

A Basic Information Guide for Inviting New Members to Join the Order

“Would you like to make a difference in the world, while being part of something greater than yourself?”



We must be enthusiastic and sincere when we approach potential members (PM) to consider joining the order. ***The most important asset that we possess when speaking to a potential member is the sincerity of our own membership.***

We must joyously bear witness to what our Order represents and does, so that we might spark the interest of potential members. PM must be moved by faith to join the Order.



The PM must feel like they want to be part of something greater than themselves and support the great works that the Order oversees every day.



THE ORDER AND THE HOLY LAND

Sincerity and humility with regards to being part of the Order will go a long way in raising a PM's interest in the Order.



Our goal is to offer a possibility and allow for the process of discernment.

It is best to remember that your PM must arrive at their own personal decision regarding the order. For this reason, it is important that PMs realize that they are swearing an oath to uphold and support the Order. Such a decision should never be taken lightly.

Step 1

Eligibility

When searching for a PM to invite, please consider the following checklist for eligibility as a reference and guide. In addition, consider quietly approaching your Pastor to ask for recommendations regarding PMs.



- PM must be in full communion with the Roman Catholic Church (Western or Eastern Rites).
- PM must be a Catholic of exemplary faith and moral conduct.
- PM must be actively involved in the life of their local Parish.
- PM must have a deep care for the Holy land and be willing to support its people and charities.
- PM must have a desire to increase their spirituality and ongoing patronage of the Holy Land.
- PM should understand the Challenges of the Christian Community in the Holy Land and be willing to help support it.



Step 2

Inviting Potential Members to the Order's Functions

Once these basic Step 1 criteria have been confirmed, the nominating-member should be prepared to function as a sponsor and mentor for the PM. This can take place by inviting the PM to various functions of the Lieutenancy that do not require membership. *Please check with the Lieutenant's office to confirm the eligibility of non-members to attend an event, before making an invitation.*

The following are examples of the Order's functions:

- Investiture Mass.
- Vigil Mass celebrations (Easter, Investiture).
- Bishop's dinner (Note: tickets must be purchased).
- Picnics (Mary Lake).
- Parish Visitations.
- Any other appropriate function of the Order where PMs are welcome.

The quickest and easiest way to engage a PM is to invite them to one of the Order's Masses which are open to all and held in our local churches.

Step 3

Discussing Duties and Responsibilities to the Order

This step requires an informal discussion about joining the Order, accompanied by an open discussion regarding the obligations for membership in the order.

- Review the list from Step 1 with the PM.
- PMs must have financial eligibility and be willing and able to meet the yearly membership obligations (income tax deductible)
- PMs must be willing to take part in a minimal one-year formation process before receiving knighthood.
- PMs must meet and understand the expectations for successful membership in the Order.
- PMs should understand that the Nomination process is not guaranteed.

Step 4

Invitation to complete the Nomination Process

A formal(verbal) invitation is given by the Nominator to complete the Nomination Process/Application and provide supporting documentation to the Manager's Office for the Toronto Lieutenancy. (All paperwork and applications are found on the EO Toronto website.) All inquiries regarding the process should be sent to Debra Gervasio EO office Manager.

- A member of the Order must sign the nomination form, testifying that the candidate is worthy of membership in the Order and is interested in joining the Order.
- You must know the candidate well before you can sign the nomination form. (E-nomination form also available on our website.)
- The candidate's pastor is asked to testify to the candidate's sound Catholic Faith and character.
- The local Bishop (If not the Grand Prior) is asked to approve the nomination.
- The Lieutenant and Grand Prior of the Lieutenancy are asked to approve the nomination.
- The PM is then informed that the nomination has been accepted by the Lieutenant and asked if he/she wishes to accept the nomination. (If not accepted the process ends here)
- Upon acceptance of the nomination, the now "**candidate**", is asked to submit further documentation (up to date baptismal certificate and marriage certificate, if applicable) and the **non-refundable** Honorarium to the Manager or Lieutenant.
- The candidate also provides information necessary to order his/her cape, beret/mantilla.
- When the candidate's file is complete with all required documentation, it is sent to the Grand Magisterium in Rome for review and final approval.
- Only after the Grand Magisterium has approved the nomination, is the candidate approved for Investiture as a Knight or Dame.



Equestrian Order of the Holy Sepulchre of Jerusalem
Canada-Toronto Lieutenancy

Nomination Form

PLEASE PRINT CLEARLY

NAME OF NOMINATOR: _____
TELEPHONE: _____ EMAIL: _____

NAME OF NOMINEE: _____

HOME ADDRESS: _____

CITY & PROVINCE: _____ POSTAL CODE: _____

HOME PHONE: _____ EMAIL: _____

MARITAL STATUS: _____

PROFESSION OR VOCATION: _____

BUSINESS ADDRESS: _____

CITY & PROVINCE: _____

NAME OF PARISH & DIOCESE: _____

NAME OF PARISH PRIEST: _____

BRIEF EDUCATIONAL AND PROFESSIONAL BACKGROUND: _____

CHARITIES SUPPORTED, RELIGIOUS AND SECULAR: _____

KNOWLEDGE OF & RELATIONSHIP TO NOMINEE: _____

WILL THE NOMINEE BE CAPABLE OF FULFILLING THE SPIRITUAL AND FINANCIAL OBLIGATIONS
OF THE ORDER? _____

I UNDERSTAND THAT THE ABOVE INFORMATION IS GIVEN IN CONFIDENCE FOR THE EXCLUSIVE USE
OF THE LIEUTENANT AND THE COUNCIL IN SUPPORT OF MY NOMINATION.

DATE: _____ SIGNATURE: _____

Step 5

Rome says Yes!



The Nomination Process has been successfully completed!

- The Grand Magisterium has approved the nomination of the candidate for Investiture as a Knight or Dame.
- Candidates now begin the formation process by attending meetings for approved Investees.
- Candidates participate and take part in the life of the Order.
- Candidate's names are added to the mailing list for the purposes of communicating the Order's important dates, events, and gatherings.
- Note: That official membership in the order requires the participation in the Knighthood ceremony. One must be present and knighted to be officially a member.**

Step 6

Investiture

- Investiture Vigil.
- Investiture Mass at St. Michael's Cathedral in Toronto.
- Annual General Meeting of the Order (AGM) just before the Gala.
- Gala Dinner and Celebration of Investitures and Promotions.

Note: All information regarding Investiture is sent by the EO Toronto office well in advance of the actual event.



Step 7

Active Participation in the Order

- ❑ An annual/monthly tax-deductible contribution per member. This is paid to the Lieutenancy and provides the Order with the ability to support projects in the Holy Land.
- ❑ Husband and wife members are each responsible for **their own individual** annual/monthly contribution and membership.
- ❑ Members are expected to participate in the order's activities and events as much as possible.
- ❑ Regular attendance at the Annual General Meeting is essential and is a pre-requisite for promotion in rank.



Step 8

Promotions (Basic Information only)

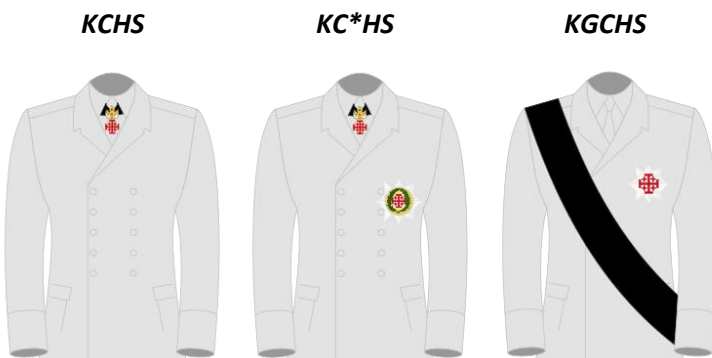
The Constitution of the Equestrian Order provides for promotion in rank for existing members within the Order. A promotion is not automatic and is based on demonstrated special merit involving sustained and increasing support for the Order and its activities in the Lieutenancy and in the Holy Land. A promotion signifies a lasting commitment to the Order's mission in the Holy Land, as well as an active support for the endeavors within our own Lieutenancy.

What are the basic criteria for promotion?

The power to promote members of the Order to higher ranks lies with the Cardinal Grand Master according to the Constitution and the General Regulations of the Order. Normally, this is exercised in response to a proposal made by a Lieutenant. *(See article 38, 2020 constitution for full details)*

- The Lieutenant, along with a committee of his/her choosing, determines promotions for any given year.
- The promotion of a member of the Order to a higher rank constitutes a recognition of the seniority, commitment, participation, and quality of service of the member in the rank to which they belong.
- The Lieutenancy has established the following **minimum** time in rank to be eligible for promotion:
 1. KHS to KCHS 3 Years DHS to DCHS.
 2. KCHS to KC*HS 4 Years DCHS to DC*HS. (Pilgrimage required by GM)
 3. KC*HS to KGCHS 4 Years DC*HS to DGCHS. (Pilgrimage required by GM)
- Promotions are made in order of next highest rank; ranks cannot be "skipped" except with the approval of the Cardinal Grand Master.
- You must have made the Annual Contribution each year during the time of present rank to be eligible for promotion.

Please visit our website for complete details regarding promotions, additional costs, and criteria.



Step 9

Invite New Members

Newly Invested Knights and Dames can now become a Nominator, inviting prospective members to join the Order.

Step 10

Pilgrimage *(For members who are willing and financially and physically able)*



Pilgrimage has always been an important event in the life of a Knight or Dame of the Order.

- Pilgrimage to Jerusalem is a strong moral and individual commitment
- Pilgrimage to the Holy Sepulchre of Our Lord is an act of solidarity with our brothers and sisters living in the Holy Land.
- Pilgrimage deepens faith that comes from experiencing the land of the Bible.
- Pilgrimage allows for the encounter of local Christians.
- Pilgrimage includes visits to ministries supported by the Order in the Holy Land.

The financial contributions of the Order are a major source of revenue in the Holy Land for:

- Orphanages, homes for the disabled, elder care.
- Church and community centers.
- Convents and seminaries.
- Clinics and hospitals.
- Bethlehem University.

Pilgrimage allows for Knights and Dames to bear witness to the spiritual and financial works of the order, while visiting the places where Jesus lived out his Ministry.