet is submitted.***

Here is what the front and back of a typical Certificate of Baptism with notations looks like (Notations are usually on the back. Forms may vary by parish):

 The front of the Certificate of Baptism form features a decorative border with a blue Jerusalem cross at the top center. The title "Certificate of Baptism" is written in a stylized font. Below the title, there is a line for "Church of". The main body of the form contains the text "This is to Certify" followed by a line for "That". Below this, there are lines for "Child of", "and", "born in", "on the ___ day of", "was", "on the ___ day of", "Baptized", "According to the Rite of the Roman Catholic Church", "by the Rev.", "the Sponsors being", "as appears from the Baptismal Register of this Church.", "Dated", and a line for the "Pastor".	Notations <table border="0"><tr><td>FIRST COMMUNION</td><td>{</td><td>Date _____</td></tr><tr><td></td><td></td><td>Church _____</td></tr><tr><td></td><td></td><td>Place _____</td></tr><tr><td>CONFIRMATION</td><td>{</td><td>Date _____</td></tr><tr><td></td><td></td><td>Church _____</td></tr><tr><td></td><td></td><td>Place _____</td></tr><tr><td>MARRIAGE(S)</td><td>{</td><td>To _____</td></tr><tr><td></td><td></td><td>Date _____</td></tr><tr><td></td><td></td><td>Church _____</td></tr><tr><td></td><td></td><td>Place _____</td></tr><tr><td>DIACONATE</td><td>{</td><td>Date _____</td></tr><tr><td></td><td></td><td>Church _____</td></tr><tr><td></td><td></td><td>Place _____</td></tr><tr><td>RELIGIOUS PROFESSION</td><td>{</td><td>Date _____</td></tr><tr><td></td><td></td><td>Church _____</td></tr><tr><td></td><td></td><td>Place _____</td></tr></table>	FIRST COMMUNION	{	Date _____			Church _____			Place _____	CONFIRMATION	{	Date _____			Church _____			Place _____	MARRIAGE(S)	{	To _____			Date _____			Church _____			Place _____	DIACONATE	{	Date _____			Church _____			Place _____	RELIGIOUS PROFESSION	{	Date _____			Church _____			Place _____
FIRST COMMUNION	{	Date _____																																															
		Church _____																																															
		Place _____																																															
CONFIRMATION	{	Date _____																																															
		Church _____																																															
		Place _____																																															
MARRIAGE(S)	{	To _____																																															
		Date _____																																															
		Church _____																																															
		Place _____																																															
DIACONATE	{	Date _____																																															
		Church _____																																															
		Place _____																																															
RELIGIOUS PROFESSION	{	Date _____																																															
		Church _____																																															
		Place _____																																															



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Certificate of Full Communion

If the nominee was not baptized in a Roman Catholic Church, then in addition to a Certificate of Baptism from the Christian church where they were baptized (this is almost always without notation because most other Christian denominations do not follow this practice), a signed "Certificate of Full Communion" from the parish into which the nominee was received into the Church (usually through confirmation) must also be included in the Membership Packet along with a copy. ***The Certificate of Full Communion must be signed and dated no more than six months prior to the date that the Membership Packet is submitted.***

Here is what a Certificate of Full Communion might look like. Again, forms may vary from parish to parish.

Rite of Christian Initiation

This is to certify that

born on the ___ day of _____

in _____ City _____ State

Baptized _____ at _____ Church

in _____ City _____ State

was received into full communion with the Roman Catholic Church
after making a solemn Profession of Faith,
celebrating the sacrament of Confirmation, and
sharing in the Holy Eucharist

on the ___ day of _____

at _____

Pastor _____

Sponsor _____

*I am the Way, the Truth,
and the Life.
John 14:6*

Note: A Certificate of Full Communion is required in all cases where a non-Catholic is married in a Catholic parish. The Order cannot rely on a Certificate of Marriage alone as proof of full communion. Since that is not required of non-Catholics as a precondition to marriage within the Church.



Equestrian Order of the Holy Sepulchre of Jerusalem Area Councillors Guide



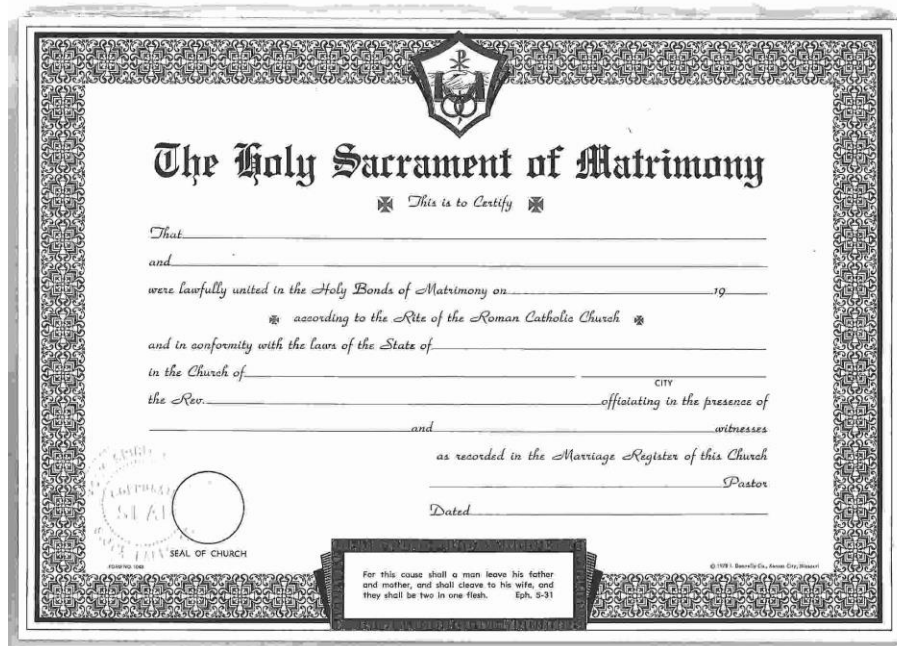
For the United States Northern Lieutenancy

Certificate of Marriage

A Certificate of Marriage is a new document prepared by the parish where the marriage was performed from the information in its Marriage Register and signed and sealed by the parish pastor. It is not the original Marriage Certificate received at the marriage or a “certified copy” of the original Marriage Certificate, even though in some cases the same form is used by the parish. It is also not the civil marriage license or a certified copy of the civil marriage license.

The Certificate of Marriage must be signed and dated no more than six months prior to the date that the Membership Packet is submitted.

A Certificate of Marriage looks like this (forms may vary from parish to parish):



Note: A person can be married in the Catholic Church and not be Catholic. Therefore, ***the Order cannot rely solely on a Certificate of Marriage as proof of full communion, especially where the baptismal certificate indicates that they were not baptized in a Catholic parish.***

Declaration of Nullity

If the nominee is in a second marriage and their former spouse is still alive, two (2) copies of the Declaration of Nullity of the prior marriage issued by the diocesan Marriage Tribunal at the conclusion of the process must also accompany the Membership Packet. These do not have to be specifically certified because the Declaration will contain a special unique Protocol Number that allows independent verification if necessary.

A Declaration of Nullity can be obtained from the Diocesan Marriage Tribunal where it was granted. In addition, if this is not available, the parish of baptism should receive a letter from the Marriage Tribunal containing a notification of the annulment and the Protocol Number and this information should be entered into the notes section of the parish’s Baptismal Register and appear in the notes section of the Certificate of Baptism.



For the United States Northern Lieutenancy

How to Request Certificates

Most parishes will accept requests for certificates via letter, email, phone or personal visit from the nominee and often will assist in resolving any problems.

The Membership Approval Process

The Membership Approval Hierarchy

The completed membership packet should be delivered to the Lieutenant by the requested deadline. After his review and approval, the Lieutenant forwards these documents to the Lieutenancy Prior for his review and approval. Following the Prior's approval, the documents are forwarded to the Grand Magisterium in Rome for consideration. If membership into the Order is approved by the Magisterium, the Lieutenant will notify the nominee and the Area Councillors of the nominee's approval and provide them with information on the next Annual Meeting of the Lieutenancy, the accompanying investiture ceremony, and how to order the nominee's attire. [See Sample Form 12 – Lieutenant's Letter to Investees](#)

Area Councillors Follow-up

The Area Councillors should follow up with each new member approximately two months prior to the meeting to make sure all reservations have been made and attire has been ordered. If the Orientation Handbook has not been previously provided to the nominee, a copy should now be provided so that they can prepare for their investiture. Additionally, the Area Councillors should *strongly* encourage the new member to attend the mandatory Investee Meeting, where they will be provided with detailed instructions on the Rite of Investiture. Area Councillors are also encouraged to attend this meeting with their new investees. Some Area Councillors invite new investees to a dinner to answer any questions and to provide insights on the investiture process and the rest of the Annual Meeting. At this time Councillors can also gather any additional information that is needed for the investees file (such as a Member Dossier File Cover Sheet or a Funeral Request form).

Rejected Applications

In the rare instance that a nominee is not accepted into the Order, the Lieutenant will notify the Area Councillors of this situation. The Lieutenant will then also notify the nominee directly that he/she has not been accepted into the Order.

Investiture Announcements

General press releases to news outlets should not be used. The nature and work of the Order is not understood very well outside of the Church and in some cases, is outright opposed by some parties. A general press release has the potential to create unnecessary controversy.



Promotions

Area Councillors are responsible for notifying members when they are eligible for promotion and for preparing the promotion application packet for members wishing to be promoted. Members are not required to accept promotion and may defer promotion at their discretion.

The promotion process is like the membership process. The Secretary advises the Area Councillors of the list of members in their Area who are eligible for promotion and the Councillors prepare an updated Promotion Application packet for approval by the Local Ordinary, the Lieutenant and the Lieutenancy Prior before being recommended to Rome for final approval. A promotee is notified of approval and must attend the Memorial Mass and Rite of Promotion to receive their new insignia and certificate of promotion. The promotions process is described in detail below.

Promotion in rank is not a right or entitlement, nor does it entitle a Knight or Dame to any special privileges within the Order. Rather it is the discretionary recognition by the Order that a Knight or a Dame has continued to demonstrate a devout dedication to the Order, its mission, and the local and universal Church

Promotion of Lay Members

Membership Ranks for Lay Members

Lay members are usually promoted through four ranks. A fifth rank, Knight of the Collar, may also be conferred on the most eminent persons, ecclesiastic or lay, of the highest dignity, and only in the most exceptional cases. This rank is rarely conferred.

KHS / DHS	Knight / Dame	Status after Investiture
KCHS / DCHS	Knight / Dame Commander	First Promotion
KC*HS / DC*HS	Knight / Dame Commander with Star	Second Promotion
KGCHS / DGCHS	Knight / Dame Grand Cross	Third Promotion

Criteria for Promotion of Lay Members

The following criteria are used to determine eligibility for promotion:

- The Knight or Dame must be in good standing with the Order.
- Four years must have passed since Investiture or last Promotion (three years for Council Members or those serving in special roles assigned by the Lieutenant).
- The Knight or Dame must financially contribute for four of the five years prior to their promotion.
- The Knight or Dame must attend the Annual Meetings three out of four years prior to their promotion.
- The Knight or Dame must be active in their local area, Church and community.
- Promotion to Commander with Star and Grand Cross also requires that the promotee has made a pilgrimage to the Holy Land. In rare cases the pilgrimage required may be waived by the Lieutenant.



For the United States Northern Lieutenancy

Promotion of Clergy and Religious

Membership Ranks for Priests and Bishops

Priests are promoted based on their ecclesiastical status and changes in their status as follows:

KHS	Knight	Priest
KCHS	Knight Commander	Monsignor
KC*HS	Knight Commander with Star	Archbishop / Bishop

Rank is awarded on investiture based on their status as well. For example, a Bishop who is invested is immediately given the rank of Knight Commander with Star.

In the rare and unusual circumstance where a clergy was previously a lay member and was promoted to higher rank prior to ordination, they will keep their highest rank but are not eligible for further promotion except as outlined above. There is no demotion in rank.

Membership Ranks for Deacons

Seminarians who are Transitional Deacons are not allowed to be invested until they are ordained and have served five (5) years as a priest. All other deacons are invested as Knights and may be promoted only as far as Knight Commander (KCHS) if the following criteria are met:

- The Knight must be in good standing with the Order.
- Four years must have passed since Investiture (three years for Council Members).
- The Knight must financially contribute for four of the five years prior to their promotion.
- The Knight must attend the Annual Meetings three out of four years prior to their promotion.
- The Knight must be active in their local area, Church and community.

Deacons are not eligible for promotion to the grand ranks of Knight Commander with Star (KC*HS) or Knight Grand Cross (KGCHS).

Where a deacon was previously a lay member and was promoted to higher rank in that capacity, they keep their highest rank after being ordained as a deacon but are not eligible for further promotion. There is no demotion in rank.

Membership Ranks for Religious

Members of religious orders are also promoted based on their status in their Order. The ranks are:

KHS / DHS	Knight / Dame	Religious Member
KCHS / DCHS	Knight / Dame Commander	First Promotion
KC*HS / DC*HS	Knight / Dame Commander with Star	Order Provincial

Rank is awarded on investiture based on their status as well.

Religious may be promoted only as far as Knight/Dame Commander if they meet the same promotion criteria as Deacons. A Religious member who was previously a lay member and was promoted to higher rank prior to taking their vows keep their highest rank but are not eligible for further promotion except as described above. There is no demotion in rank.



The Promotions Process

The Promotions process follows the following steps:

1. **Secretary Notification.** The Lieutenancy's Secretary provides a list of eligible members to Area Councillors. This usually occurs in mid-January.

Note: Promotions must be submitted to the Lieutenant *by the end of January*.

2. **Eligibility Review.** Area Councillors review the list and double-check with their local records that the promotion criteria have been met.
3. **Notify the Eligible Promotees.** The Area Councillor then sends a letter/email to the eligible promotees informing them that based on the Order's criteria, they are eligible for promotion. [See Sample Form 13 – Letter to Promotees](#) Councillors should send with this letter the "Evidence of Subsequent Good Service" example form ([See Sample Form 14 – Evidence of Subsequent Good Services](#)) and the Recommendation for Promotion Form ([See Sample Form 15 – Recommendation for Promotion Form](#)). Councillors should encourage eligible members to be as detailed as possible in completing the Evidence of Subsequent Good Services form as the lack of information might cause the promotion to be denied. The letter should also set a deadline for the member to accept the promotion and return the completed form.

Note: You will need to complete the front side of the Recommendation for Promotion form *prior to* mailing it to the promotees. Each promotee must complete and sign the back side of their individual form which indicates their acceptance of the promotion and provides the exact spelling of their name as they wish it to appear on their certificate.

4. **Review the Promotion Materials.** Upon receipt of the Evidence of Subsequent Good Service form, the Area Councillors should again review the promotion criteria and determine if the information supports promotion. This decision is subjective and in the discretion of the Area Councillors. Councillors are encouraged to contact eligible members for additional service information if they believe that the form is incomplete.
5. **Promotion Approval by the Local Ordinary.** The Area Councillors next submit a list of the eligible promotees to the local Archbishop/Bishop requesting his approval of the promotions. [See Sample Form 16– Letter to Archbishop or Bishop Requesting Approval of Promotions](#) Some bishops prefer to schedule a meeting to discuss the promotions, and such a meeting is perfectly acceptable. This letter requests him to provide a confidential letter of approval of the promotions. ***Note that one letter can be used to approve multiple promotions.*** No special format for this approval letter is required. Be sure to ask him to respond by a certain date (be sure that it is reasonable given his schedule and the date of your meeting) or inform you that he cannot approve the one or more of the promotions. Also remind him that this letter should be addressed and returned to you.



Equestrian Order of the Holy Sepulchre of Jerusalem Area Councillors Guide



For the United States Northern Lieutenancy

6. **Assemble the Promotion Packets, one for each promotee.** Upon receipt of the Local Ordinary's approval, prepare a Promotion Packet for each promotee. Each packet should contain the original and one (1) copy of each document as noted below. ***It is also highly recommended that Councillors make an additional copy of all documents for their records before submission to the Lieutenant.***
 - Recommendation for Promotion Form, which is completed by the Area Councillors. [2 copies.] **See Sample Form 14– Recommendation for Promotion Form**
Note: The back side of this form must be completed and signed by the promotee.
 - Archbishop/Bishop's Approval Letter. [Original and one copy.]
 - Honorarium check (**Note:** The amount varies by rank). [Original and one copy.]
 - Evidence of Subsequent Good Service [Two copies.]
7. **Deliver the Packets to the Lieutenant.** The deadline for delivering the promotion packets to the Lieutenant is the last day of January.
8. **Hierarchy Approvals.** After his review and approval, the Lieutenant forwards these documents to the Lieutenancy Prior for his review and approval. Following the Prior's approval, the documents are forwarded to the Grand Magisterium in Rome for consideration. If a promotion is granted, the Lieutenant will notify the promotee and the Area Councillors. Remember: promotees must attend the Memorial Mass and Rite of Promotion at the Annual Meeting to receive their new insignia and certificate of promotion.

Promotion Announcements

General press releases to news outlets should not be used. The nature and work of the Order is not understood very well outside of the Church and in some cases, is outright opposed by some parties. A general press release has the potential to create unnecessary controversy.

The Jerusalem Palms

The Palm of Jerusalem (of gold, silver and bronze) are conferred by the Cardinal Grand Master after consultation with the Order's Grand Prior to Knights and Dames of exemplary moral conduct, especially for meritorious works on behalf of the Order or the Holy Land. The awards are recommended by the Lieutenant after review and nomination by a special Review Committee comprised of 3-5 senior members of the Lieutenancy (usually current and emeritus Lieutenants and Chancellors).

The Jerusalem Palm is a distinctive and rare award. The criteria used by the Review Committee is described in detail beginning on page 52 of the Orientation Handbook.



Pilgrimage to the Holy Land

The Privilege and Responsibility of Pilgrimage

The Northern Lieutenancy is committed to promoting pilgrimages as the best means of evidencing the Order's commitment to the Christian community. A pilgrimage helps members attain a better insight into their lives as a “pilgrims of faith” and to understand their foundation in the Resurrection of the Lord. It opens members to mutual ecumenical and charitable understanding with their brothers and sisters in the Faith and reminds them that the “Way of the Cross” is the way that leads to life and hope. A pilgrimage to the Holy Sepulchre and to other Holy Places is also an act of solidarity with our brothers and sisters in the Holy Land. Our presence among them is an encouragement to the minority Christian people of that land, living amid so many problems, pressures, and difficulties. Pilgrims’ deepened faith and new experience of the “Land of the Bible” and its people enables them to give a particular witness to those with whom they live and work.

A pilgrimage to the Holy Sepulchre and the Holy Land is a moral obligation of every Knight and Dame of the Order and should be realized with the help of God at least once during one's lifetime. The Lieutenancy sponsors a pilgrimage to the Holy Land in the fall of each year led by one of the Order's prelates. A pilgrimage to the Holy Land is required for promotion to the grand ranks of Knight/Dame Commander with Star and Knight/Dame Grand Cross.

The Pilgrim's Shell

The special distinction of the Pilgrim's Shell is granted to members who have completed a pious pilgrimage to the Holy Land. This award is given to all members who participate in an Order sponsored pilgrimage while they are in the Holy Land, often by the Latin Patriarch himself. Members who have participated or will participate in pilgrimages not sponsored by the Order may also receive the Pilgrims Shell if their pilgrimage meets certain minimum requirements. To receive the Shell, the following process should be followed:

For Past Pilgrimages:

1. Contact the Lieutenancy's Master of Pilgrimages and obtain an official Request Form. [See Sample Form 18 – Past Pilgrimage Approval Request](#) Each prospective recipient should complete the form and return it to him. Only members of the Northern Lieutenancy can request a Shell using this form.
2. The information from the form will be used by the Master of Pilgrimages to determine if the pilgrimage met the minimum requirements. Area Councillors should contact the Master of Pilgrimages with any questions regarding these requirements.
3. Each Shell requires an honorarium in the form of a check made out to “Equestrian Order of the Holy Sepulchre”. This honorarium should accompany the Request Form when it is returned to the Master of Pilgrimages. Contact the Master of Pilgrimages for the current amount.
4. The Request is reviewed and approved by the Master of Pilgrimages and forwarded to the Lieutenant for final approval.
5. The Master of Pilgrimages will inform applicants and their Area Councillors of the approval or disapproval of their request.



For the United States Northern Lieutenancy

For Future Non-Order Sponsored Pilgrimages:

1. Contact the Lieutenancy's Master of Pilgrimages and obtain an official Request Form. [See Sample Form 17 – Future Pilgrimage Approval Request](#) One form can be completed for the proposed pilgrimage and returned to him.
2. The Request Form should contain the names of all Northern Lieutenancy members that wish to receive their Shell during the pilgrimage. Note: Only members of the Northern Lieutenancy can request a Shell in this manner from the Master of Pilgrimages.
3. The Request Form also requires the names of all other participants in the pilgrimage.
4. The Master of Pilgrimages will review the information to determine if the pilgrimage meets the minimum requirements. If it does, he will approve the Request and forward it to the Lieutenant.
5. If the Lieutenant approves the Request, he will contact the Latin Patriarch's office in Jerusalem with his approval for the specified members to receive their Shell and arrange an appointment with the Patriarch for the awards ceremony.
6. A monetary donation is to be handed to the Patriarch at the ceremony. The Patriarch would appreciate one check for all recipients. It is up to the pilgrims to determine the amount of the donation.



Meetings and Communications

Annual Winter Advisory Council Meeting

All Area Councillors are members of the Lieutenancy's Advisory Council and are expected to attend the Winter Advisory Council Meeting. The Lieutenant will advise the date and location and will provide the agenda and lodging information. At this meeting, the Council, acting as a Board of Directors for the Lieutenancy, makes recommendations on policy decisions affecting the management of the Lieutenancy and the conduct of its affairs. The Meeting also allows the Lieutenant to communicate matters of importance to all Council members and provides them with a venue to ask questions, receive answers and guidance, and raise and discuss issues of general concern to the Lieutenancy. Information about the upcoming Annual Meeting is also presented and discussed.

In preparation for this meeting, Area Councillors should prepare a summary for their Area which may include the following (to be used only as a guideline):

- Number of new nominations for the upcoming year (if known)
- Number of promotions for the upcoming year (if known)
- Annual Investiture Meeting attendance from Area
- Summary of annual Area Meeting (Bishop's Dinner)
- Death notices of Area members
- Any other relevant news

Annual Meeting of the Lieutenancy

All members are expected to attend the Annual Meeting of the Lieutenancy. The location is rotated among selected Dioceses of the Lieutenancy every year to distribute the distance of travel for all members and to encourage attendance from different Areas. The locations and dates of future Annual Meetings of the Lieutenancy are published annually in the Directory that is distributed at the Meeting.

The Annual Meeting Local Chairs appointed by the Lieutenant in consultation with the Councillors for the Area are responsible for providing all members with complete registration materials and corresponding information on the Meeting. In addition to the many other events that occur during the Meeting, it provides members with an update on the Holy Land, the activities of the Advisory Council, and is an official meeting of the Council.

Area Councillors should encourage their Area members to attend and remind members that to be eligible for promotion, a member must attend a minimum of three meetings in a four-year period. Additionally, Area members should be encouraged to attend to support the new investees and promoted members from their Area, as well as to network with members from other Areas.

Area Councillors should also be available to assist members with making reservations (if requested) and/or sending reminders for the Meeting. New members that are to be invested at the meeting are unfamiliar with the process and may need additional assistance with ordering attire and making travel plans. The dress code for the meeting is often an area for confusion, especially for new members. It is recommended that the Area Councillor contact the new members approximately two months prior to the meeting ensuring the new members have completed their reservations, ordered their attire for their investiture, and to answer any questions that they might have.



Local Area Meetings and Order Communications

General Meetings

To promote participation in the Order and to offer Area members the opportunity to meet other Area members, Area Councillors are encouraged to organize at least one annual meeting at a central location. Area meetings are not funded by the Order. However, the Area Councillor may request Area members to share the cost as appropriate. This is especially true if the location is rented and/or a meal is served.

Annual Dinner Honoring the Local Ordinary

Area Councillors are required to organize an annual dinner honoring the Archbishop/Bishop of their Diocese. A Mass may also be incorporated into this meeting. While the location is at the Area Councillors' discretion, a location central to most members is encouraged. If Mass will be offered, the date is generally predetermined by the schedule of the clergy for the Mass.

Most Area Councillors use this meeting to accomplish the following:

- Honor the Local Ordinary.
- Introduce new members.
- Congratulate promoted members.
- Present the certificates from Rome for the previous year's investees/promotees.
- Share any news obtained at Advisory Council meetings.

This meeting is also a good time to request nomination forms for the following year and remind members of the response deadlines.

Other Local Events

Area Councillors are encouraged to help facilitate other opportunities for members to come together. This does not necessarily have to be in the format of a formal meeting or dinner, but can be scheduled around other Diocesan events. Area Councillors should work closely with the Local Ordinary and the Area Chaplain to plan such events. The following is a sampling of events that are currently orchestrated in various areas:

- Attendance at the Diocesan Chrism Masses (Members are frequently asked to process at these Masses).
- Attendance at the Diocesan Ordination Masses (Members are also asked to process at these Masses).
- Participation in retreats directed by the Area Chaplain.
- Participation in Holy Hours, Vespers and Luncheons.
- Attendance at a Social/Mixer for new Investees.
- Attendance at a special dinner for Area Clergy members.
- Attendance at the celebration of special Masses for the Order's Holy Days and feasts including:
 - Our Lady of Palestine (October 25th or the last Sunday in October)
 - The Triumph of the Cross (September 14th)
 - The Feast Day for St. Pius X (August 21st)
 - The Feast Day for St. Helena (August 18th)



For the United States Northern Lieutenancy

Local Communications

It is important for Area Councillors to keep Area members up-to-date and to encourage more active participation in the Order through constant communication. The following are some examples of information the Area Councillor could communicate to members:

- Names of newly invested area members, encouraging members to welcome them
- Summary of meetings
- Notification of upcoming meetings and/or events
- Announcements regarding area members (i.e. illness, death in family, prayer requests)
- News regarding the Order as received throughout the year from the Lieutenant
- Requests for new nominations

Letters are the traditional standby method of communication, however with the advent of the internet, such communication can be accomplished through group emails. Some Area Councillors also utilize the “phone tree” method for situations where information needs to be passed on quickly, such as funeral notifications.

Another source for communication is through the local diocesan publications and internet sites. Some Councillors ask their members to donate towards the cost of an actual print ad in the local Diocesan newsletter and/or website, such as to welcome a new Archbishop/Bishop or priest to the Order, or say farewell on the behalf of the Order to an Archbishop/Bishop or priest that is leaving the Area, etc.

Lieutenancy Communications

The Northern Lieutenancy publishes a periodic newsletter called *The Squire* that is sent out to all members. The Lieutenant also forwards email communications from the Latin Patriarchy and the Grand Magisterium that can be easily forwarded to Area members.

Additionally, the following are relevant websites for the Order:

- The website for our Lieutenancy is www.eohsjnorthern.com
- The website for the international Order is www.oessh.va



Area Chaplain

Our Lieutenancy Prior has requested that each Area have a Chaplain appointed by the Local Ordinary (Archbishop/Bishop). The role of Area Chaplain is to assist the Area Councillors in the promotion of the spiritual life of the Knights and Dames. It is important for the Area Chaplain to make every effort to attend the Annual Meeting of the Lieutenancy.

Selection and Term of a Chaplain

An Area Chaplain must be a Priest and a member of the Order. The Chaplain is proposed by the Area Councillors to the Bishop/Archbishop of the Diocese for his approval. It is important that the candidate not be contacted until the Bishop has given his approval. Once approved, discuss with the Local Ordinary who should inform the new Chaplain. Once informed, the Area Councillors should schedule a meeting with the Chaplain to discuss his role and expectations.

An Area Chaplain's term of service is four (4) years with the possibility of renewing at the request of the Area Councillors and approval of the Local Ordinary.

Areas of Focus

An Area Chaplain should:

- Assist the Area Councillors in the coordination and planning of liturgies for Area.
- If the Local Ordinary may not be present, the Chaplain may preside at the liturgies.
- Communicate regularly with members of the Order in cooperation with the Area Councillors to promote the spirituality of the Knights and Dames.
- Be present for the funeral of a deceased member of the Order.
- Assist the Area Councillors in the selection of potential new membership nominees.
- Perform such other duties as agreed upon with the Area Councillors (with the permission of the Local Ordinary, if required).

Guidance by the Lieutenancy's Ecclesiastical Master of Ceremonies

The Lieutenancy's Ecclesiastical Master of Ceremonies provides guidance and support for the Area Chaplains. He may host a special meeting for the Chaplains during the Annual Meeting.



Member Funerals

The Formal Order Delegation

Upon death, all members of the Order have the right to a formal delegation of Knights and Dames to attend their funeral. This delegation is often referred to as an Honor Guard. Area Councillors should address the funeral wishes of members at the time they come into the Order and keep this information on file to refer to at the time of death. [See Sample Form 19 – Funeral Request Form](#)

Member Funeral Checklist

The following is a list for the Area Councillor to follow upon notification of a local Area member's death:

1. Call the family to express sympathy for their loss and gather information about the arrangements (time, dates, and location) for visitation, the wake service and the funeral.
2. Inquire (if the deceased does not have a surviving spouse) about the next of kin (if not already on file) so that this information (name, address and relationship) can be provided to the Lieutenant who will then inform the Lieutenancy Prior. Formal letters will be sent from each to the surviving spouse or next of kin. Every effort should be made to immediately notify the Lieutenant upon learning of a member's death.
3. If the deceased wishes regarding his or her funeral arrangements are already on file, contact the family to confirm this. If the deceased member's wishes are unknown and because of the private character of a funeral, the presence of a formal delegation (Honor Guard) of Knights and Dames at the funeral liturgy is subject to the deceased member's family approval. Therefore, if the deceased desires regarding funeral arrangements have not previously been established (not on file), you must ascertain the following from the family:
 - If the family desires to have a delegation of Knights and Dames (Honor Guard) attend the funeral in full ceremonial dress (cloak, beret/mantilla and insignia).
 - Or if the family desires that attending Knights and Dames simply be seated together without being in full ceremonial dress (no cloaks, beret/mantilla or insignia).
4. Note: In the Northern Lieutenancy, the Lieutenant has authorized all members attending a funeral of a deceased member to do so in full ceremonial dress including insignia if the decedent or family has requested it. There is no need for a separate additional approval from the Local Ordinary.
5. Advise the family that there is a funeral pall designed with the Order's insignia (Cross of Jerusalem) available. The funeral pall should be kept by the Area Councillors. Ask if the family wants it to be used. In the case that they wish to use the pall, you may also inquire as to whether they would like members of the Order to place the pall on the casket. If so, let the family know that you, as the Area Councillors, will inform the funeral home director that the Order's pall is to be used and that you will provide the pall to the funeral home director.
6. Advise the family that a deceased member may lie in state and be buried in their full ceremonial dress with insignia. Alternatively, the cloak and beret/mantilla of the deceased member or the Standard of the Order (i.e. banner, if available) may be placed on the coffin. It is also acceptable,



Equestrian Order of the Holy Sepulchre of Jerusalem Area Councillors Guide



For the United States Northern Lieutenancy

and often more feasible, to display these items next to the coffin on a valet stand, as there may be other items covering the coffin, such as a floral display. The insignia of the Order belonging to the deceased may also be displayed next to the coffin during the visitation such as on a velvet pillow. Let the family know that these wishes would then need to be communicated to the funeral home director, and that the family would need to provide the cloak, beret/mantilla and insignia to the funeral home director.

7. Once the arrangements have been confirmed with the family, it is important to begin contacting all the members in your Area informing them of the member's death and encouraging their participation. Many Area Councillors initiate a "telephone calling tree" to contact members or, more commonly, send a group email notice advising of the member's death and containing details regarding the visitation and funeral, and any role which they may have at the funeral. **See Sample Form 20 – Funeral Notice** It is also important to keep a count of the number of members that plan to attend the funeral so that this information can be given to the funeral home director to ensure an adequate amount of seating is reserved.

Communicate the following information to Area members:

- Date, place and time of visitation and/or wake service.
 - Date, place and time of funeral.
 - The deceased or family's wishes regarding member participation
 - To arrive at the Church a minimum of 15 minutes prior to the beginning of Mass.
8. If the deceased or family requests a formal delegation (Honor Guard) to be present, it is also important to contact the Pastor where the funeral is to take place, both as a courtesy and to coordinate the participation of members in the Funeral Liturgy and to provide the approximate number of members that plan to attend so that adequate space can be reserved.
 9. Finally, contact the funeral home to advise them of the relevant details, for example:
 - The deceased or family's request to have an official delegation (a.k.a. Honor Guard)
 - The deceased or family's request regarding the use of the Order's funeral pall. You will need to make arrangements to get the pall to the funeral home director.
 - The deceased or family's request regarding burial in full ceremonial dress with insignia or the placing of the cape, beret/mantilla and insignia near casket.
 - The approximate number of members that plan to attend so that adequate space can be reserved.

Funeral Liturgy Process

If a delegation (Honor Guard) is requested, all attending members in full ceremonial dress escort the coffin to the entrance of the sanctuary, remaining present for the initial rites which includes the covering of the coffin with the pall, and then continue to process into the sanctuary and be seated with the rest of the participants in their assigned location. At the conclusion of the liturgy, members exit (recess) and escort the coffin out of the sanctuary usually guided by the funeral director.

In the event that a delegation (Honor Guard) has not been requested, attending members are simply asked to dress appropriately, dark suit or dress, and arrive a minimum of 15 minutes prior to the start of the liturgy to be seated together as a sign of unity.



OHS Funeral Guide

The Lieutenancy is preparing a special booklet explaining these requirements which Councillors may distribute to the family, the funeral director, and the priest conducting the services.

The Deceased Ceremonial Dress and Insignia

Remember, it is the duty of the Area Councillors to remind members that in the event the member is not buried in full ceremonial dress, the vestments and insignia of the deceased must be returned to the Area Councillors unless otherwise used by a family member who is a member of the Order. These items cannot be disposed of by the family at an estate sale or by other means. At an appropriate time after the funeral, the Area Councillors should contact the family to collect the cloak, beret/mantilla and insignia. The Area Councillors can provide for the use of the vestments (cloak and beret/mantilla) by incoming members, but must return the insignia to the Secretary of the Lieutenancy for proper disposition.



Special Member Circumstances

Members Moving Between Areas

If a member moves to a different Area within the Lieutenancy, the Area Councillor should advise the Secretary who will, in turn, advise the Area Councillors in the new Area. These Area Councillors will contact the members, welcome them to the new Area, and invite them to participate in their local activities.

Members Moving Between Lieutenancies

If a member moves to a new Lieutenancy, they have the option to keep their membership in the Northern Lieutenancy or transfer membership to the new Lieutenancy. In either case, the Secretary of the Northern Lieutenancy should be notified of the address change and the member's choice. If the member chooses to transfer, the Secretary will notify the new Lieutenancy and transfer the members records. The records transfer will include a letter stating whether the member has made a pilgrimage and is in good standing.

Active/Inactive Members

Membership in the Order is a lifetime commitment. Once invested a member is considered active until they request inactive status. This is true whether or not they actively participate, attend meetings or make contributions to the Order.

Inactive status is not imposed by the Lieutenancy. The usual reason a member chooses to become inactive is because of financial or health reasons. Members may request inactive status by notifying their Area Councillors or the Lieutenant, Treasurer or Secretary for the Lieutenancy. Whoever is notified first should notify the others.

Upon notification, the Treasurer and the Secretary removes the member from the active databases. This means that the individual would be removed from the Lieutenancy's mailing list and would no longer receive the directory, the annual solicitation for donation, notification regarding the Annual Meeting, The Squire, etc., or promotions. In the Northern Lieutenancy the individual is identified in the directory with an # in front of the name. The individual remains a member of the Order and is entitled to the honors so accorded. Primarily this would be a Mass offered for the repose of his or her soul by the Grand Prior and the Latin Patriarch. The local Area would also provide a delegation at the funeral Mass if requested to do so by the deceased or the family. Inactive status also does not preclude participation in local Area events if the member so desires.

Members Who Are No Longer Practicing Catholics

The Order takes the obligations and responsibilities of membership very seriously. Area Councillors who become aware of local members who are no longer living these obligations should notify the Lieutenant who will take appropriate actions as necessary. This would include Priest or other Religious members who have been laicized or who are not living their profession.



Additional Information

Ceremonial Dress and Insignia

The ceremonial dress and insignia of the Order are blessed vestments and should be accorded proper respect and treatment as such. Members may not wear the uniform or even the cape at public functions and ceremonies without prior authorization from the Lieutenancy or their Local Ordinary.

Members often have questions about the technical rules and regulations surrounding proper dress. The Northern Lieutenancy has developed two additional books that describe these rules in detail. The *Orientation Handbook* has an extended discussion of these rules beginning at page 42 and continuing through page 62. There you will find a description of the proper way to wear ceremonial dress, details on the various insignia and their proper wear, and the proper formal dress regulations. The *Uniform and Dress Guide* is a smaller version containing similar information, especially regarding formal wear. You should refer to these two resources to answer any questions.

Replacement insignia may be ordered through the Lieutenancy's Secretary.

The Legacy Society

Established in the 2000, the Legacy Society of the Equestrian Order of the Holy Sepulchre of Jerusalem is a special way to support Christians in the Holy Land through an endowed fund maintained by the Northern Lieutenancy. The Legacy Society is comprised of Knights and Dames of the Order who have made current gifts to the Fund or who have made provisions in their estate plans to do so. Earnings in the Fund are used to support special projects that assist Christians in the Holy Land. Unless specified otherwise by a donor, disbursement of funds is at the direction of the Lieutenant as advised by the Council.

The Funds are invested by the Lieutenancy's Treasurer for the benefit of the Order and its stated Mission, in accordance with the investment policies approved by the Council. These investment policies are designed to maintain and enhance the Fund and provide assurance to donors as to the careful stewardship and prudent investment of their contributions and bequests.

The names of Legacy Society members are published each year in the Annual Meeting Program. Recognition is also made in the Order's newsletter, *The Squire*. Legacy Society members are remembered at special Masses said by our Ecclesiastical Master of Ceremonies twelve times throughout the year.

Answers to questions regarding the Legacy Society as well as additional information regarding gifts and investments can be obtained from the Lieutenancy's Recorder of the Legacy Society, who is also a member of the Advisory Council.



For the United States Northern Lieutenancy

Area Membership Listing (Optional)

Area Councillors may choose to periodically provide to their members a current list of all Area members and their respective mailing addresses, telephone numbers and email addresses (if applicable). If desired, you can also include the current rank of each member and the year of their investiture for reference.

All address changes and/or corrections should be sent to the Secretary of the Lieutenancy, who will inform all appropriate parties of the change and ensure that the changes are made in the Lieutenancy's database.

Local Area Records

It is the responsibility of the Area Councillors to keep their own records and files as they see fit. While all Area Councillors will have their own system, it is recommended to have at least the following:

- A file for each member in your Area, including contact information ([See Sample Form 21 – Member Dossier File Cover Sheet](#)) as well as each member's Funeral Request Form ([See Sample Form 19 – Funeral Request Form](#)). This information may also be kept in an Excel spreadsheet.
- A file for each meeting for the Lieutenancy, the Advisory Council, and the local Area containing notes, minutes and other information from the meeting.
- A file for communications.
- A file or record for declined membership nominations.

Councillor Absences from Area: Temporary Substitutes

If the Area Councillors will be out of town for an extended period, it is recommended that they find a temporary substitute to handle any unforeseen circumstances that may need immediate attention in their absence. Example: If a member passes away and a formal delegation of Knight and Dames has been requested. The temporary substitute must be a member of the Order and should be from the Area if possible. The contact information for the substitute should be communicated to as many members as possible along with the dates the Councillors will be away.



Sample Forms and Letters

These forms are provided as samples that may be completed and/or modified to fit an Area's unique needs. They are all posted in the Councillors' section of the Northern Lieutenancy's website: www.eohsjnorthern.com Please note that the Recommendation forms provided by the Lieutenancy may NOT to be changed or altered without the prior approval of the Lieutenant except as otherwise noted on the form.



Sample Form 1 – Oath and Promise for Investees



Before the Holy Cross and on the Holy Gospels, I swear loyalty to Christ and to his Church and promise to be faithful to the Constitutions and dignitaries of the Equestrian Order of the Holy Sepulchre of Jerusalem.

I call upon the Holy Trinity and the Blessed Virgin Mary, Queen of Palestine, to be witnesses to this Promise.

OATH AND PROMISE

Upon the acceptance of my petition to the Equestrian Order of the Holy Sepulchre of Jerusalem:

I DECLARE

- myself to be proud to belong to the family of the Knights and Dames of the Holy Sepulchre of Jerusalem;
- that I am aware that I may not belong to entities or associations whose characters, purposes and programs contradict the doctrine and teachings of the Catholic Church;
- that I do not and will not belong to Orders or Institutions which are not recognised by the Holy See or not allowed by Sovereign States, nor will I participate in the activities or events of such entities or Orders.

I FURTHER SOLEMNLY PROMISE

- to lead my life according to moral and religious Christian principles so that I may always be worthy of the honour bestowed on me and of the dignity I have been invested with;
- not to ever have my name stained by unbecoming actions that could damage the image and the dignity of the Order;
- to adhere to the requirements determined by the Authorities of the Order and to observe the Constitution which regulates the Order's activity;
- to contribute to the needs, to the initiatives of the Order and to support the Christian presence in the Holy Land.

Should I by future behaviour be in contrast to the promises solemnly made, I accept in advance the dismissal from the Order, which will be ruled by the legitimate authority established by the Order.



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 2 – Letter Requesting Nominations



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

< Insert Date >

Dear Knights and Dames:

Enclosed is a new member Nomination form for your use. We would kindly ask that you promptly and prayerfully consider providing any names of those who you feel would be worthy candidates for the Order. These names should be returned by < Insert Date > so to ensure adequate time for the required records of nominees to be assembled for review.

When considering a nomination, please keep in mind that the nominee should be in full communion with the Catholic Church, have a willingness to make a pledge of loyalty/obedience to the Pope and the Magisterium, have an exemplary lifestyle, be involved in activities of the local Church, have a willingness and ability to financially support the work of the Order, a willingness to pray daily, open to a Pilgrimage to the Holy Land at some point, and have a willingness and ability to attend Annual Meetings. A nominee who is a convert, needs to be a practicing catholic for minimum of five years. A nominee who is a Priest needs to have minimum of five years in ordained ministry.

We would also like to remind everyone that nominations must always remain confidential. You are not to inform a nominee of your intentions to nominate them. There have been a number of discomfoting cases in the Lieutenancy in which present members have eagerly announced to nonmembers their intention to nominate them only to see the nominee rejected by the Order. As you might imagine, this can cause an uncomfortable and unnecessary rift between the one nominating and the nominee.

We also remind you that because the Order is oriented toward the laity, our primary focus when considering nominees should be on lay members rather than clergy. Clergy members are always welcome, nevertheless, and form a very important membership base in the Order.

Please feel free to call us if you have any questions.

Sincerely,

Sir _____ and Dame _____



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 3 – Nomination Form



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM

NORTHERN LIEUTENANCY

Area Councilors Region (_____)

Confidential Candidate Nomination Form

Please fill out the form below for any candidate you wish to nominate to the Order. There should be one form for each candidate you submit. All areas marked with an asterisk are mandatory. Try to obtain as much information as possible without contacting the nominee directly. Also keep in mind, above all, these people you are nominating must be in good standing with the Roman Catholic Church and must demonstrate adherence to Catholic ethical principles. They should actively support their parish and diocese. They should be good moral and religious examples in the Church and the community. **Please note: A convert, needs to be a practicing Catholic for minimum of five years. A Priest needs to have minimum of five years in ordained ministry.**

This form is confidential and for the use of the Area Councillors, the Bishop, and Chaplain only.

*NAME of Candidate _____

*Married _____

*Religious _____

*Single _____

*Widow _____

*Clergy _____

*Widower _____

*ADDRESS of Candidate _____

*PHONE NUMBER of Candidate _____

*EMAIL ADDRESS of Candidate _____

*OCCUPATION of Candidate _____

*PARISH of Candidate _____

*PASTOR of Candidate _____

*PHONE NUMBER for Pastor/Parish _____



For the United States Northern Lieutenancy

IS THE CANDIDATE FAMILIAR WITH THE ORDER & MISSION?

*Yes _____

*No _____

PLEASE LIST YOUR KNOWLEDGE OF THE CANDIDATE'S CHURCH AND
COMMUNITY ACTIVITIES:

PLEASE TELL US WHY YOU BELIEVE THIS INDIVIDUAL WOULD MAKE A GOOD
KNIGHT OR DAME OF THE ORDER?

YOUR NAME _____

YOUR EMAIL _____

YOUR PHONE _____

THANK YOU FOR YOUR NOMINATION. REMEMBER THAT WE KEEP THIS NAME AND
THE NAMES OF ALL NOMINATED CANDIDATES CONFIDENTIAL. PLEASE DO NOT
CONTACT THE CANDIDATE AT THIS TIME.

NOMINATION FORM IS DUE TO THE AREA COUNCILLORS < *Insert date* >



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 4 - Letter to Pastor Requesting Recommendation



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

< Insert Date >

< Insert Father 's Name >

< Insert Address >

Dear Father < Insert Name >:

< Insert Nominee Name(s) >, members of < Insert Parish Name >, have been proposed for membership as a Knight and Dame in the Equestrian Order of the Holy Sepulchre of Jerusalem. A copy of the Duties and Responsibilities of the Knights and Dames of the Order is attached for your information.

As their pastor, would you kindly provide us with your confidential letter stating your approval that they are practicing Catholics, of unblemished moral reputation, and worthy to receive this Papal honor. If you give them a favorable recommendation we will then also seek the approval of < Insert name of Archbishop / Bishop >.

Your letter should be addressed to our Lieutenant as follows:

H.E. < Insert Name >
Lieutenant
Northern Lieutenancy
Equestrian Order of the Holy Sepulchre in Jerusalem
< Insert Address >

Please return this letter directly to us at:

< Insert Your Names >

< Insert Address >

Please keep this matter confidential. Call or e-mail if you have any questions. Thank you for helping us.

Sincerely,

Sir _____ and Dame _____
Phone: < Insert Phone Number >
Email: < Insert Email Address >



Sample Form 5 - Duties and Responsibilities of the Knights and Dames



The Duties of Knights and Dames of the Holy Sepulchre of Jerusalem

 To observe and promote the objectives of the Order which relives in a modern manner the spirit and ideals of the early Knights, more specifically:

- To practice the virtue of charity in supporting and aiding their Parish, Diocese, the Church and the Catholic religious, charitable, cultural and social institutions in the Holy Land.
- To promote the preservation and the propagation of the Faith in the Holy Land through prayer and in making a personal pilgrimage to the Holy Land.
- To intensify their practice of the Christian faith in absolute loyalty to the Roman Pontiff including striving to attend daily Mass, but in any event to attend Mass on Holy Days, Sundays and the following times when a Plenary Indulgence is granted to members under the usual conditions--
 - The Feast in honor of Holy Mary Queen of Palestine (last Sunday in October)
 - The Feast of the Triumph of the Holy Cross (September 14)
 - The Feast of St. Pius X (August 21)
 - The Feast of St. Helena (August 18)
- To bring together all Catholics and non-Catholics of every nation in the love and service to the Holy Land, uniting them in charity by the symbol of the Order.

 To generously support the Order and participate in its activities including attending the annual meeting of the Lieutenancy and attending the funeral of a departed member when called upon to do so, and to assemble in the local Diocese annually honoring the Ordinary at a dinner.

 To keep in mind Catholic ethical principles in carrying out their own professional and social duties, to set an example as a Catholic gentleman or lady in word and deeds in adherence to moral and religious principles and evangelical spirit and to never risk suspension, expulsion or disciplinary measures by an unethical act of any nature.



For the United States Northern Lieutenancy

Sample Form 6 – Bishop/Archbishop Letter to Nominee

Date

Nominee Name

Address

Dear :

I am very pleased to inform you that you have been proposed for membership in the Equestrian Order of the Holy Sepulchre. This particular distinction, referred to as Papal Knighthood, dates back to the Eleventh Century. It is my honor to convey this invitation to you, and with it comes appreciation for your involvement and dedication in our Catholic community.

I fully realize that the title and the history of the “Equestrian Order” might be new to you. Permit me to offer you background and reasons why this organization is highly relevant for our times.

The Order has a long history with significant accomplishments. It was originally established to protect the burial place of Jesus Christ, the Holy Sepulchre. Over time, the Popes have challenged the Order to preserve an active Christian presence in the Holy Land. This is accomplished through prayer, ongoing spiritual formation of the Order's members as well as material support to the Latin Patriarch in Jerusalem who serves as the bishop of the Land of Jesus.

While some of the medieval ceremony of the Order has been passed on to our time, I believe the contemporary benefits would be valuable to you and in turn you would be contributing a very valuable service to the universal Catholic Church. Some of the benefits are:

- An opportunity to be associated with a regional group of Catholics (Iowa, Missouri, Minnesota, Nebraska, Kansas, North and South Dakota, Colorado) organized as the “Northern Lieutenancy” of the Order. The members meet once a year regionally. They also gather as a Diocesan group. This association not only provides great opportunity to learn about the Holy Land and develop one's spiritual life but also provides enjoyable social contacts.
- The Order arranges special pilgrimages to the Holy Land, which have been uplifting and transformational experiences for those who participate.
- The members are also asked to make reasonable financial contributions to assist the Catholic Church's mission in the Holy Land, in particular the educational and formational activities. As our world shrinks, we realized that such support takes on the characteristics of assisting our local and neighborhood needs.

By becoming members of the Order you will significantly help the mission of the Church particularly in assistance to the land where Jesus walked, provide opportunities for personal growth of our faith and develop cherished friendships among fellow mid-western Catholics.



For the United States Northern Lieutenancy

I am sure you have many questions about this invitation. For this reason, I have asked _____ and _____, who serve in the role of Area Councillors (coordinators) of the _____ region of the Order to be in contact with you, to arrange a personal, informal meeting with you. They will be able to provide more details of the Order which I am confident will be invaluable in your reflections.

Thank you for your consideration of this invitation. I genuinely hope that you might find your way to give a positive response. I am very confident that you will experience no regrets in such a decision.

Assuring you of my prayers and very best wishes, I remain,

Sincerely yours in Christ,

cc Sir _____ and Dame _____



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 7 –Letter to Nominee from Area Councillors (Layperson)



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

< Insert Date >

<Insert Nominee Name(s)>

<Insert Nominee Address>

Dear <Insert Nominee Name(s)>:

It is our honor and privilege to advise you that you have been recommended by His Excellency <Insert Archbishop/Bishop Name> and your pastor, <Insert Pastor Name>, to be nominated to the Papal title of Knight/Dame of the Equestrian Order of the Holy Sepulchre of Jerusalem. This honor comes to you as distinguished Catholic(s) of demonstrated fidelity and loyalty to the Church and your generosity with your time and treasure in support of Church needs.

Enclosed is a descriptive brochure about our Northern Lieutenancy as well as the *Duties and Responsibilities of the Knights and Dames of the Holy Sepulchre of Jerusalem*. You can also find detailed information about membership in the Order in the Orientation Handbook found on our website at www.eohsjnorthern.com.

The Order is an ecclesiastical Order, one of the oldest within the Church. Membership is the highest Papal award which can be conferred upon clergy and laity alike. The Holy See has assigned to the Order the Apostolate of helping to preserve an active Christian presence in the Holy Land. This we accomplish through our prayers and the spiritual formation of the Members, as well as the material support given to the Latin Patriarch in Jerusalem.

Membership in the Order does not require frequent meetings and is not time consuming. There is an annual meeting of the Northern Lieutenancy of the United States each year (an eight-state region of which <name of this area> is a part). We also hold a meeting of the members in our area with the Bishop of the diocese each year.

We are the Area Councillors for <Insert Area> and it is our responsibility to notify nominees and prepare the information necessary to apply for membership. We would like the opportunity to sit down with you to discuss membership in the Order and answer your questions. Please call or email us as soon as possible to arrange a convenient time.



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

This letter should be considered confidential, although, of course, you may discuss it with your Pastor. We do ask the favor of your prompt reply if you choose to accept this invitation, so that we have sufficient time to prepare and forward your nomination to Rome for final approval.

Once again, our sincere congratulations for the high honor being extended to you. If there is further information you need or if you have any questions, please call or email us.

Sincerely,

Sir and Dame

Telephone:

Email:



Sample Form 8 –Letter to Nominee from Area Councillors (Clergy)



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

< Insert Date >

<Insert Nominee Name(s)>

<Insert Nominee Address>

Dear Father <Insert Nominee Name(s)>:

It is our honor and privilege to advise you that you have been recommended by His Excellency <Insert Archbishop/Bishop Name> to be nominated to the Papal title of Knight of the Equestrian Order of the Holy Sepulchre of Jerusalem. This honor comes to you as a distinguished Catholic of demonstrated fidelity and loyalty to the Church.

Enclosed is a descriptive brochure about our Northern Lieutenancy as well as the *Duties and Responsibilities of the Knights and Dames of the Holy Sepulchre of Jerusalem*. You can also find detailed information about membership in the Order in the Orientation Handbook found on our website at www.eohsjnorthern.com.

The Order is an ecclesiastical Order, one of the oldest within the Church. Membership is the highest Papal award which can be conferred upon clergy and laity alike. The Holy See has assigned to the Order the Apostolate of helping to preserve an active Christian presence in the Holy Land. This we accomplish through our prayers and the spiritual formation of the Members, as well as the material support given to the Latin Patriarch in Jerusalem.

Membership in the Order does not require frequent meetings and is not time consuming. There is an annual meeting of the Northern Lieutenancy of the United States each year (an eight-state region of which <name of this area> is a part). We also hold a meeting of the members in our area with the Bishop of the diocese each year.

We are the Area Councillors for <Insert Area> and it is our responsibility to notify nominees and prepare the information necessary to apply for membership. In this regard, please provide us with the following:

- A Certificate of Baptism with notations from the parish where you were baptized. We need the original and one copy. Please note that the Certificate must dated within six (6) months from the date we submit your Recommendation for Admission.
- If your Holy Orders or Religious Profession (if applicable) are not noted on your Certificate of Baptism, please also include two (2) copies of your Holy Orders and/or Religious Profession.
- Two copies of a Brief Curriculum Vitae. We have enclosed a sample for your reference.
- Two copies of the enclosed Recommendation for Admission Form for the exact spelling and format of you name as you would like it to appear on your certificate of knighthood. This information can be found on the back of the form. Please note that you need to complete and sign where indicated.



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

The Order also requests a minimum Honorarium of \$<Insert amount> with the application. Please make your check payable to Equestrian Order of the Holy Sepulchre of Jerusalem and return it to us with the above documents. This honorarium goes to Rome and is used to further our mission in the Holy Land. This contribution is tax deductible and includes your first year's donation. After the first year, contributions in the amount of \$<Insert Amount> are requested annually and are tax deductible.

His Excellency, the Most Reverend Joseph F. Naumann, Archbishop Kansas City, KS, is the Lieutenancy Prior of the Northern Lieutenancy. His Excellency <Insert Lieutenant> is our Lieutenant. He will contact you to inform you of your acceptance into the Order and at that time provide you with information on how to order the required mozetta for your investiture. The cost of this mozetta is approximately \$<Insert amount>.

Your Investiture will take place in <Insert Location> on Sunday afternoon, September <Insert Date>. The meeting for the Investiture will begin with a mandatory Investee Orientation meeting on Friday, September <Insert Date>.

This letter should be considered confidential, although, of course, you may discuss it with your Bishop. We do ask the favor of your prompt reply if you choose to accept this invitation, so that we have sufficient time to prepare and forward your nomination to Rome for final approval. Of course, if you have any questions or would like to meet to discuss the Order or any of the matters discussed above, please do not hesitate to call or email us.

Once again, our sincere congratulations for the high honor being extended to you.

Sincerely,

Sir and Dame
Telephone:
Email:



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 9 - Membership Information Request



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

Membership Information Request

To complete the Membership Packet for submission to Rome for final approval, we need the following information **for each nominee**:

1. **Certificate of Baptism with notations.** (Original and one copy.) This should be requested from the parish where the baptism was performed. ***This is NOT the original Baptism Certificate given to you on your baptism.*** The Certificate of Baptism must be signed and dated no more than six months prior to the date that the Membership Packet is submitted.
2. **Certificate of Full Communion.** (Original and one copy). If you were not baptized in the Catholic church but were baptized in a different Christian denomination, in addition to a Certificate of Baptism from your church of baptism, a Certificate of Full Communion should be requested from the parish where your confirmation into the Catholic Church was performed. The Certificate of Full Communion must be signed and dated no more than six months prior to the date that the Membership Packet is submitted.
3. **Certificate of Marriage** (Original and one copy.). If you are married, a Certificate of Marriage should be requested from the parish where your marriage was performed. ***This is NOT the original Marriage Certificate given to you at your wedding nor the civil marriage license.*** The Certificate of Marriage must be signed and dated no more than six months prior to the date that the Membership Packet is submitted.
4. **Declaration of Nullity** (Two copies.) If you are in a second marriage and your former spouse is still alive, two (2) copies of the Declaration of Nullity of the prior marriage must also accompany the application packet. These do not have to be specifically certified because the Declaration itself will contain a special unique Protocol Number that allows independent verification of the proceedings.
5. **Brief Curriculum Vitae** (Two copies.)
6. **Recommendation for Admission Form** (Two copies.) You must complete and sign the back side of this form.
7. **Honorarium Check.** (Original and one copy.) A minimum Honorarium of \$<Insert amount> by check payable to *Equestrian Order of the Holy Sepulchre of Jerusalem*. This honorarium goes to Rome and is used to further the Order's mission in the Holy Land. This contribution is tax deductible and **includes your first year's donation**. After the first year, contributions in the amount of \$<Insert Amount> are requested annually and are tax deductible.

Our Lieutenant will notify you when your membership has been accepted by the Order's Grand Magisterium in Rome. At that time he will also provide you with information on how to order your cape and beret or mantilla. Currently the approximate cost for a Knight is \$< Insert Amount> and for a Dame \$< Insert Amount>.

Investiture Date: Sunday afternoon, September <Insert Date>, at <Insert Location>. The meeting for the Investiture will begin with a mandatory Investee Orientation meeting on Friday, September <Insert Date>.



Sample Form 10 – Brief Curriculum Vitae



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

Brief Curriculum Vitae

(Please Print or Type)

Date: _____

Dr./Mr./Mrs./Miss/Rev. _____
(please circle one) First Middle or Maiden Last

Father's Name _____ Mother's Name _____

Married to (if married) _____ Date _____ or

Ordained at _____ Date _____

Place and Date of Birth _____

Present Diocese _____ Present Parish _____

Your Street Address _____ Email _____

City/State/Zip Code _____

Phone (Home): _____ Phone (Work): _____

Phone (Cell): _____

Please feel free to use additional space by attaching a second page if necessary for the following:

Occupation - Profession(s):

Civic, Charitable and Religious Works in Brief:

Honors - Titles:



For the United States Northern Lieutenancy

Sample Form 11 –Recommendation for Admission Form

****NEW FORM WILL BE SENT EACH YEAR FROM COUNCIL SECRETARY****



Form Revised
10/14/2018

Northern Lieutenancy of the United States
RECOMMENDATION for ADMISSION

Lieutenant

YEAR: YYYY

To: The Grand Magisterium
Equestrian Order of the Holy Sepulchre of Jerusalem
00120 – Citta 'Del Vaticano
(Vatican City) ITALY

We are proposing for admission into the Order:

NAME of INVESTEE TO APPEAR ON CERTIFICATE: (type or print legibly Your Legal Name – very important at this is what Rome will use.)

☐ Dr. ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Deacon. ☐ Rev. ☐ Very Rev. ☐ Most Rev. ☐ Sister ☐ Brother

Legal Name First: _____ Middle: _____

Maiden: _____ Last: _____

Address: _____

City / State / Zip Code: _____ Telephone: () _____

Email address: _____

Place of Birth: _____ Date of Birth: _____

Father's name: _____ Mother's name: _____

Married to (if married): _____ Date of marriage: _____

Or

Ordained at: _____ Date of ordination: _____

Present Diocese: _____ Present Parish: _____

Occupation – Profession(s): _____

Civic, Charitable and Religious Works: (attach information)

Honors / Titles: (attach information)

Documents Attached:

- | | |
|--|---|
| ☐ Form completed by candidate for their name on certificate and directory | |
| ☐ Baptismal Certificate (currently dated/certified copy) | ☐ Letter from Pastor |
| ☐ Marriage Certificate (currently dated/certified copy) | ☐ Letter from Ordinary |
| ☐ Ordination Certificate (if not on copy of Baptismal Certificate) | |
| ☐ Declaration of Nullity (copy) | |
| ☐ Brief Curriculum Vitae | ☐ Honorarium: \$ _____ |
| ☐ Certificate of Full Communion (if applicable) | |

Lieutenant Date

Lieutenancy Prior Date

Revised 10/14/2018



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

YEAR: YYYY

Name of Investee to appear on your Certificate:

PLEASE TYPE OR PRINT LEGIBLY YOUR LEGAL NAME for Certificate and Directory.
It is imperative that we send accurate information to Rome.

Please complete this form and return to your Area Councillor with your check not later than _____.

_____ I will accept admission. Enclosed is my honorarium check of _____, made payable to the Equestrian Order of the Holy Sepulchre of Jerusalem.

_____ I will be attending the Annual Meeting in XXXXXXXX, September XXXXXXXX. (You must be present to be invested, otherwise, it will be delayed until the next year that you attend the Annual Meeting.)

_____ I will not be attending the Annual Meeting in XXXXXXXX, September XXXXXXXX.

_____ No, I have decided not to accept the Admission at this time.

Your Signature

Email address: _____

Phone number: _____

Revised 10/14/2018



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 12 – Lieutenant's Letter to Investees



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

Date

Mr. Knight Investee
Mrs. Dame Investee
100 Main Street
Anywhere, USA

Dear Mr. & Mrs. ,

Congratulations! We have received your application approval to join The Equestrian Order of the Holy Sepulchre of Jerusalem. You join approximately 35,000 Members from 65 Lieutenancies around the world. Congratulations and welcome.

Enclosed are forms for ordering a cape and beret for men, a cape and mantilla for women, and a mozetta and optional stole for priests. Official conferring of these robes are part of the Investiture Ceremony at the September Annual Meeting. For men, the official attire for the Investiture and for the formal dinner on Sunday evening is "white tie"; that is, a black tuxedo with tails and a white tie. Pictures of the respective robes, head coverings, and dress are enclosed.

Please provide the requested measurements and send the form(s) and your check to the *Sisters of Perpetual Adoration of the Blessed Sacrament* at the address indicated on the forms. ***Please order the garments as soon as possible.*** The capes and berets are a little pricey but are a one-time purchase. Your check should be made payable to the Sisters and the Sisters will ship your garments directly to you. The Sisters have been making the garments for several years and are now providing for five Lieutenancies across the United States. They are a contemplative order of nuns, so by purchasing from them we are assisting in their mission of prayer. The name and phone number of Dame Mary Abu-Ghazaleh has been provided on the forms for your convenience. Dame Mary is a member of our Lieutenancy in Sioux Falls and, because of her proximity and familiarity with the Sisters, is willing to assist if anyone encounters any problems.

Around the first full week of July, you will receive the formal invitation to the Annual Meeting and Investiture which will be held in XXXX, XX on September XX-XX, 20XX. There will be a New Investee Meeting on Friday. The Investiture ceremony will take place on Sunday during Mass.

Thank you for joining the Order, and I look forward to seeing you in September.

Sincerely yours,

H.E. NL Lieutenant, KGCHS
Lieutenant



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy



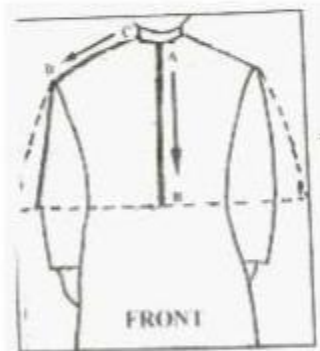
2018 PRIEST KNIGHT
OF THE HOLY SEPULCHRE MOZETTA ORDER FORM

EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

For questions regarding orders, please contact: Dame Mary Abu-Ghazaleh 605-582-2275 Home
marysd_1@hotmail.com 605-951-2733 Cell

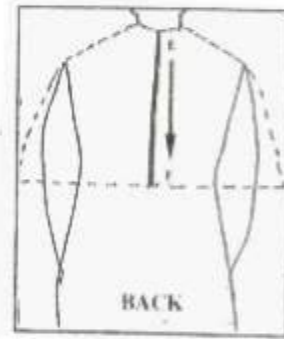
Make checks payable to: SISTERS OF THE PERPETUAL ADORATION OF THE BLESSED SACRAMENT
adoratrices571@yahoo.com (605) 336-2374
Mother Caridad, Sister Rosalva, Sister Angelica

Mail form directly to: SISTERS OF THE PERPETUAL ADORATION OF THE BLESSED SACRAMENT
506 NORTH SUMMIT
SIOUX FALLS, SD 57104



Notes:

Collar will be made 3" larger than shirt collar, unless otherwise specified.
A to B measurement is from the neck to belt buckle.
E to F measurement is usually 3" longer than A to B measurement



**KINDLY FURNISH THE FOLLOWING
INFORMATION:**

Please print clearly

A to B (Neck to belt) _____ in HEIGHT _____
C to D (Neck to shoulder) _____ in WEIGHT _____
E to F (Nape of neck to belt) _____ in SHIRT COLLAR SIZE _____

Would you like a matching Stole? (Optional) ☐ Yes ☐ No

Name _____ Date: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone: _____ Email: _____

Single mozzetta	\$235.00 - Shipping Included
Mozzetta and Stole	\$325.00 - Shipping Included
Single Stole	\$100.00 - Shipping Included

Please remit payment at the time of ordering. Deadline for ordering is July 10.
There will be an additional fee of \$25.00 for all orders received after the deadline. The Sisters try very hard to fill orders as expediently as possible. Please place your orders as soon as possible after receiving this form!



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy



2018 DAME OF THE HOLY SEPULCHRE CAPE ORDER FORM

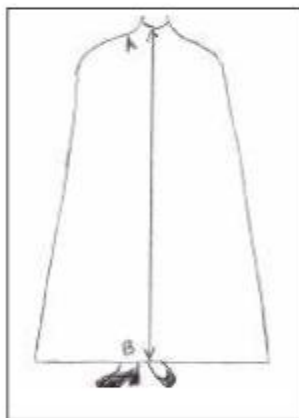
EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

For questions regarding orders, please contact: Dame Mary Abu-Ghazaleh 605-582-2275 Home
marysd_1@hotmail.com 605-951-2733 Cell

Make checks payable to: SISTERS OF THE PERPETUAL ADORATION OF THE BLESSED SACRAMENT
adoratrices571@yahoo.com (605) 336-2374
Mother Caridad, Sister Rosalva, Sister Angelica

Mail form directly to: SISTERS OF THE PERPETUAL ADORATION OF THE BLESSED SACRAMENT
506 NORTH SUMMIT
SIOUX FALLS, SD 57104

Notes:



Front

The length should be about 5" from the floor.

Cape collar is 2½" high
(unless otherwise specified)

Collar will be 2½" larger than neck measurement
(unless otherwise specified)

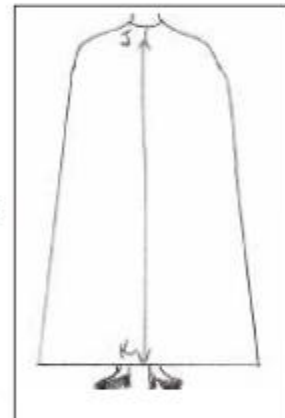
If you wish to order the lace Mantilla,

Please circle:

Yes or No

A to B – Neck to bottom of hem _____ inches.

J to K Neck to bottom of hem _____ inches.



Back

Please print clearly

Your Height _____ Your Weight _____ Neck Measurement _____

Name _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Price: Cape - \$415.00; Mantilla - \$25.00 (Shipping and Handling Included)

Please remit payment at the time of ordering. Deadline for ordering is July 10.

There will be an additional fee of \$25.00 for all orders received after the deadline. The Sisters try very hard to fill orders as expediently as possible. Please place your orders as soon as possible after receiving this form!



2018 KNIGHT OF THE HOLY SEPULCHRE CAPE ORDER FORM

Knight ~ Deacon ~ Brother

EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM

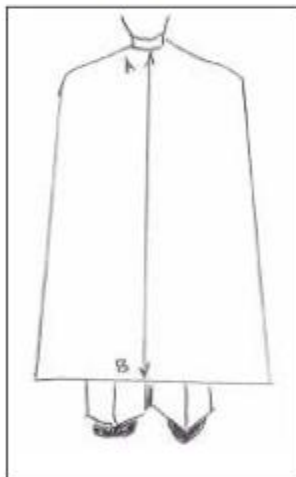
Northern Lieutenancy of the United States

For questions regarding orders, please contact: Dame Mary Abu-Ghazaleh 605-582-2275 Home
marysd_1@hotmail.com 605-951-2733 Cell

Make checks payable to: SISTERS OF THE PERPETUAL ADORATION OF THE BLESSED SACRAMENT
adoratrices571@yahoo.com (605) 336-2374
Mother Caridad, Sister Rosalva, Sister Angelica

Mail form directly to: SISTERS OF THE PERPETUAL ADORATION OF THE BLESSED SACRAMENT
506 NORTH SUMMIT
SIOUX FALLS, SD 57104

Front



Notes:

The length should be about 12" from the floor.

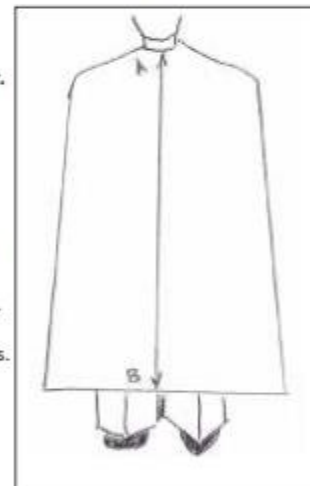
Collar will be 2" larger than neck measurement (unless otherwise specified)

KINDLY FURNISH THE FOLLOWING INFORMATION:

A to B – Neck to bottom of hem _____ inches.

J to K – Neck to bottom of hem _____ inches.

Back



Please print clearly

Your Height _____ Your Weight _____ Shirt Collar Size _____

Name _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Price: \$400.00 (Shipping & Handling Included)

Please remit payment at the time of ordering. Deadline for ordering is July 10.

There will be an additional fee of \$25.00 for all orders received after the deadline. The Sisters try very hard to fill orders as expediently as possible. Please place your orders as soon as possible after receiving this form!



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy



2018 KNIGHTS BERET ORDER FORM

EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

For questions regarding orders, please contact: Dame Mary Abu-Ghazaleh 605-582-2275 Home
marysd_1@hotmail.com 605-951-2733 Cell

Make checks payable to: SISTERS OF THE PERPETUAL ADORATION OF THE BLESSED SACRAMENT
adoratrices571@yahoo.com (605) 336-2374
Mother Caridad, Sister Rosalva, Sister Angelica

Mail form directly to: SISTERS OF THE PERPETUAL ADORATION OF THE BLESSED SACRAMENT
506 NORTH SUMMIT
SIOUX FALLS, SD 57104

Please print clearly

NAME: _____

ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

TELEPHONE NUMBER: _____

Email: _____

HEAD SIZE IN INCHES: _____

Use a tape measure to determine the circumference of your head to the nearest 1/8 of an inch by measuring across the widest part of the head, above the eyebrows and ears.

Cost: \$145.00

If not ordering cape, please add \$15.00 for shipping and handling
(If ordering a cape, Shipping and Handling Included)

Please remit payment at the time of ordering. Deadline for ordering is July 10.
There will be an additional fee of \$25.00 for all orders received after the deadline. The Sisters try very hard to fill orders as expediently as possible. Please place your orders as soon as possible after receiving this form!



Investee Dress



*Knight Investee
Photo courtesy of the
Southwestern Lieutenancy*



*Dame Investee
Photo courtesy of the
Southwestern Lieutenancy*

Formal Dress for a Knight and Dame



Photos courtesy of the Southwestern Lieutenancy U.S.A



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 13 – Letter to Promotees



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

EDIT AS NEEDED DEPENDENT ON RANK PROMOTION & CIRCUMSTANCE

< Insert Date >

< Insert Promotee Name(s) >

< Insert Promotee Address >

Dear < Insert Promotee Name > :

It is our pleasure to inform you that you are now eligible for promotion within the Order based on the following criteria:

- It has been at least four years from the date of your investiture or from the date of your last promotion
- It has been three years from the date of your investiture or from the date of your last promotion, and you have been granted a bonus year for service to the Order
- You have attended at least three out of the last four annual meetings
- You have monetarily contributed to the Order in at least four out the last five years
- You have made a sanctioned pilgrimage to the Holy Land (required for promotion to the grand ranks of Commander with Star ‘*’ or Grand Cross)

However, simply fulfilling these basic requirements does not automatically guarantee your promotion. You must also provide Evidence of Subsequent Good Services on behalf of your Parish, Community, Order, and the Holy Land performed after investment or last promotion. Enclosed is an example of good services that other members have submitted. Please be as thorough as possible, as this information will be one of the determining factors in the consideration of your promotion.

Please return your Evidence of Subsequent Good Services to us by < Insert Deadline >. After review and approval to move forward, you will be contacted to complete the formal application and submit the honorarium amount of \$ < Insert current honorarium amount >. This information will then be submitted to the Lieutenancy Prior and finally The Grand Magisterium in Rome for final consideration.

As a reminder, you must be present at the Mass of Promotion during the annual meeting of the lieutenancy for the promotion to be effective.

If you have any questions, please feel free to contact us anytime.

Sincerely yours in Christ,

Sir _____ and Dame _____



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 14 – Evidence of Subsequent Good Services Example



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

Examples of evidence of subsequent good services on behalf of the parish, community, diocese, or Universal Church performed after admission or the last promotion

Promotee Evidence of Subsequent Good Services

Promotee Name: _____

Good Services for the Church:

- Provided financial support by donating to local parish
- Member of the fund-raising committee, which helped raise \$10,000 for building improvements
- Attend daily mass
- Participate in the local Eucharistic Adoration program
- Attended Diocesan events including the Chrism Mass

Good Services for the Community:

- Serve on the Board of Directors for Birthright
- Volunteer at the Catholic Worker House
- Volunteer for the local food bank
- Serve on the Board of Directors for the local library

Good Services for the Order:

- Attended Annual Investiture Meeting in 2005, 2007, 2008 & 2009
- Made annual contribution every year since induction.
- Went on annual pilgrimage to the Holy Land in 2008
- Nominated 4 candidates for membership into the Order in 2009

Good Services for the Christians in the Holy Land:

- Went on pilgrimage to Holy Land last year
- Sent donations to help build schools in the Holy Land

Note: if you have made a pilgrimage to the Holy Land, please include the date of the pilgrimage and the date you received your Pilgrim's Shell.



Sample Form 15 – Recommendation for Promotion

****NEW FORM WILL BE SENT EACH YEAR FROM COUNCIL SECRETARY****



**Northern Lieutenancy of the United States
RECOMMENDATION for PROMOTION**

**Form Revised
10/14/2018**

Lieutenant

YEAR: YYYY

To: The Grand Magisterium
Equestrian Order of the Holy Sepulchre of Jerusalem
00120 – Citta 'Del Vaticano
(Vatican City) ITALY

TO THE RANK OF: _____

FULL LEGAL NAME: _____
(type or print legibly to insure correct name on certificate.)

ADDRESS: _____

DIOCESE: _____

DATE OF INVESTITURE: _____

PRESENT RANK: _____

DATE PRESENT RANK ATTAINED: _____

All promotees are required to show evidence of meritorious service on behalf of their local parish, diocese, community and on behalf of the Holy Land since their admission or last promotion. Please describe briefly on attached separate sheet.

Promotion recommended by:

Lieutenant _____ **Date:** ____/____/____

Lieutenancy Prior _____ **Date:** ____/____/____

Attached Documents:

- ☐ Form completed by candidate for their name on certificate
- ☐ Form completed by candidate listing meritorious service
- ☐ Letter from Ordinary (Make sure name of Promotee is included in Ordinary's letter of approval.)

*Pilgrimage Date: _____

*Pilgrim Shell Received Date: _____ *Promotion to Commander with Star and Grand Cross requires receipt of Pilgrim Shell, unless requirement is waived by Lieutenant due to unique circumstances.

Honorarium (Make Payable to The Equestrian Order of the Holy Sepulchre of Jerusalem):

- ☐ \$xxx – Commander
- ☐ \$xxx – Commander with Star*
- ☐ \$xxx – Grand Cross*

Revised 10/14/2018



YEAR: YYYY

Name of Promotee:

PLEASE TYPE OR PRINT LEGIBLY YOUR LEGAL NAME for Certificate and Directory.
It is imperative that we send accurate information to Rome.

Please complete this form and return to your Area Councillor with your check not later than ____.

Promotion to Commander with Star and Grand Cross requires receipt of Pilgrim Shell, unless requirement is waived by Lieutenant due to unique circumstances.

Pilgrimage Date: _____

Pilgrim Shell Received Date: _____

_____ I will accept Promotion. Enclosed is my honorarium check of _____, made payable to the Equestrian Order of the Holy Sepulchre of Jerusalem.

_____ I will be attending the Annual Meeting in XXXXXXXX. (You must be present to receive the promotion, otherwise, it will be delayed until the next year that you attend the Annual Meeting.)

_____ I will not be attending the Annual Meeting in XXXXXXXX.

_____ No, I have decided not to accept the Promotion at this time.

Your Signature

E-mail address: _____

Phone number: _____

Revised 10/14/2018



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 16 – Letter to Bishop Requesting Approval of Promotions



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

< Insert Date >

His Excellency <Insert Archbishop/Bishop Name>
<Insert Address>

Your Excellency:

The following is a list of members from the Equestrian Order of the Holy Sepulchre of Jerusalem in our Area that are eligible for promotion in <insert current year>:

<Insert current list of eligible members with current rank and promotion rank>

According to our records, these candidates meet the qualifications for promotion (including annual meeting attendance and financial contributions). Additionally, we have enclosed a copy of each member's Evidence of Subsequent Good Services performed after admission or last promotion. We have carefully reviewed the information submitted and believe that each of these candidates is worthy of promotion.

One letter listing the names of the candidates that meet your approval for promotion is sufficient. Please address your approval letter directly to us.

Upon receipt of your approval letter, we will proceed with the Order's promotion approval process. Please call if you have any questions or comments. Thank you for your assistance.

Sir _____ & Dame _____
EOHSJ Area Councillors
<Insert Mailing Address>



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenantcy

Sample Form 17 – Future Pilgrimage Approval Request Form



The Equestrian Order of The Holy Sepulchre of Jerusalem

Request Form for a Future Pilgrim Shell

For EOHSJ members to receive a Pilgrim Shell, during their pilgrimage to the Holy Land, the pilgrimage must meet the following criteria:

Name of Pilgrimage: _____

Date of Pilgrimage: _____ From: _____ To: _____

Name(s) & Rank(s) of EOHSJ Members Requesting Shells: _____

Address: _____

Phone Number: _____ Email address: _____

Names of ALL Pilgrims who wish to attend the Pilgrim Shell ceremony: ****Attach list**
(The Request of an Audience with the Latin Patriarch will be made on your behalf by the Lieutenant. See below for required information.)

Name of tour agency: _____

Spiritual Leader (Required):

Must be a priest/bishop/archbishop)
Pilgrimage must have a Catholic focus.
Daily Mass is expected.

Spiritual Leader Printed Name _____

Spiritual Leader Contact Information _____

These designated sites must be visited if physically possible to do so, considering the Israeli/Palestinian conflict.

Please check (✓) the sites included in your Pilgrimage

- ☐ The Church of the Holy Sepulchre in Jerusalem's Old City
- ☐ The Church of the Nativity in Bethlehem
- ☐ Gethsemane
- ☐ The Basilica of the Annunciation in Nazareth
- ☐ The Mount of Beatitudes
- ☐ In the Old City of Jerusalem, the Via Dolorosa
- ☐ The Upper Room
- ☐ The Galilee, especially the Church of the Primacy of Peter
- ☐ The following site is encouraged also: Mt. Tabor, the site of the Transfiguration

IMPORTANT INFORMATION

(1) Please include a copy of your Itinerary or a brochure describing your Planned/Upcoming Pilgrimage.

(2) Please indicate two dates during your Pilgrimage that our Lieutenant will offer the Patriarch's office to consider for your visit.

Date 1: _____ Date 2: _____

(3) You will be informed of the date and time once approved.

This information will allow the Lieutenant to evaluate your application and determine if your trip meets the requirements of an Equestrian Order of the Holy Sepulchre of Jerusalem pilgrimage. After this form is approved, the Northern Lieutenant will contact the Patriarch's office to give his approval for your shell or shells.

Please forward this information to via mail to
Sir Doug and Lady Angie Kolb
2619 Denwood Estates, Jefferson City, MO 65101
Phone: 573-635-2168
Email: kolbangie@hotmail.com



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenantcy

Sample Form 18 – Past Pilgrimage Approval Request Form



The Equestrian Order of the Holy Sepulchre of Jerusalem

Request Form for a **Prior** Pilgrimage

To receive a Pilgrim Shell, the most treasured decoration of the Order, please submit the following information to the Master & Mistress of Pilgrimages for approval.

Please Note - ONLY Active Members of EOHSJ are eligible

Name of Pilgrimage: _____

Date of Pilgrimage: From: _____ To: _____

Spiritual Leader (Required):

Must be a priest/bishop/archbishop
Pilgrimage must have a Catholic focus.
Daily Mass is expected.

Printed Name of Spiritual Leader _____

Contact Information of Spiritual Leader (if Available) _____

Name(s) & Rank(s) of EOHSJ Pilgrims Requesting Shell(s): _____

Address: _____

Home Phone #: _____ Email address: _____

Cell Phone #: _____

These designated sites must be visited if physically possible to do so, considering the Israeli/Palestinian conflict.

Please check (✓) the sites included in your Pilgrimage

- ☐ The Church of the Holy Sepulchre in Jerusalem's Old City
- ☐ The Church of the Nativity in Bethlehem
- ☐ Gethsemane
- ☐ The Basilica of the Annunciation in Nazareth
- ☐ The Mount of Beatitudes
- ☐ In the Old City of Jerusalem, the Via Dolorosa
- ☐ The Upper Room
- ☐ The Galilee, especially the Church of the Primacy of Peter
- ☐ The following site is encouraged also: Mt. Tabor, the site of the Transfiguration

ALSO INCLUDE the FOLLOWING 3 Items:

(1) Please include a copy of your itinerary or a list of the sites you visited. If you have a brochure describing your prior Pilgrimage, please submit a copy.

(2) Please attach a brief personal reflection on your pilgrimage and what it meant to you.

(3) Please send check for \$100 (per shell requested) payable to EOHSJ. (Please be aware, if a member requests a Pilgrim Shell based on a past pilgrimage, the cost of the shell is to be borne by the recipient.)

This information will allow the Lieutenant to evaluate your application and determine if your trip meets the requirements of an Equestrian Order of the Holy Sepulchre of Jerusalem pilgrimage. Upon review by the Lieutenant, and once approved, you will receive a letter approving the award of the Pilgrim Shell. The Lieutenant, or his designee, will present your Pilgrim Shell to you at the next Area or Annual Meeting.

Please forward this information via mail to
Sir Doug and Lady Angie Kolb
2619 Denwood Estates, Jefferson City, MO 65101
Phone: 573-635-2168
Or email to: kolbangie@hotmail.com



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 19 – Funeral Request Form



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

Funeral Request Form

It is every member's right be buried in their Ceremonial Dress with insignia and to have a formal delegation of Knights and Dames attend their funeral. To fulfill your wishes for your funeral, please complete the following form which will be kept on file with your Area Councillor until needed.

Member Information:

Name: _____

Address: _____

Phone: _____

Next of Kin Contact Information (please list two):

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Relationship: _____ Relationship: _____

I desire to have the following at my funeral (please check all that apply):

- ☐ To be buried in my Ceremonial Dress and Insignia, **or**
- ☐ To have the cloak, beret/mantilla and insignia displayed as space dictates
- ☐ To be attended by a formal delegation of Knights & Dames (in full dress)
- ☐ No formal delegation, but attendance of the Knights & Dames
- ☐ To have the EOHSJ funeral pall placed on the casket

Any additional requests:

Please note: It is the privilege of a Knight or Dame to be buried in their vestments/insignia if they choose to do so. If they choose not to, the vestments/insignia of the deceased member should be returned to the Area Councillor unless used by a family member who is a member of the Order. They should not be disposed of by the family at an estate sale or by other means.

Authorized Signature

Date



Sample Form 20 – Funeral Notice



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

Dear Knights and Dames:

As Area Councillors, it is our most solemn duty to inform you of the death of *<Sir John Smith KHS>*. The visitation for *<Sir John>* will be on *<Monday, January 1st>* at *<Shady Rest Funeral Home>* located at *<101 Main Street in Anytown U.S.A.>* The visitation hours are *<3:00 pm to 7:00 pm>*. *<Sir John's>* funeral will be on *<Monday, January 2nd>* at *<St. Josephs Church>* in *<Anytown U.S.A.>* The funeral is scheduled for *<10:30 am>*. The address of the church is *<202 Hope Street>*, telephone *<555-222-1000>*.

Before his death, *<Sir John>* requested an official delegation of Knights and Dames and therefore I am notifying you to ask if you will be able to attend the funeral as a participant in the official delegation (Honor Guard). If you plan on attending, you must be at the Church a minimum of 15 minutes before the services begin to receive instructions. The ceremonial dress code is dark suit or dress, capes, gloves, berets, mantillas and insignia.

As Saint Paul in his letter to Galatians reminds us, as Christians we have a duty to do good to all but especially to those who belong to "the household of faith". It is in this spirit that one of the benefits of belonging to the household or family of the Equestrian Order of the Holy Sepulchre of Jerusalem is privilege of having an official delegation of Knights and Dames at the funeral of a deceased member of the Order. We would therefore urge you to make every attempt to join us in paying our final respects to our beloved *<brother/sister>*.

Please notify me immediately upon receipt of this notification whether you plan on attending so that we can arrange for adequate seating.

Please note that if you should arrive late (after the members of the Order are seated) the late arriving member should not join the members already seated (nor should they wear the cape, etc. if applicable). They should simply sit with the other people at the funeral.

If it was the desire of the deceased member NOT to have an official delegation (Honor Guard), you can replace the second paragraph above with the following text:

Upon *<Sir John's>* request, there will not be an official delegation, but the attendance of the Knights and Dames is requested. Therefore we are notifying you to ask if you will be able to attend the funeral. If you plan on attending, you must be at the Church a minimum of 15 minutes before the services begin so we can be seated together as a sign of unity. The dress code is simply a dark suit or dress. No ceremonial capes, etc. should be worn.



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

Sample Form 21 – Member Dossier File Cover Sheet



EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM
Northern Lieutenancy of the United States

Member Dossier File Cover Sheet

Member Information:

Name: _____
Address: _____
Address 2: _____
Phone: _____
Cell phone: _____
Email: _____

Additional Information (If known):

Parish: _____
Address: _____
Parish Phone: _____
Employer: _____
Address: _____
Employer Phone: _____

Year Entered Order: _____

Promotion and Year:

To Knight/Dame Commander _____
To Knight/Dame Commander with Star _____
To Knight/Dame Grand Cross _____

Record of Attendance at Annual Meeting of the Lieutenancy:

Year	Attended yes or no	Year	Attended yes or no
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



Equestrian Order of the Holy Sepulchre of Jerusalem
Area Councillors Guide



For the United States Northern Lieutenancy

THE EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM!



United States Northern Lieutenancy

www.eohsjnorthern.com