



Liturgical Guidelines



Equestrian Order of the Holy Sepulchre of Jerusalem

United States Northern Lieutenancy

**Seventh Edition
March 2026**



Equestrian Order of the Holy Sepulchre of Jerusalem
Liturgical Guidelines



For the United States Northern Lieutenancy



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United States Northern Lieutenancy

Acknowledgements

The Liturgical Guidelines for the Order's various rites and services have evolved over the years as the Northern Lieutenancy and the Grand Magisterium have revised and standardized the Order's practices. The growth of our Lieutenancy has also played a major factor in how we plan and conduct our liturgies. This Seventh Edition is the latest in a series of versions and reflects our current practices.

We acknowledge with special gratitude the work of the many members who developed and refined these Guidelines starting in 1988. They include Sir Peter and Dame Mary Bitten, Sir John Gregory Mayne, Sir James Green, Sir Alfred Blasco, Sir Herbert and Dame Bernnes Adrian, Dame Joan McGee, Dame Drolette Wiedeman, Dame Barbara J. Anderson and Fathers Dennis J. Dease, James Notebaart and Rev. Fred Gaglia, PhD., former Ecclesiastical Masters of Ceremonies. The author would also like to thank Lieutenant Shawn Cleary, Chancellor Jim Broske and Elizabeth Wells, the Lieutenancy Administrator, for their help in updating these Guidelines.



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Introduction

It is impossible to overstate the impact that the growth of the Northern Lieutenancy has had on the preparations for the annual meeting liturgies. It is now common for the meeting to be attended by over 700 hundred members. As a result, the meeting now moves between the major cities of the Lieutenancy and even in those cities, we often find it difficult to reserve hotels, churches and other facilities adequate to host our functions. ***Because of the growth of the Northern Lieutenancy and changes in Grand Magisterium policies, it is a mistake to rely on prior plans and decisions made when the annual meeting was previously hosted in a diocese.***

The Lieutenant is responsible for planning and managing the annual meeting and its associated liturgies. To assist him in this process, he appoints one or more Annual Meeting Chairs, who are members of the Order, to plan and coordinate the local activities, frequently assisted by their local Section Presidents. In consultation with the Lieutenancy's Grand Prior, he also appoints an Ecclesiastical Master of Ceremonies to plan and coordinate the weekend liturgies and ceremonies. This group serves at the direction of the Lieutenant as the senior planning and coordination team for the weekend. As described below, both the Annual Meeting Chairs and the Ecclesiastical Master of Ceremonies are assisted by committees and teams of their own with specific responsibilities for portions of the liturgies.

These Guidelines serve as a framework for planning the liturgies associated with the annual meeting. The Guidelines are written in such a way that the Annual Meeting Chairs can copy appropriate sections and distribute them to their committees and volunteers. Those with larger responsibilities should have this material early in the planning stages. Committees are generally appointed about a year in advance of the meeting.

Local volunteers are also needed to complete the liturgical teams. Contained in these Guidelines are forms that the Annual Meeting Chairs may use as a suggested format to organize these volunteers. The Annual Meeting Chairs should provide all volunteers with access to these Guidelines.

It is important that all participants, especially the Annual Meeting Chairs and their committee members, read and understand these Guidelines. They define and clarify the various duties and responsibilities. Everyone on the liturgical team, both permanent members and weekend volunteers, rely on each other to do their part, and the weekend liturgies suffer when these responsibilities are ignored or poorly performed. If you have any questions, please contact the Lieutenant or the Ecclesiastical Master of Ceremonies.



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Our Spiritual Mission

There is no single building more important than the Church of the Holy Sepulchre of Jerusalem. It stands as the physical center of a mystery that all humanity has tried to comprehend: the mystery of Christ's death and resurrection. In the silence of the tomb, God's messenger to humanity was raised up and given a name above all names. Jesus Christ is Lord to the glory of God the Father.

We are "ordered" by the Roman Catholic Church and given the honor of being stalwart defenders of the faith. As an Order, we are bound together by that common vision and work. We are also bound to one another to support each other in the faith, to beg constantly for the mercy of God upon his Church, and to give thanks that his Son so loved the world that he died for its salvation.

Our mission is

- To strengthen in our members 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 make the Order a fundamental means of 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.

Our liturgical celebrations should reflect the solemn nature of our call and our mission. These Guidelines help us accomplish this task.



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The Major Liturgical Celebrations

Welcome Mass or Vespers

The weekend liturgies begin on Friday evening immediately prior to dinner. The Order celebrates Mass or Vespers with the Liturgy of the Hours.

The Vigil-At-Arms Service

Historically the preparation for knighthood involved a fast, praying the seven penitential psalms and an all-night vigil. A vigil celebrates time spent in reflection. Traditionally, there were vigils before great feasts: the vigils of Christmas, Easter and Pentecost remain as vestiges of that ancient practice. The vigil for entry into our Order includes both ascent and penitential psalms. The focus of the ritual then turns to the veneration of a true relic of the Cross. The Cross symbolizes the "quest" to which the Knights and Dames are dedicated. It is the Cross of Jesus Christ which is announced as the Tree of Victory.

The Vigil-At-Arms Service is held on Saturday evening immediately following dinner. As part of this service, each new Investee is invited to publicly sign the Oath of Investees while all members are reminded of their obligations and responsibilities as Knights and Dames of the Order. Each investee also receives a copy of the Book of the Gospels at this service.

Memorial Mass and Rite of Promotion

The Memorial Mass is our opportunity to pray for our deceased members. In the context of prayer, these names stand before us as links to our past and to the faithful friends who continued a mission which has existed for almost one thousand years. In addition, the reception of various promotions in rank also reflects the internal structure of the Order itself and recognizes those who have faithfully fulfilled their duties as Knights and Dames.

The Rite of Promotion immediately precedes the Memorial Mass on Saturday morning.

Investiture Mass and Rite of Investiture

The ritual structure of the investiture is twofold: a rite of fealty and an admission to the Order within the Church. The rite of fealty (investing Knights or Dames) focuses on the promises made by the prospective Knight or Dame. These promises traditionally were made as the knight placed his hands in those of his liege lord. It is confirmed by the imposition of the crosier upon the shoulders.

The classical structure for entry into our Order involves several similar elements. The first element is being affirmed by the Church through nomination. This is found ritually in the reading of the mandate. The second element is a series of questions about the intentions of the individual. The imposition of hands upon the head, along with the text "...be a faithful and brave knight..." have traditionally been understood as a bestowal of the Spirit and the clear designation of one's place within the Church. The dubbing with the crosier establishes the individual in the Order. The final element is the "*traditio instrumentorum*", that is, the awarding of the insignia of the Order.

The Rite of Investiture immediately precedes the Investiture Mass on Sunday afternoon.



The Ecclesiastical Master of Ceremonies

The Lieutenancy's Ecclesiastical Master of Ceremonies is appointed by the Lieutenant in consultation with the Lieutenancy's Grand Prior to plan and oversee the spiritual and liturgical matters relating to the Lieutenancy. It is his responsibility to faithfully guard the integrity of the approved rites and liturgies. Because the liturgies are performed in different locations each year, many of the details may be modified to fit the local environment. The Ecclesiastical Master of Ceremonies works at the direction of the Lieutenant and in consultation with the Annual Meeting Chairs to plan any necessary changes.

The Ecclesiastical Master of Ceremonies is assisted in his duties by the Lay Master and Mistress of Ceremonies. He may also appoint an Associate Ecclesiastical Master of Ceremonies at his discretion. This team is completed by volunteers appointed by the Lay Master and Mistress of Ceremonies and by the Annual Meeting Chairs. Details concerning these volunteers are described later in these Guidelines.

The Ecclesiastical Master of Ceremonies is responsible for working with the Lieutenant and the Chancellor in coordination with the Annual Meeting Chairs on the following matters:

1. Scheduling one or more initial site visits to review the sites and facilities for the various services.
2. The selection of the local churches for the Masses and the facility sites for the Vigil service and related facility site maps.
3. The coordination with the Lieutenant for the selection and invitation of celebrants for the various services. The Lieutenant then formally invites the celebrants.
4. The planning and location of the Adoration Chapel and an area for reconciliation, as well as the related scheduling during the meeting.
5. The approval of all music to be used in the liturgies, including Mass parts.
6. The approval of all readings to be used in the liturgies.
7. The approval of the Mass and other liturgical booklets. The preparation, printing and distribution of these booklets is handled by the Lieutenancy Administrator in coordination with the Annual Meeting Chairs.
8. The scheduling, conduct and supervision of the liturgy practices.
9. The arrangement of the Mass processions.
10. The conduct of the liturgical celebrations themselves.



The Liturgical Responsibilities of the Annual Meeting Chairs

The Annual Meeting Chairs have overall responsibility for planning and managing the local aspects of the annual meeting that fall outside of the liturgical celebrations. It is also their responsibility to work with the Ecclesiastical Master of Ceremonies and his liturgical team in the planning of the liturgies, and especially, by selecting local volunteers as described below. It is not their responsibility to plan, oversee or direct the liturgies themselves.

Facilities Suggestions. The Annual Meeting Chairs are responsible for the initial suggestion of sites for the meeting (including the Adoration Chapel, the site for the Sacrament of Reconciliation, and the Vigil-At-Arms Service) and, in consultation with the local bishop and pastors, the churches for the Investiture and Memorial Masses. Meeting facilities and contracts must be approved by the Lieutenant. The Vigil-At-Arms Service, the Welcome Mass or Vespers on Friday evening and the Monday morning Travelers Mass are typically held at the hotel. Specific locations within the meeting hotel, local churches and other sites used for the Masses and other services must be approved by the Lieutenant, in consultation with the Ecclesiastical Master of Ceremonies.

Custody of Regalia/Inventory Box. The regalia/inventory boxes are transferred each year from the Annual Meeting location to the next year's location along with other reusable meeting inventory items. This includes the sword, spurs, banner, Lieutenancy Flag and other ceremonial items. They should be retained by the Annual Meeting Chairs until the Annual Meeting. The Annual Meeting Chairs or one of their assigned team members should arrange for the delivery of these boxes to a secure place in the churches **at least two hours before Mass**. This means that local transportation must be provided as the buses typically will not run early enough to allow sufficient preparation time. It is the Annual Meeting Chairs' responsibility to transfer the boxes to the Lieutenant or the next year's Annual Meeting Chairs at the planning and review meeting at the close of the weekend.

Selection of Local Volunteers. The Annual Meeting Chairs are responsible for the selection of local volunteers to complete the liturgical teams. There are two broad categories of volunteers: those who assist in the organization of various aspects of the liturgies (the local Liturgy Committee, the Facilities Committee and the Insignia Committee) and those who have individual roles in the liturgies. The committees should be appointed at least one year before the Annual Meeting and must attend any local site visits. The remaining local volunteers should be appointed by July 15th of the Annual Meeting year. The Annual Meeting Chairs should keep a record of the names, addresses, phone numbers and email addresses of members who agree to serve as local volunteers, and may use the forms set forth in the Appendices. **The names of individuals assigned to key roles in the liturgies should also be entered in the Lieutenancy cloud spreadsheet for inclusion in the liturgy guides by July 15th.** Copies of the completed forms must be sent to the Ecclesiastical Master of Ceremonies **no later than one month prior to the Annual Meeting**.

The estimated numbers set forth in these Guidelines are intended only as indications of the number of volunteers potentially needed. The exact number and nature of these local volunteers will vary from year to year and are determined by the Ecclesiastical Master of Ceremonies in consultation with the Annual Meeting Chairs and his permanent liturgical team members.



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The Annual Meeting chairs are also responsible for developing a list of medically trained volunteer Knights and Dames who offer their services to be called upon in an emergency throughout the weekend. This list should include complete contact information. The list should be provided to the Lieutenancy Secretary, the Head Usher and key volunteers during registration.

IMPORTANT NOTE: All volunteers who will directly participate in any part of the Investiture and/or Memorial Masses must attend the scheduled practices.

The Annual Meeting Chairs are responsible for selecting the following local volunteers:

1. Two (2) **Insignia Managers** whose responsibility is to receive the insignia from the Lieutenancy's Secretary prior to the start of the Annual Meeting, inspect the insignia for potential shipping damage (and arrange for replacements with the Lieutenancy Secretary if necessary), and retain custody of the insignia for promotees and investees. The Insignia Managers are responsible for the security, delivery and arrangement of the insignia at the various services and for assisting the Ecclesiastical Master of Ceremonies in the distribution of insignia during the liturgies.
2. A **Liturgical Committee and committee chair** whose responsibility is to work with the Ecclesiastical Master of Ceremonies to plan and implement certain local details of the liturgies in cooperation with the local bishop and his staff and the churches where the liturgies are to take place. The liturgical booklets are prepared, finalized, printed, and delivered to the Liturgical Committee by the Lieutenancy Administrator. This Committee has the responsibility to receive, inspect and transport and distribute the liturgical booklets to the various liturgy and assembly sites. **They are also responsible for collecting any remaining liturgical booklets following each liturgy.**
3. A **Facilities Committee and committee chair** whose liturgical responsibilities include providing volunteers and local church personnel to (1) setup the facilities in the hotel for the Welcome Mass or Vespers, the Investee Orientation and practice areas, the Adoration Chapel, the area for the Sacrament of Reconciliation, and the Travelers Mass, (2) supervise and manage the Adoration Chapel and the Sacrament of Reconciliation areas during the weekend, and (3) setup the assembly areas for the promotees, the clergy and the dignitaries at the Memorial Mass and the investees, the clergy, the dignitaries at the Investiture Mass. **The Facilities Committee is also responsible for providing volunteers or church personnel to clean up the churches and assembly areas after the Masses or other liturgies.**
4. A **Transportation Committee and committee chair** whose responsibilities include scheduling buses and other transportation for weekend events and providing Transportation Guides-- local members to guide priests, promotees, and investees to their appropriate areas in preparation for the liturgical celebrations.
5. A **Head Usher** who is familiar with the local facilities and church sites to work with the Chancellor and the Lay Master and Mistress of Ceremonies to plan and coordinate the ushers at the various ceremonies and to map out seating areas for visiting dignitaries, clergy and



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Knights and Dames. Special seating areas and communion flow at the local church sites should also be outlined in advance.

- 6. Local Volunteers** to assist at the liturgies. The numbers set below are typical estimates. The final number of volunteers is determined by the Ecclesiastical Master of Ceremonies and his liturgical team in consultation with the Annual Meeting Chairs and will vary depending on the configuration of the local churches and other facilities. Volunteers may serve at more than one ceremony but should serve in only one capacity at any given service.

For the Investee Practice held Friday afternoon:

Orientation Assistants 4 Two Knights and two Dames to assist the Lay Master and Mistress of Ceremonies

For the Welcome Mass (if chosen) held on Friday evening:

Ushers	2	Knights or Dames
Readers	1 - 2	Knights or Dames
Gift Bearers	4 - 6	Knights or Dames (Gift bears may be 1 or more couples)

For Vespers (if chosen) held on Friday evening:

Ushers	2	Knights or Dames
Readers	1 - 2	Knights or Dames

For the Memorial Mass and Rite of Promotion held Saturday morning:

Ushers	4	Knights or Dames to assist the Head Usher For continuity, 2 of these ushers should serve at the Memorial Mass, the Vigil-At-Arms Service and the Investiture Mass
Greeters	4 - 6	Knights or Dames to distribute the liturgical guides
Vexillary	1	Knight or Dame to serve at both the Memorial and Investiture Masses
Standard Bearer	1	Knight or Dame to serve at both the Memorial and Investiture Masses
Gift Bearers	2	Knights or Dames Gift Bearers may be 1 or more couples
Transportation Guides		Knights or Dames to direct clergy and members to the church and assembly/vesting areas

For the Vigil-At-Arms Service held Saturday evening:

Ushers	8	Knights or Dames
Greeters	4 - 6	Knights or Dames to distribute the liturgical guides
Sword Bearer	1	Knight or Dame
Spurs Bearer	1	Knight or Dame
Sacred Oils Bearer	1	Knight or Dame
Readers	2	Knights or Dames, plus 1 Deacon to read the gospel

For the Investiture Mass and Rite of Investiture held Sunday afternoon:

Ushers	8	Knights who are physically able to assist other Knights and Dames and stand on their feet and move around during the entire Mass
Greeters	4 - 6	Knights or Dames to distribute the liturgical guides
Vexillary	1	Knight or Dame to serve at both the Memorial and Investiture Masses
Standard Bearer	1	Knight or Dame to serve at both the Memorial and Investiture Masses



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Readers	1 - 2	Knights or Dames
Gift Bearers	2	Knights or Dames Gift Bearers may be 1 or more couples
Transportation Guides		Knights or Dames to direct clergy and members to the church and assembly/vesting areas

For the Travelers Mass held on Monday morning:

Ushers	2	Knights or Dames
Reader	1	Knight or Dame
Gift Bearers	2	Knights or Dames Gift Bearers may be 1 or more couples

The Annual Meeting Chairs are also responsible for ensuring the selection of the following liturgical personnel for all Masses:

Servers, (adult):	8	Seminarians are preferred if available, otherwise adult males May be selected by the pastor or the local bishop Servers serve at all liturgies
Deacons	2	Deacons should be invested members of the Order If members are not available, seminarian transitional deacons are permitted. Deacons may be selected by the local bishop

Suggested checklists and position descriptions are set forth in the attached appendices.

The Vesting teams are appointed and directed by the Lay Master and Mistress of Ceremonies. They may request the Annual Meeting Chairs to assist them in recruiting local members for the teams and may also reach out to other Section Presidents for assistance in filling the roles.

Note: The following positions are standing offices of the Order that are not appointed by the Annual Meeting Chairs:

- **The Ecclesiastical Master of Ceremonies**
- **The Associate Ecclesiastical Master of Ceremonies (appointed by the Ecclesiastical MC)**
- **The Lay Master of Ceremonies (appointed by the Lieutenant in collaboration with the Ecclesiastical Master of Ceremonies)**
- **The Lay Mistress of Ceremonies (appointed by the Lieutenant in collaboration with the Ecclesiastical Master of Ceremonies)**
- **The Lieutenancy Secretary who orders the insignia (appointed by the Lieutenant)**
- **The Lieutenancy Administrator who coordinates the preparation of the liturgical booklets**

Their permanent appointment indicates the importance of establishing continuity from location to location.



The Responsibilities of the Local Liturgy Committee

The Liturgy Chair and Committee are responsible for assisting the Annual Meeting Chairs and the Ecclesiastical Master of Ceremonies and his permanent liturgical teams in planning and implementing selected local aspects of the liturgies. These tasks include:

1. Arrange meetings with each (Arch)diocesan Director of Music and/or the Cathedral Director of Music (if these positions are held by different individuals) to secure the participation of all required choirs and musicians. The Local (Arch)diocesan Director of Music is responsible for coordinating musicians and vocalists for the liturgical ceremonies. The committee should submit all names of choirs and musicians to the Annual Meeting Chairs for review and approval. Professional musician contracts, if applicable, may only be signed by the Annual Meeting Chairs.
2. **All musical selections, including Mass components, require prior approval from the Ecclesiastical Master of Ceremonies to ensure alignment with the Order's rituals and liturgies.** Music will be chosen in consultation with the Ecclesiastical Master of Ceremonies from an approved list of hymns and Mass parts created and authorized by him.
3. Assisting the Annual Meeting Chairs in the selection of local liturgical volunteers.
4. Securing any required copyright permissions, which is normally done through the (Arch)diocesan or parish music personnel. **All liturgical booklets are prepared, finalized and printed by the Lieutenancy Administrator.**
5. Receiving, inspecting and transporting the liturgical booklets to the various liturgy and assembly sites.
6. Planning with the Decorations Coordinator all decorations for the churches and other liturgy venues including flowers, banners etc., all as approved in advance in consultation with the Ecclesiastical Master of Ceremonies. Decorations in churches should include consultation with the local rector or pastor.
7. Securing church supplies as necessary.
8. Preparing a budget for the Annual Meeting Chairs. In addition to any costs associated with the above matters, the budget should also include:
 - Customary stipends to: Churches, Celebrants, Lieutenancy Grand Prior, and Ecclesiastical Master of Ceremonies
 - Musician's fees: Organist, Choir Director, Choir, Cantor, Soloists, and Instrumentalists
Note: Record their social security numbers for tax purposes if required by local law in consultation with the Lieutenancy Treasurer.
 - Custodial services

Committee members should also be available prior to the services to assist the Ecclesiastical Master of Ceremonies in setting things up for the services and to assist in cleaning up and restoring order to the churches and assembly areas following the services. This usually requires that they arrange private transportation to and from the Mass sites.



The Responsibilities of the Insignia Managers

The Insignia Managers are responsible for all matters relating to the insignia to be awarded at the Memorial Mass to promotees and at the Investiture Mass to investees from the time they are delivered by the Lieutenancy Secretary until they are distributed at the Masses. The Insignia Managers are responsible for the security, delivery and arrangement of the insignia at the various services, for assisting the Ecclesiastical Master of Ceremonies in the distribution of the insignia at the Masses, and for collecting and returning to the Lieutenancy Secretary any unused insignia sets.

The following is a general outline of these responsibilities:

1. The insignia are ordered, inspected and inventoried by the Lieutenancy's Secretary. They are delivered to the Insignia Managers prior to the Annual Meeting. The Lieutenancy Secretary will also provide a list of promotees and investees. The Insignia Managers should unpack and inspect each insignia set, arrange for any necessary replacements, confirm that the appropriate insignia are available for each service, and inventory the sets.
2. The ***promotee insignia*** should be delivered to the site of the Memorial Mass at least **two (2) hours** prior to the start of the Mass. There the Insignia Managers are responsible for arranging and setting up the insignia tables at the direction of the Ecclesiastical Master of Ceremonies and taking a final inventory prior to Mass. After Mass, the Insignia Managers should take possession of any remaining insignia and return them to the Lieutenancy Secretary. The Insignia Managers are responsible for their transportation to and from the Mass site (the buses will usually not run early enough) and for the security of the insignia both before and after the Mass.
3. The ***investee insignia*** should be delivered to the site of the Investiture Mass at least **two (2) hours** prior to the start of the Mass. There the Insignia Managers are responsible for arranging and setting up the insignia tables at the direction of the Ecclesiastical Master of Ceremonies and taking a final inventory prior to Mass. After Mass, the Insignia Managers should take possession of any remaining insignia and return them to the Lieutenancy Secretary. The Insignia Managers are responsible for their transportation to and from the Mass site (the buses will usually not run early enough) and the security of the insignia both before and after the Mass.

The Insignia Managers Participation in the Liturgies. The Insignia Managers are responsible for inspecting and transferring the promotee and investee insignia from the table area in the sanctuary to the Ecclesiastical Master of Ceremonies during the Masses. **The Insignia Managers must attend the practices where specific instructions will be given.**

1. Prior to the meeting date, the Insignia Managers should obtain a list of the promotees and investees from the Annual Meeting Chairs. They should also check with the Lieutenancy Secretary during the Friday afternoon investee practice for updates.
2. Approximately 45 minutes prior to the start of the procession, the Insignia Managers vest and report to the Ecclesiastical Master of Ceremonies. He will remind them about their



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movements in the sanctuary. The Insignia Managers then take their assigned seats and stand for the procession. **The Insignia Managers do not participate in the processions.**

3. When the procession is completed, the Insignia Managers actions vary depending upon which Mass is underway.
 - **Promotions Mass:** After the decree of promotion is read by the Chancellor, the Insignia Managers move to the insignia table(s) and distribute the appropriate insignia as the individual promotions are read. They should open the insignia boxes, perform a quick inspection of the contents, and hand the open box to the Ecclesiastical Master of Ceremonies or his designee who will, in turn, hand them to the Grand Prior.
 - **Investiture Mass:** When the *Veni Creator* finishes and investing prelates move to their chairs, the Insignia Managers move to the insignia table(s) and distribute the appropriate insignia as the individual investee names are read. They should open the insignia boxes, perform a quick inspection of the contents, and hand the open box to the Ecclesiastical Master of Ceremonies or his designee, who will, in turn, hand them to the investing prelate.
4. At the conclusion of the promotions or investiture rites, return to the assigned seats.

Seating for the Insignia Managers are in reserved seats in a pew near the sanctuary.

Ceremonial Dress for the Insignia Managers:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn while distributing the insignia.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are worn while distributing the insignia.



The Liturgical Responsibilities of the Local Facilities Committee

The local Facilities Committee is appointed by the Annual Meeting Chairs and delegated the responsibilities for overseeing all facilities used during the weekend, including the hotels, the meeting areas, the churches and other special facilities, if any. With regard to the liturgical spaces used during the weekend, the Committee takes direction for the setup of these areas from the Chancellor and the Ecclesiastical Master of Ceremonies and his liturgical team. The local Facilities Committee Chair will liaison with the Chancellor, the Ecclesiastical Master of Ceremonies, the liturgical team and the local personnel at the hotels, churches, assembly, vesting and other areas. **These members should also plan to be available to assist the liturgical team at their assigned areas, including the setup, takedown and cleanup of the areas.**

The liturgical areas at each weekend include:

- The Adoration Chapel
- The Sacrament of Reconciliation Area (30 spots)
- The Investee Orientation Meeting
- The Welcome Mass or Vespers
- The Memorial Mass and Rite of Promotions (church and assembly/vesting areas)
- The Vigil-At-Arms Service
- The Investiture Mass and Rite of Investiture (church and assembly/vesting areas)
- The Travelers Mass

General Notes

Prior Meetings. It is very likely that the Lieutenancy has grown significantly since the last time the local diocese hosted the meeting. In addition, the Order's Magisterium has changed the rules for many of the liturgical celebrations. **Do not rely on past plans and practices from prior years.** The Ecclesiastical Master of Ceremonies is responsible for ensuring that the facilities are suitable for our celebrations. Coordinate any issues and changes with him as soon as possible.

Facility Coordinators. The responsibilities of the local Facilities Committee are significant. With respect to the liturgical areas, the Annual Meeting Chairs should ensure that the Facilities Committee Chair designates specific individual members to serve in the following roles:

- *Hotel Facility Coordinator.*
- *Church Facility Coordinator* for each church used for Order services.
- *Adoration Facility Coordinator*, responsible for planning, organizing and supervising the Adoration Chapel.
- *Reconciliation Area Coordinator*, responsible for planning and supervising the area(s) for the Sacrament of Reconciliation.
- *A/V Coordinator*, responsible for coordinating the audio/visual activities at all sites, including the Investee Orientation Meeting and vesting areas for promotes and investees.

The local Facilities Committee Chair is also responsible to assign individuals for unlocking and locking doors prior to and following the ceremonies as necessary.



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Site Maps. The physical sites are unique and often present logistical and planning challenges. To prepare for these challenges, the Facilities Committee Chair should obtain floor maps of all of the liturgical areas and provide them to the Lieutenancy Chancellor **at least four weeks prior to the initial site visit**. The Chancellor has the overall responsibility to work with the local Facilities Committee, the Ecclesiastical Master of Ceremonies, the Lay Master and Mistress of Ceremonies and the Head Usher to prepare final site maps that include communion flows, seating count details by pew, location of Grand Prior and Bishops seating areas, placement of insignia tables, placement of the Lieutenancy Standard and Flag during the services, and other space planning details.

Site Visit. The Facilities Committee Chair should plan on attending the initial site visit meetings and discuss facilities issues and planning with the Lieutenant, the Chancellor, the Annual Meeting Chairs and the Ecclesiastical Master of Ceremonies and his liturgical team representatives at that time. Any problems or questions that surface after this visit should be raised as soon as they are discovered. **The Ecclesiastical Master of Ceremonies has the responsibility to work with the Lieutenant, the Chancellor and the Annual Meeting Chairs to approve changes to the liturgical areas.**



The Liturgical Responsibilities of the Transportation Committee: The Transportation Guides

The Transportation Committee Chair's primary responsibilities for the weekend are not liturgically related. However, the Committee is responsible for assisting the Annual Meeting Chairs in the selection of Transportation Guides to direct visiting dignitaries, clergy, promotees, investees and other invested members to the churches and assembly/vesting areas. The exact number and position of Transportation Guides vary according to the unique physical facilities used for the liturgies. The Annual Meeting Chairs and the Transportation Committee Chair must consult with the Ecclesiastical Master of Ceremonies and his permanent team during the site visit to determine the initial needs and thereafter must consult with them on any changes.

It is not unusual for Transportation Guides to also have responsibilities assigned to them by the Facilities Committee regarding the setup and cleanup of the facilities. The Annual Meeting Chairs should ensure that the chairs of the Transportation Committee and the Facilities Committee communicate to ensure that these responsibilities do not conflict.

Transportation Guides should also be available prior to the services to assist the Ecclesiastical Master of Ceremonies and his team in preparing for the services and must be in position prior to members arrival at the locations. This usually requires that they arrange private transportation to and from the Mass sites and not rely on the buses.



The Responsibilities of the Vesting Teams

The Vesting Teams consist of Knights and Dames appointed by the Lay Master and Mistress of Ceremonies to help newly invested Knights don their capes and berets and Dames don robes at the Investiture.

Vesting Team members must attend the practices where specific instructions will be given and practiced. They must also attend the Friday Investee Orientation meeting to assist the Lay Master and Mistress of Ceremonies.

General Duties: The Rite of Investiture precedes the Mass. Bishops, Archbishops and Abbots are invested first followed by Clergy, then Knights and then Dames. The Vesting Teams take their stations at the time and place designated by the Lay Master and Mistress of Ceremonies. After the last Dame is vested, the Vesting Teams return to their seats and remove their gloves and, for the Knights, their berets. The Teams do not assist the clerical investees.

General Vesting Procedure: The candidates will move forward two-by-two up the center aisle to stand immediately in front of the sanctuary. After they are invested, Knights will walk with their capes and berets to the vesting area (generally to the side of the sanctuary—the location will vary depending on the configuration of the church). Dames will walk with their robes to their designated vesting area. Dames wear their mantillas at all times during the initial procession and the entire Mass.

After the candidates are invested, they move to the vesting area where one Vesting Team member, standing behind them, places the cape over their shoulders. At the same time the other Team member stands in front of the newly invested Knight or Dame, assists in fastening the cape clasp/tie, and for Knights, places a Knight's beret on his head.

A dignitary of the Order usually welcomes the newly invested Knights and Dames as they return to their seat.

Seating for the Vesting Teams is in a reserved pew near the sanctuary. Seating areas will be assigned at the practice. Because of the duties required, **Vesting Team members do not enter the church in procession.**

Ceremonial Dress for the Vesting Team

Knights. Dark suit with white shirt and dark tie, cape, beret, neck insignia, and white gloves. Berets and gloves are worn at all times while a Knight is in service and not sitting.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are not worn until the Mass is ended.



The Responsibilities of the Standard Bearer

The Lieutenancy Standard is a large white banner decorated with a red Jerusalem Cross and carried on a long pole (see the Regalia Appendix for a picture). The Standard Bearer is appointed by the Annual Meeting Chairs and carries the banner of the Order in the entrance and exit processions at both the Memorial and Investiture Masses.

The Standard Bearer must attend the practices where specific instructions will be given and rehearsed.

General Responsibilities:

1. The Standard Bearer should arrive at the church one hour before the Mass. This usually requires private transportation to the church as the buses do not generally arrive in time. Vest and report to the Ecclesiastical Master of Ceremonies. He will give them the Standard of the Order and remind them about their place in the procession and in the sanctuary. Notice where the Standard base is located in or near the sanctuary. After inspecting the Standard site, the Standard Bearer should return with the Standard to and remain in the procession assembly area with the Flag Bearer until the beginning of the procession.
2. At the direction of the Ecclesiastical Master of Ceremonies to form the procession, the Standard Bearer takes his/her place immediately behind the Flag Bearer. Follow the Flag Bearer during the procession. When the procession reaches the head of the center aisle follow the servers into the sanctuary. Place the standard in its base and take the assigned seat.
3. At the end of the liturgy, prepare to leave. The Ecclesiastical Master of Ceremonies will signal the processional cross and candle bearers; they will move toward the sanctuary gates. Take the Standard and follow them joining the procession behind the Flag Bearer.
4. At the end of the liturgy, return the Standard to the Ecclesiastical Master of Ceremonies team who are responsible for placing it back in the regalia box. There disassemble the pole, put the Standard in its cloth bag, and place the poles in the box. Return to the sanctuary and retrieve the black metal base and stow it in the regalia box.

Seating for the Standard Bearer is in a reserved seat with the Vexillary.

Ceremonial Dress for the Standard Bearer:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn while processing and while holding the Standard and are removed when seated.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are worn while processing and while holding the Standard and are removed when seated.



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The Responsibilities of the Vexillary

The Lieutenancy's flag is a large white flag decorated by the Order's crest (see the Regalia Appendix for a picture of the flag). The Vexillary (or Flag Bearer) is an honorary ceremonial post appointed by the Annual Meeting Chairs to carry the Lieutenancy flag in the entrance and recessional processions at both the Memorial Mass and the Investiture Mass. **The Vexillary must attend the practices where specific instructions will be given and rehearsed.**

General Responsibilities:

1. The Vexillary should arrive at the church one hour before the Mass. This usually requires private transportation to the church as the buses do not generally arrive in time. Vest and report to the Ecclesiastical Master of Ceremonies. He will give the Vexillary the flag, and remind them about their place in the procession and in the sanctuary. Remain in the procession assembly area at the back of the church with the Standard Bearer until the beginning of the procession.
2. At the direction of the Ecclesiastical Master of Ceremonies to form the procession, take your place in the processions as follows:
 - **For the Memorial Mass:** immediately in front of the promotees
 - **For the Investiture Mass:** Follow the last Investee
3. When the procession reaches the head of the center aisle follow the servers into the sanctuary, place the flag in its base and take the assigned seat.

If during the ceremony you are uncertain about what to do, look at the Ecclesiastical Master of Ceremonies for directions.

At the end of the liturgies prepare to leave. The Ecclesiastical Master of Ceremonies will signal the processional cross and candle bearers, who will move toward the sanctuary gates. Take the flag and follow the candle bearers out of the sanctuary. Return the flag to the Ecclesiastical Master of Ceremonies team who are responsible for placing it back in the regalia box. Remember to also retrieve the flag stand and return it to the regalia box.

Seating for the Vexillary is in a reserved pew near the sanctuary with the Standard Bearer.

Ceremonial Dress for the Vexillary:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn while processing and while holding the flag and are removed when seated.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are worn while processing and while holding the flag and are removed when seated.



The Responsibilities of the Sword Bearer

The Sword Bearer is appointed by the Annual Meeting Chairs and carries the sword in the entry processions **at the Vigil-At-Arms Service only**. See the Regalia Appendix for a picture of the sword.

General Responsibilities:

1. The Sword Bearer should arrive at the designated area for the Vigil-At-Arms ceremony one hour before the scheduled start time. Vest and report to the Ecclesiastical Master of Ceremonies. He will deliver the sword and remind them about their role in ceremony.
2. At the direction of the Ecclesiastical Master of Ceremonies to form the procession, the Sword Bearer takes their place immediately behind the Master of Ceremonies for Knights and Dames (usually a seminarian) and to the right of the Spurs Bearer. When the procession reaches the head of the center aisle, they place the sword on table in front of the altar and walk to their designated seat. **The Sword Bearer does not participate in the closing procession.**
3. At the conclusion of the ceremony and after the closing procession, the Sword Bear takes the sword from the table and returns it to the Ecclesiastical Master of Ceremonies team who are responsible for placing it back in the regalia box.

If during the ceremony you are uncertain about what to do, look at the Ecclesiastical Master of Ceremonies for directions.

Seating for the Sword Bearer is in a reserved seat.

Ceremonial Dress for the Sword Bearer:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn while processing and while placing the Sword on the table in front of the altar. They are removed only when seated.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are worn while processing and while holding the Sword and placing the sword on the table in front of the altar. They are removed only when seated.



The Responsibilities of the Spurs Bearer

The Spurs Bearer is appointed by the Annual Meeting Chairs. The primary responsibilities are:

- To carry the Spurs the entry procession **at the Vigil-At-Arms Service only**.
- To place the Spurs on the table in the front of the altar.

See the Regalia Appendix for a picture of the spurs.

General Responsibilities:

1. The Spurs Bearer should arrive at the designated area for the Vigil-At-Arms ceremony one hour before the scheduled start time. Vest and report to the Ecclesiastical Master of Ceremonies. He will deliver the Spurs and remind the Bearer about the proper position in the procession. Remain in the procession assembly area with until the beginning of the procession.
2. At the direction of the Ecclesiastical Master of Ceremonies to form the procession, the Spurs Bearer takes a place to the left of the Sword Bearer. When the procession reaches the head of the center aisle, place the sword on the table in front of the altar and walk to their designated seat. **The Spurs Bearer does not participate in the closing procession.**
3. At the conclusion of the ceremony and after the closing procession, the Spurs Bear takes the spurs from the table and returns them to the Ecclesiastical Master of Ceremonies team who are responsible for placing them back in the Regalia Box.

If during the ceremony you are uncertain about what to do, look at the Ecclesiastical Master of Ceremonies for directions.

Seating for the Spurs Bearer is in a reserved seat.

Ceremonial Dress for the Spurs Bearer:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn while processing and while placing the Spurs on the table in front of the altar and are removed only when seated.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are worn while processing and while placing the Spurs on the table in front of the altar and are removed only when seated.



The Responsibilities of the Sacred Oil Bearer

The Sacred Oil Vase carries Nard oil for use in the Vigil-At-Arms Service. The Nard oil is provided by the Lieutenancy Administrator, who is responsible for preparing the Sacred Oil Vase. The Vase is then carried in the entry procession at the Vigil-At-Arms Service by the Sacred Oil Bearer appointed by the Annual Meeting Chairs. The primary responsibilities of the Sacred Oil Bearer are:

- To carry the Sacred Oil Vase in the entry procession **at the Vigil-At-Arms Service only**.
- To place the Vase on the table in front of the altar.

See the Regalia Appendix for a picture of the Sacred Oil Vase.

General Responsibilities:

1. The Sacred Oil Bearer should arrive at the designated area for the Vigil-At-Arms ceremony one hour before the scheduled start time. vest and report to the Ecclesiastical Master of Ceremonies. He will deliver the Vase and remind the Bearer about the proper position in the procession. Remain in the procession assembly area until the beginning of the procession.
2. At the direction of the Ecclesiastical Master of Ceremonies to form the procession, the Sacred Oil Bearer takes a place behind the Sword and Spurs Bearer. When the procession reaches the head of the center aisle, they place Vase on the table in front of the altar and walk to their designated seat. **The Sacred Oil Bearer does not participate in the closing procession.**

If during the ceremony you are uncertain about what to do, look at the Ecclesiastical Master of Ceremonies for directions.

Seating for the Sacred Oil Bearer is in a reserved seat.

Ceremonial Dress for the Sacred Oil Bearer:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn while processing and while placing the Vase on the table in front of the altar and are removed when seated.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are worn while processing and while placing the Vase on the table in front of the altar and are removed when seated.



The Responsibilities of the Readers

The Readers are selected by the Annual Meeting Chairs and are responsible for the scripture readings. If there is a Deacon present, he will usually offer the General Intercessions. Otherwise, one of the Readers may be asked by the Ecclesiastical Master of Ceremonies to offer the Intercessions.

The Annual Meeting Chairs appoint:

- One or two Reader(s) for the Welcome Mass (he/she reads the reading from Sacred Scripture and the Responsory if not sung).
- Two Readers for the Vigil-At-Arms Service (he/she reads the readings from Sacred Scripture and the Responsory if not sung).
- Two Readers for the Memorial Mass (one reads the First Reading; one the Second Reading). (Note: The Chancellor reads the names of the deceased as the last of the General Intercessions.)
- Two Readers for the Investiture Mass (one reads the First Reading; one the Second Reading).
- One or two Reader(s) for the Travelers Mass (he/she reads the reading from Sacred Scripture and the Responsory if not sung).

The Readers for the Promotions and Investiture Masses must attend the practices where specific instructions will be given and rehearsed, and seating is assigned.

General Responsibilities:

1. Once the readings have been assigned, the Readers should familiarize themselves with the texts taken from the lectionary. The Intercessions are available from the Ecclesiastical Master of Ceremonies.
2. Arrive at the church one hour before Mass. This usually requires private transportation to the church as the busses do not generally arrive in time. Vest and report to the Ecclesiastical Master of Ceremonies who deliver the lectionary and remind them about their movements during the liturgy.
3. Take the assigned seats near the ambo. **Readers do not participate in the processions.**
4. Come forward at the appropriate time as directed by the Ecclesiastical Master of Ceremonies.

Seating for the Readers is in a reserved seat in a pew near the ambo.

Ceremonial Dress for the Readers:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn while reading. They are removed when seated.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are worn while reading and removed when seated.

For the Travelers Mass, dress for both Knights and Dames is business casual.



The Responsibilities of the Gift Bearers

The gift bearers, who are most often couples, carry the unconsecrated altar bread and the containers of wine to the celebrant. They are appointed by the Annual Meeting Chairs. Note: Gift Bearers may not be needed at all liturgies depending on the local diocesan protocol. The Annual Meeting Chairs should consult with the Ecclesiastical Master of Ceremonies to determine what is required.

General Responsibilities:

1. Arrive at the church one hour before the Mass. This usually requires private transportation to the church as the busses do not generally arrive in time. Vest and report to the Ecclesiastical Master of Ceremonies.
2. The Ecclesiastical Master of Ceremonies will instruct them on how many vessels of communion hosts and how many containers of wine they are to bring forward to the celebrant and give them any other necessary instructions.
3. The Gift Bearers should ask the Head Usher to point out where he will place the table on which they are to pick up the communion breads and the wine.
4. The Gift Bearers should take their assigned seats in a pew at the back of the church prior to the start of the procession. **Gift Bearers do not process.**
5. After the Intercessions, go to the table on which the gifts of bread and wine have been placed and prepare to carry them to the celebrant.
6. Two servers will walk to the back of the church with lit candles to escort the gifts to the altar. Carry the gifts to the sanctuary entrance. Knights walk to the left of the Dames. Present the gifts to the celebrant, bow and return to the assigned seats.

Seating for the Gift Bearers is in the reserved pew at the back of the church.

Ceremonial Dress for the Gift Bearers:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn while bringing the gifts forward. Gloves are not worn while seated.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are worn while bringing the gifts forward and removed while seated.

For the Travelers Mass, dress for both Knights and Dames is business casual.



The Lay Master/Mistress of Ceremonies

The Lay Master and Mistress of Ceremonies assist the Ecclesiastical Master of Ceremonies with the organization, instruction and direction of the promotees and investees prior to and during the various services. They have the primary responsibility to plan and supervise the vesting and assembly areas for the promotees and investees, leading them in the processions and directing them during the services. They work in coordination with the Head Usher and other members of the liturgical team to ensure the smooth functioning of all aspects of the weekend relating to the promotees and investees.

Prior to the weekend, the Lay Master and Mistress of Ceremonies should:

1. Work with the Annual Meeting Chairs, the Head Usher and the Ecclesiastical Master of Ceremonies to plan the assembly and vesting areas for the promotees and investees. To accomplish this, they should:
 - Obtain from the local Facilities Committee Chair a floor plan of the assembly area and surrounding areas, especially the restrooms. If possible, do this prior to the initial site visit.
 - Attend the site visit and walk through the assembly area with the Annual Meeting Chairs to view the facilities and discuss seat arrangements, signage, layouts, PA and video systems, availability of bottled water before and after Mass, arrangements for individuals with special needs, and identification of facilities committee personnel. Discuss preparation timing, security (including unlocking facilities prior to the Mass and after Mass), and cleanup and teardown with the local Facilities Chair. Discuss what the plans should be for inclement weather, especially rain.
 - View the restroom facilities and note size and availability of mirrors. See if there is more than one restroom available for each gender.
 - Walk and review the path from the bus unloading zone to the assembly areas and discuss signage and suggestions for the Transportation Guides, who will be directing dignitaries, bishops and priests to their assembly areas. Also note the terrain and potential difficulties for those needing special assistance (distance, stairs, wait time, etc.).
 - Discuss plans for handling special needs cases, including emergency communication plans with the Head Usher. Be sure that the Head Usher has designated any needed special seating areas in the church, particularly for promotees and investees.
 - Discuss plans for the distribution of worship guides with the Head Usher and the local Liturgy Committee Chair.
2. Coordinate with the Chancellor, the Annual Meeting Chairs and their teams and design a written layout plan/diagram for the promotee and investee assembly areas, which should include provisions for:
 - A seating arrangement for the promotees and investees (remember the required alphabetical ordering for each Mass and coordinate the seating plan with the church pew seating capacities)
 - Tables and/or hanging racks for hanging garments
 - Signage for directions to the restrooms



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- The setup of PA and video systems
- Availability of bottled water

Also include in this plan other notes regarding:

- Contact information for you and for all person(s) responsible for locking and unlocking the facilities, the facility janitor, the audio/visual contacts, and the local volunteers responsible for the setup of the area and signage
 - A brief outline of the plans for individuals with special needs, including any necessary special seating areas required in the church. This should be coordinated with the Head Usher
 - A brief outline of the communications plan for signaling the start of the procession, and for emergencies (Radios? Cell phones? Texting?). This should also be coordinated with the Head Usher as it is one of his primary responsibilities
 - An outline of the plans for inclement weather, particularly rain (Will umbrellas be available for use?)
3. Work with the Chancellor, the Ecclesiastical Master of Ceremonies and the Head Usher to plan the movement of promotees and investees during the ceremonies, including planning the vesting areas for the Investiture. To accomplish this, they should:
 - Obtain a floor plan of the churches from the local Facility Committee chair. If possible, do this prior to the initial site visit
 - Attend the site visit and walk through the churches with the Chancellor, the Ecclesiastical Master of Ceremonies and local church representatives to discuss possible movement alternatives and plans for the volunteer practice session including the use of sound and video systems
 - Work with the Chancellor to prepare a written plan for the movement of promotees and investees during the ceremonies, including provisions for the movement and actions of the Vesting Teams and the location of the ushers. The Chancellor has the overall responsibility to coordinate the preparation of the site plans and approve any changes.
 4. During the site visit, review the church layout with the Chancellor, the Ecclesiastical Master of Ceremonies and the Head Usher to ensure adequate reserved seating areas for the promotees and investees. This marking of reserved seating areas is the Head Usher's responsibility.
 5. Periodically touch base with the Lieutenancy Administrator to obtain updated lists and counts of the promotees and investees and immediately before each Mass confirm actual attendance with the Lieutenancy Secretary.
 6. Periodically touch base with the Chancellor, the Ecclesiastical Master of Ceremonies and the Head Usher to discuss any necessary changes, especially during the Annual Meeting weekend
 7. Periodically touch base with the Annual Meeting Chairs to ensure that adequate local volunteers will be available



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8. Prepare any advance materials for the weekend. These may include:
 - Nametags for promotee and investee seating and related liturgical booklets
 - Instructional material for the investees, including personal contact information for the Lay Master and Mistress of Ceremonies during the Annual Meeting weekend
 - A miscellaneous emergency supply kit (mantillas, pins, berets, spare gloves, etc.)

On the Thursday prior to the weekend:

1. The Lay Master and Mistress of Ceremonies should plan their travel schedule to arrive at the hotel early enough to participate in the Friday morning update meetings with the Chancellor, the Ecclesiastical Master of Ceremonies, the Head Usher and other members of the liturgical team.
2. Assist the Ecclesiastical Master of Ceremonies with these meetings. Plan to meet with the Chancellor, the Vesting Team Leads, the Head Usher and other local volunteers to review and discuss the assembly area plans and the liturgical movement plans.
3. Also plan to discuss the organization of the Investee meeting and the Friday morning volunteer practice session for the Investiture. Check to be sure that you will have sufficient volunteers and materials to conduct the practice session at the meeting.
4. Attend the volunteer practice. Coordinate responsibilities for directing and instructing volunteers with the Ecclesiastical Master of Ceremonies and the Head Usher. Be prepared to direct one or more practice run-throughs of the Investiture procedures with the Vesting Teams and the ushers.

Friday Afternoon: The Investee Meeting

The Investee meeting takes place Friday afternoon, generally at about 1:00 PM. The meeting opens with introductions and comments by the Lieutenant and the Chancellor followed by a summary of directions for the Vigil-At-Arms Service by the Lay Master and Mistress of Ceremonies.

The second part of the meeting is devoted to directions from the Lay Master and Mistress of Ceremonies regarding the Rite of Investiture. This should start with a verbal walk-through of the Rite of Investiture using the liturgical booklets or excerpts of the Rite. If video from prior years is available, this should be used to illustrate the liturgical movement during the ceremony. This is followed by a physical practice of the Rite. This is a critical role for the Lay Master and Mistress of Ceremonies. To prepare for this meeting, they should:

1. Work with the Chancellor, the Annual Meeting Chairs and the Ecclesiastical Master of Ceremonies to develop an agenda for the meeting. Be sure to insist upon enough time for a practice.
2. Work with the Chancellor, the Annual Meeting Chairs, the Facilities Committee chair and the Ecclesiastical Master of Ceremonies to ensure that a portion of the room is setup to mimic the church layout as closely as possible, including the vesting areas, and allow for a practice walk-through. Work with the AV Coordinator to ensure that a PA system and a TV monitor will be available for the meeting.



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3. Prepare an outline for the practice. Be sure to allocate time for investee questions.
4. Ensure that enough volunteers will be available to give a realistic enactment of the Investiture process. Volunteers include the Vesting Teams, the Insignia Managers, and volunteers to fill the roles of the Lieutenant, the investing Archbishop.

Saturday—The Memorial Mass and Rite of Promotion

1. Plan to arrive at the church at least 2 hours in advance of the start of the Mass. This will almost always require private transportation. It also often means that they will have to eat lunch on the run. ***Do not forget the emergency supplies kit, the radios and cell phones, and the emergency medical contact list, as necessary.***
2. Go to the promotee assembly area and confirm that the layout plan has been followed:
 - Be sure that the assembly area is unlocked and prepared for the promotees
 - Check the PA system and radio. Be sure that your cell phones are on and working
 - Check the restrooms to be sure that they are unlocked and that the signage is in place
 - Confirm that the liturgical booklets are available for distribution with the promote name labels and place them on the appropriate seats in the order of procession and seating.
 - Check for bottled water
 - Confirm the security plans for the area
3. Confirm that the local Transportation Guides are in place and available to direct promotees to the assembly area as they arrive on the buses.
4. Check with the Head Usher and confirm that the promotee seating in the church is marked and reserved.
5. Vest and greet the promotees as they arrive. Ask them to vest and take their assigned seat. Note any individuals with special needs and coordinate with the Head Usher if necessary.
6. The Chancellor and the Lieutenancy Secretary will arrive and welcome and congratulate the promotees. The Chancellor will then read through their names to be sure he has the proper pronunciations while the Lieutenancy Secretary confirms those in attendance. The Chancellor will also show visual images of Knights and Dames in formal attire so that they know how to wear their new insignia at the formal Sunday evening dinner.
7. Briefly instruct the promotees on the Rite of Promotion and what to expect as the Rite progresses.
8. Give the promotees some time to use the restrooms and then reseal them to prepare for the procession.
9. At the signal from the Ecclesiastical Master of Ceremonies, lead them in the procession from the assembly area to the back of the church and then into the church and to their seating areas. Dames process first by new rank from Commander to Grand Cross and are seated in the reserve pews on the right side of the church. Knights follow by new rank in the same order and are seated in the reserved area on the left side of the church.



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10. Direct them one by one as the promotions are granted. Order of seating is not important after they receive their promotion.

Saturday Evening—The Vigil-At-Arms Service

1. Leave dinner early, vest and go to the Vigil-At-Arms Service location.
2. Survey the investee seating area to be sure that it is correctly set up.
3. Make sure that the count of the Book of the Gospels is accurate for the number of investees. Be sure to have the correct count on each side of the dais for distribution to the investees after they sign the Book of Oaths.
4. Participation in the Service itself is limited to being present, sitting with the investees, and directing them, as necessary, during the Service, especially when they venerate the relic of the True Cross and sign the Book of Oaths. Be sure to leave time to answer questions after the Service.

Sunday Afternoon—The Rite of Investiture and Mass

1. Plan to arrive at the church at least 2 hours in advance of the start of the Mass. This will almost always require private transportation. It also often means lunch on the run!
Do not forget the emergency supplies kit, the radios and cell phones, as necessary.
2. Go to the investee assembly area and confirm that the layout plan has been followed:
 - Be sure that the assembly area is unlocked and prepared for the investees
 - Check the PA system and radio. Be sure that your cell phones are on and working
 - Check the restrooms to be sure that they are unlocked and that the signage is in place
 - Confirm that the liturgical booklets are available for distribution with investee name labels and place the guides on the chairs in the proper order
 - Check for bottled water
 - Confirm the security plans for the area
3. Confirm that the local Transportation Guides are in place and available to direct investees to the assembly area as they arrive on the buses.
4. Check with the Head Usher and confirm that the investee seating in the church is marked and reserved.
5. Vest and greet the investees as they arrive. Ask them to take their assigned seat. Note any individuals with special needs and coordinate with the Head Usher if necessary.
6. Remind the investees of the required ceremonial dress and ask them to check to ensure that they have their capes, gloves, berets, mantillas, etc. Note that there is often a last-minute flurry of mantilla dressing and be prepared to assist with extra bobby pins, etc.



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7. Review with the investees how to fold and hold their robes.
8. Remind the investees of the assembly room security status. Generally, these areas are not secure and that they should not leave anything of value in the room.
9. The Chancellor and/or Lieutenant and the Lieutenancy Secretary will arrive and welcome and congratulate the investees. They will read through the investee names to be sure of the proper pronunciations while the Secretary confirms those in attendance.
10. Briefly review the investiture process with the investees. Discuss when to remove berets, don gloves, etc. Point out that they will not be wearing their insignia until the formal banquet—they do not wear the insignia during the Investiture Mass. Answer any last-minute questions.
11. Give the investees some time to use the restrooms and then reseal them to prepare for the procession.
12. At the signal from the Ecclesiastical Master of Ceremonies, lead the investees in the procession in alphabetical order from the assembly area to the back of the church and then into the church and seated. Dames process first followed by the Knights.
13. Direct them as necessary during the investiture process and recessional procession.

The General Meetings and Weekend Meals

Plan to attend the Saturday and Sunday general meetings, lunches and dinners if possible. Investees will often ask questions during session breaks, after the meetings and during the meals.



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The Head Usher

The Head Usher is appointed by the Annual Meeting Chairs. The primary responsibility is to assist the Ecclesiastical Master of Ceremonies and the Lay Master and Mistress of Ceremonies in the seating and movement of persons during the liturgies. The Head Usher directs a team of ushers appointed by the Annual Meeting Chairs for each service.

The Head Usher must attend the initial site visit conducted several months prior to the Meeting, as well as the planning meetings and practices, and arrive at the churches at least 2 hours in advance of the start of each Mass. This will almost always require arranging for private transportation and not waiting for the buses.

The Head Usher provides the overall direction and coordination of ushers for all weekend liturgies. He is assisted by local volunteers as requested. These liturgies include:

- The Welcome Mass or Vespers (Friday evening)
- The Memorial Mass and Rite of Promotion (Saturday morning)
- The Vigil-At-Arms and Prayers service (Saturday night)
- The Sacrament of Reconciliation (Saturday night)
- The Investiture Mass and Rite of Investiture (Sunday afternoon)
- The Travelers Mass (Monday morning)

The Head Usher's responsibilities include:

1. Coordinating with the Ecclesiastical Master of Ceremonies and the Annual Meeting Chairs in the selection of ushers for the services. The Head Usher works with the Lay Master and Mistress of Ceremonies to finalize the number of ushers required for each service not later than one month after the initial site visit.
2. Coordinating with the ushers prior to the weekend via email and a meeting immediately prior to and during the practice to assign specific responsibilities for the liturgies.
3. Training all local ushers at the practices and supervising them during the liturgies. Enough ushers should be selected so that the Head Usher is free to supervise activities rather than routinely perform usher related duties and to fill-in as necessary when unexpected circumstances arise.
4. In consultation with the Chancellor, the Ecclesiastical Master of Ceremonies and the Lay Master and Mistress of Ceremonies, planning the seating areas for all services, including the placement and removal of signage for reserved seating areas and communicating the seating plan and any final changes to all affected participants. The Head Usher should work closely with the local Printing Chair to ensure that adequate signage is prepared and made available at the various sites. The seating plan must take into account:
 - Reserved seating for clergy
 - Reserved seating for dignitaries and their spouses



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For the United States Northern Lieutenancy

- Reserved seating for the promotees and investees
 - Reserved seating for individual service participants including ushers, greeters, vesters, readers, etc.
 - Seating for the Knights and Dames by rank
 - Seating for disabled or infirm Knights and Dames
 - Seating areas for non-member invited visitors
 - Other reserved areas as required
5. Coordinating with the local Facilities Committee chair to ensure that a table or other area is available at the rear of the church for the gifts of bread and wine, that the gifts are ready by the start of Mass, and that the Gift Bearers are identified, present, instructed and at the appropriate time, ready to bring up the gifts.
6. Assisting the Lay Master and Mistress of Ceremonies in the direction of the processions. The Head Usher will coordinate with local church officials for the use of ushers to direct all Mass attendees to communion in accordance with standard procedures and routing used at each church.
7. Ensuring that ushers assist individual Knights, Dames and other liturgy attendees with physical disabilities as needed. The Head Usher should anticipate possible needs and actively respond as situations arise. The Head Usher:
- Determines the number and names of all persons known to have special needs. This information should be solicited in the advance registration packets and be available from the Registration Chair.
 - Arranges for specific volunteers for each disabled person
 - Arranges for advance seating in the church for those who are unable to process.
 - Arranges for the provision of support equipment and wheelchairs, including having spare wheelchairs available for last minute needs
8. The Head Usher is the point person for all emergencies that might arise during the liturgies. To accomplish this role, the Head Usher must:
- Obtain and keep available telephone numbers and other contact information for emergency services such as police, fire, medical aid, ambulance, etc.
 - Utilize the list of medically-trained volunteer Knights and Dames who can be called upon in an emergency.
9. Maintaining order and safety by being familiar with church plans, restroom facilities and any obstacles. Ushers should be aware of a place to which someone who becomes ill can be directed.
10. The Head Usher should also ensure that suitable means of communication (texting, cell phones, radios with earphones, etc.) are planned and in place for communication with the ushers as well as with the Ecclesiastical Master of Ceremonies, the Lay Master and Mistress of Ceremonies, and the Vesting Team Leads.



Equestrian Order of the Holy Sepulchre of Jerusalem
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For the United States Northern Lieutenancy

Seating for the Ushers is in reserved areas at the rear of the church. Ushers who are assisting in the investiture ceremony will have reserved seating near the sanctuary. **Ushers do not process.**

Ceremonial Dress for the Ushers at all liturgies (except the Welcome and Travelers Masses):

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves. Beret and gloves are worn at all times while in service and are removed when seated.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes. Gloves are removed when seated.



Appendices



Equestrian Order of the Holy Sepulchre of Jerusalem Liturgical Guidelines



For the United States Northern Lieutenancy

Order Regalia

The Lieutenancy Order Standard



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The Lieutenancy Flag



The Vigil-At-Arms Regalia: the Sacred Oil Vase, the Sword and the Spurs





Local Liturgy Committee Volunteers

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than six (6) months prior to the meeting.

Liturgy Committee Chair:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Committee Member:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Committee Member:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Committee Member:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Added Notes:



Local Insignia Managers

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than six (6) months prior to the meeting.

Insignia Manager:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Insignia Manager:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Added Notes:



For the United States Northern Lieutenancy

Local Facilities Committee Volunteers

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than six (6) months prior to the meeting.

Facilities Committee Chair:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Hotel Coordinator:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Church Coordinator:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Adoration Chapel Coordinator:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Sacrament of Reconciliation Area Coordinator:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



For the United States Northern Lieutenancy

A/V (Audio/Visual) Coordinator:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Notes:



Local Transportation Committee Volunteers

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than six (6) months prior to the meeting.

Transportation Committee Chair:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Committee Member:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Committee Member:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Committee Member:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Transportation Guide:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



For the United States Northern Lieutenancy

Transportation Guide:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Transportation Guide:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Transportation Guide:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Notes:



For the United States Northern Lieutenancy

Head Usher

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Note: The contact information for the Head Usher must be completed by the Annual Meeting Chairs and delivered to the Ecclesiastical Master of Ceremonies and the Lay Master and Mistress of Ceremonies no later than six (6) months prior to the meeting.



Investee Meeting Local Volunteers List

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than two (2) months prior to the meeting.

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Notes:



Welcome Mass Local Volunteers List

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than two (2) months prior to the meeting.

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Gift Bearers:

Couple #1

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



Equestrian Order of the Holy Sepulchre of Jerusalem
Liturgical Guidelines



For the United States Northern Lieutenancy

Welcome Mass Local Volunteers List

<< Continued >>

Gift Bearers:

Couple #2

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Notes:



Memorial Mass and Rite of Promotion Local Volunteers List

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than two (2) months prior to the meeting.

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Greeter:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



Equestrian Order of the Holy Sepulchre of Jerusalem
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For the United States Northern Lieutenancy

Memorial Mass and Rite of Promotion Local Volunteers List

<< Continued >>

Greeter:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Vexillary (Flag Bearer):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Standard Bearer:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Gift Bearers:

Couple #1

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Notes:



Vigil-At-Arms Service Local Volunteers List

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than two (2) months prior to the meeting.

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Greeter:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



For the United States Northern Lieutenancy

Vigil-At-Arms Service Local Volunteers List

<< Continued >>

Greeter:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Sword Bearer:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Spurs Bearer:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Sacred Oils Bearer:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



For the United States Northern Lieutenancy

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Notes:



Equestrian Order of the Holy Sepulchre of Jerusalem
Liturgical Guidelines



For the United States Northern Lieutenancy

Investiture Mass and Rite of Investiture Local Volunteers List

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than two (2) months prior to the meeting.

Usher (Knight):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher (Knight):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher (Knight):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher (Knight):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher (Knight):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



Equestrian Order of the Holy Sepulchre of Jerusalem
Liturgical Guidelines



For the United States Northern Lieutenancy

Investiture Mass and Rite of Investiture Local Volunteers List

<< Continued >>

Usher (Knight):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher (Knight):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher (Knight):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Greeter:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Greeter:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



Equestrian Order of the Holy Sepulchre of Jerusalem
Liturgical Guidelines



For the United States Northern Lieutenancy

Investiture Mass and Rite of Investiture Local Volunteers List

<< Continued >>

Vexillary (Flag Bearer):

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Standard Bearer:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____



Equestrian Order of the Holy Sepulchre of Jerusalem
Liturgical Guidelines



For the United States Northern Lieutenancy

Investiture Mass and Rite of Investiture Local Volunteers List

<< Continued >>

Gift Bearers:

Couple #1

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Couple #2

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Notes:



For the United States Northern Lieutenancy

Travelers Mass Local Volunteers List

Note: A copy of this form must be completed by the local chair and delivered to the Ecclesiastical Master of Ceremonies no later than two (2) months prior to the meeting.

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Usher:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Reader:

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Gift Bearers:

Couple #1

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Couple #2

Name: _____

Date given Guidelines: _____

Address: _____

Telephone: _____

Email: _____

Notes:



Facilities Notes and Checklists

Adoration Chapel Requirements

1. Room should be at least 30 feet wide by 50 feet long.
2. Chairs set up left and right of a middle aisle to accommodate 100 people. Chairs are to be spaced with at least 6 inches between them and rows of 6 on each side.
3. There is to be a small altar large enough to hold a tabernacle and a sufficient space for the monstrance to be placed in front of the altar.
4. Linens sufficient to cover the altar in a clean and dignified manner. Check to see that all the linens are ironed. Among the linens are to be two large corporals for use during exposition.
5. There is to be a crucifix (not a cross) that is placed behind the tabernacle. It may be a hanging one or one on a stand. If the latter, then the stand must also be supplied.
6. Flowers as desired by the host diocese. No need to be elaborate. Someone must be assigned to see that they are kept fresh and water added each day. Flowers are not to be placed in front of the altar as this impedes the priest during exposition; benediction and reposition of the Blessed Sacrament.
7. There is an easel that travels to accommodate the icon of Our Lady, Queen of Palestine. Be sure that this is available and set up.
8. In the rear of the room there should be a vestment rack to hold an alb; stole; cope and humeral veil. All of these vestments with the tabernacle and monstrance are to be supplied by the host diocese.
9. A small table with a simple holy water font should be at the entrance to the chapel. A small sign should indicate that the water in the font is blessed holy water.
10. Lighting should be such that the room is well lit so that people can read while there. Also, if possible, a spotlight should be on the tabernacle area to emphasize the monstrance during exposition.
11. Host diocese may supply materials for use by individuals during adoration. They should be placed at the rear of the chapel near the entrance door. These may include such things as rosaries; prayers during a holy hour; pamphlets on Eucharistic Adoration.
12. The entrance door should be at the rear of the room only. If there are two doors to the room, see that the door in the front or nearest the altar should remain locked at all times (consistent with applicable fire codes). This will prevent distractions of people entering at the front and then having to file through the chapel.



Equestrian Order of the Holy Sepulchre of Jerusalem
Liturgical Guidelines



For the United States Northern Lieutenancy

- 13.** There should be a set of candles for each side of the altar that are lit during the time of adoration. Someone from the host diocese should have the responsibility to see that the candles are lit and trimmed during the time the chapel is used for exposition. Further there is to be a large traditional sanctuary candle lighted while the Blessed Sacrament is in the tabernacle. It should be placed on a sanctuary candle stand and not directly on the altar. If the hotel does not allow lit candles, flameless LED candles should be used.
- 14.** One person from the host diocese should be assigned to handle all of the details of the chapel and see to it that it is secured (locked) when there is no public adoration taking place.
- 15.** Two kneelers may be provided. If they are, they are to be placed off to the right and left side and not in front of the altar.
- 16.** Two keys to the tabernacle are to be provided. One key is to be given to the Ecclesiastical Master of Ceremonies. The other key is to be held by the local Adoration Chapel chair.
- 17.** Provide for a candle lighter with fluid for the lighting of candles when needed.
- 18.** If the monstrance in the adoration chapel is too large to carry in procession for the Vigil-At-Arms Service, then a smaller monstrance is to be provided for the Vigil-At-Arms Service with a luna with a consecrated host reserved in the tabernacle of the Adoration Chapel. Be sure to confirm who will be responsible to open/close the Adoration Chapel with the assigned priests.
- 19.** An Honor Guard of one Knight and one Dame should be present with the Blessed Sacrament at all times. Berets should not be worn in the presence of the Blessed Sacrament.
- 20. Secure priests to open/close the Adoration Chapel.**

Ceremonial Dress for the Honor Guard:

Knights: Dark suit with white shirt and dark tie, cape, beret, neck insignia and white gloves.

Dames: Short black dress, cape, mantilla, black gloves, black hose and black closed-toe shoes.



Adoration Chapel Checklist

DAY: _____ LOCATION: _____ TIME: _____

<u>TIME:</u>	<u>LITURGICAL ELEMENT:</u>	<u>RESPONSIBILITY:</u>
_____	1. Set up Adoration room	
	a. Altar	_____
	b. Tabernacle & 2 keys	_____
	c. Crucifix	_____
	d. Altar Cloth & Corporal	_____
	e. Monstrance	_____
	f. Candles in glass 4 white; 1 red (or flameless LED candles)	_____
	g. Seating arrangement map (40-50 places)	_____
	h. Kneelers (2)	_____
	i. Order's banner (from decorations)	_____
	j. Icon of O.L. Palestine	_____
	k. Petition basket with paper and pen	_____
	l. Floral (for decorations)	_____
	m. Luna (consecrate at first Mass)	_____
	n. Thurible/boat (clear w/hotel to use)	_____
_____	2. Reflection material suggestions:	_____
	a. Our Lady, Queen of Palestine prayer cards	
	b. Encountering Jesus in Eucharistic Adoration (The Word Among Us)	
	c. An Hour with Jesus (The Riehle Foundation)	
	d. The Real Presence as Communication of Grace	
	e. Benediction Programs	
_____	3. Adoration Sign-up Boards	_____



Equestrian Order of the Holy Sepulchre of Jerusalem
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For the United States Northern Lieutenancy

Keep Local Chairs informed about slots needed to fill

- | | | |
|-------|---|-------|
| <hr/> | 4. Custodian of the Holy Eucharist | <hr/> |
| | a. Secure priest to expose Eucharist at: | |
| | (1) at 9:30 PM Friday | |
| | (2) at 6:30 AM Saturday | |
| | (3) at 9:00 PM Saturday | |
| | (4) at 6:30 AM Sunday | |
| | b. Secure priest to repose Eucharist | |
| | (1) at 11:00 PM Friday | |
| | (2) at 8:15 AM Saturday | |
| | (2) at 11:00 PM Saturday | |
| | (3) at 8:15 AM Sunday | |
| | c. Recruit adorers for all adoration times | <hr/> |
| | d. Fill out adorer slots not signed up for | <hr/> |
| | e. Check adoration room during open hours | |
| | to see that there are adorers present | <hr/> |
| | during exposition times | |
| <hr/> | 5. Directional signs in place | |
| | a. To identify Adoration Room itself | <hr/> |
| | (from sign person) | |
| | b. Signs on restrooms (if in room) | <hr/> |
| | (NOT IN SERVICE) | |
| | c. Signs near room regarding silence | <hr/> |
| | (SILENCE PLEASE) | |
| <hr/> | 6. Clean up on Sunday evening after dinner | <hr/> |
| <hr/> | 7. Transport of all chapel materials to the | <hr/> |
| | place of origin | |
| <hr/> | 8. See that a priest prepares the luna for the | <hr/> |
| | monstrance with a consecrated host | |
| <hr/> | 9. Priest to transport extra hosts reserved | <hr/> |
| | in tabernacle to a parish church | |



Sacrament of Reconciliation Area Checklist

DAY: _____ LOCATION: _____ TIME: _____

<u>TIME:</u>	<u>LITURGICAL ELEMENT:</u>	<u>RESPONSIBILITY:</u>
_____	1. Check set-up of 30 areas (by Friday noon)	_____
_____	2. Prepare numbered cards to place at each area #1 to #30	_____
_____	3. Distribute examination of conscience folder to those in line	_____
_____	4. At each confessional: bottle of water; 2 chairs	_____
_____	5. Ushers (3) to direct flow to open confessionals; keep only penitents waiting to go to confession in the corridor for confessions and maintain silence	_____
_____	6. Extra purple stoles (provide in the inventory from the prior meeting	_____
_____	7. Clean-up after confessions	_____



Equestrian Order of the Holy Sepulchre of Jerusalem
Liturgical Guidelines

For the United States Northern Lieutenancy



THE EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM!

