

Equestrian Order
of the Holy Sepulchre of Jerusalem

North Central Lieutenancy



Member Operations Manual

**This *Manual* is dedicated to H.E. Max Douglas Brown,
Lieutenant of the North Central Lieutenancy
of the Equestrian Order of the Holy Sepulchre of Jerusalem
2015-2023**



*Dame Dawn M. Olejniczak, DGCHS, Lieutenancy Prior Blase Cardinal Cupich, KGCHS,
and H.E. Sir Thomas M. Olejniczak, KGCHS, Lieutenant*

**This Manual was prepared and compiled by Dame Joan Carey,
Secretary of the North Central Lieutenancy,
under the direction of H.E. Max Douglas Brown, Lieutenant,
North Central Lieutenancy
2014**

This Manual shall be used as a reference and general guide rather than as binding policy. It will be updated on a regular basis, and the Lieutenancy reserves the right at any time to change, modify or supersede any previous policy or practice without notice. Any questions concerning the proper understanding or application of any provision contained in the Manual will ultimately be resolved by the Lieutenant.

Date of Last Revision: 9/10/2024

Table of Contents

I.	History and Mission of the Order	8
A.	A Brief History of the Equestrian Order of the Holy Sepulchre of Jerusalem	8
B.	The Order Today.....	10
1.	Pope St. John Paul II Addresses Order in 2000	10
2.	Pope Francis Addresses Order in 2018.....	11
3.	Purposes of the Order	13
4.	Activities of the Order	14
a.	What It Means To Be a Member of the Order	15
b.	Pray for Peace in Jerusalem	15
c.	Brief History of the American Lieutenancies	15
d.	Brief History of the North Central Lieutenancy.....	17
C.	Order Headquarters.....	18
1.	The Domenico Della Rovere Palace.....	18
2.	St. Onofrio on the Janiculum Hill.....	20
D.	Feast Days.....	21
II.	Governance.....	23
A.	Order	23
1.	Structure of the Order	23
2.	The Constitution	24
3.	Identity of the Order	24
a.	Juridical Description of the Order.....	24
b.	The Order as a Lay Association of the Christian Faithful.....	24
c.	The Order as an International Public Association of the Christian Faithful	25
d.	Incorporation	25
e.	Bylaws.....	26
f.	Tax Exemption	26
g.	Nonprofit Mailing Permit.....	26
B.	Lieutenancy.....	27
1.	Council of the Lieutenancy.....	27
2.	Executive Committee.....	28
3.	Officers	29
a.	Lieutenant.....	29
b.	Lieutenancy Prior	30
c.	Coadjutor Lieutenancy Prior	30
d.	Chancellor	31
e.	Vice Chancellors	31
f.	Secretary.....	35
g.	Assistant Secretary	36

h.	Treasurer.....	36
i.	Ecclesiastical Master of Ceremonies.....	36
j.	Assistant Ecclesiastical Master of Ceremonies.....	36
k.	Editor of The Page.....	37
l.	Director of Communications.....	37
m.	Additional Officers.....	39
4.	Lieutenancy Calendar	39
5.	Lieutenant Appointment	41
C.	Committees.....	43
1.	Creation of Committees	43
2.	Education Committee	43
D.	Sections.....	44
1.	Section Presidents	45
2.	Section Prior	46
3.	Activities.....	46
4.	Investiture and Promotional Ceremonies.....	47
5.	Funerals.....	48
6.	Diocesan and Sectional Meetings and Events	48
7.	Section Governance	49
a.	Section Council	49
b.	Section Records.....	51
c.	Section Treasury.....	53
III.	Activities	54
A.	Holy Land Projects	54
1.	2019 Projects Approved by the Grand Magisterium	54
2.	Holy Land Charities Funded by North Central Lieutenancy	54
a.	Bethlehem University.....	54
b.	Gaza Summer Camp.....	54
c.	Caritas Baby Hospital.....	54
d.	Hogar Nino Dios Institute	55
e.	Our Lady of Sorrows Elder Center	55
f.	HOPE – Holy Land Outreach Promoting Education	56
B.	Pilgrimages	56
1.	Holy Land Pilgrimages	56
a.	Lieutenancy-Sponsored Pilgrimage	57
b.	Pilgrimages Not Sponsored by the Lieutenancy	57
c.	Conferral of the Pilgrim Shell	58
d.	Pilgrimage Certificates	59
2.	Pilgrimages to Rome.....	59
C.	Lieutenancy Activities.....	59
1.	Annual Meeting and Investiture.....	59
a.	Organizing the Annual Meeting.....	60
b.	Section Annual Meeting Attendance.....	60

c.	Section President Responsibilities During Annual Meeting	61
d.	Annual Meeting Historical Record	61
2.	Historical List of EOHSJ North Central Officers	64
3.	Good Friday Collection	65
4.	Bartolo Longo Shrine.....	65
5.	Mass Cards.....	65
D.	Section Activities.....	66
1.	Section Annual Mass & Dinner with the Bishop.....	66
2.	Funerals.....	68
3.	Section Liturgies	69
4.	Charitable Works	71
5.	Formation Events	71
6.	Educational Events	71
7.	Annual Meeting and Investiture.....	73
a.	Chartering a Section Bus.....	74
b.	Section President Responsibilities During Annual Meeting.....	74
IV.	Membership.....	75
A.	Duties and Responsibilities.....	75
1.	Duties and Responsibilities of Knights and Dames	75
2.	Obligations and Expectations of Priest Knights	76
3.	Annual Contribution	77
B.	Membership Data.....	78
1.	Record Retention	78
a.	Member Files.....	78
b.	Lieutenancy Database	78
2.	Annual Directory	78
3.	Updating Member Information.....	79
4.	Membership Transfer.....	79
5.	Members Who Miss Investiture / Promotions	80
6.	Members Living Outside the Lieutenancy.....	81
C.	Communication with Members	81
1.	Websites	81
2.	Newsletters.....	82
3.	Publicity	82
4.	Symbols of the Order.....	83
5.	Lieutenancy Email Addresses.....	84
D.	Nomination and Promotion Procedures.....	84
1.	Nominations.....	84
a.	Nomination of Lay Candidates	84
b.	Nomination of Deacon and Priest Candidates.....	86
c.	Nomination of Bishop Candidates	87
2.	Promotions.....	88
a.	Promotion of Lay Members	88

b.	Promotion of Clerical Members	88
3.	Submission of Documents to Grand Magisterium	90
4.	Formation and Preparing for the Investiture	90
a.	Section Formation Sessions	90
b.	Vice Chancellor of Formation Communications	91
5.	Annual Meeting Orientation for New Investees	92
6.	Nominees / Promotees Who Miss Investiture	92
E.	Nominations Criteria and Sample Letters	93
1.	Criteria for Admission to the Order	93
a.	General Criteria Required for Admission to the Order	93
b.	Qualities Required of Candidates for Admission to the Order	94
c.	Specific Personal Requirements for Admission to the Order	94
d.	Questions for Considering a Candidate's Suitability	95
2.	Letter to Individuals Inquiring About Membership	96
a.	General Response Letter	96
b.	Detailed Response Letter	97
3.	Nomination Letter to Members	99
4.	Letter to Nominators	100
5.	Letter to Pastor	101
6.	Letters to and from Bishop	102
a.	Lay Nominations	102
b.	Clerical and Religious Nominations	104
7.	Certificates of Membership	104
8.	Expected Costs	106
V.	Lieutenancy Policies	107
A.	Financial Policies	107
1.	Annual Financials	108
a.	Annual Budget	108
b.	Annual Financial Report	108
c.	Annual Audit	108
2.	Transfer of Funds Abroad	108
B.	Membership Status Policy	109
1.	Background	109
2.	The Knight's Promise	109
3.	The Purpose of the Policy	110
4.	Membership Classifications	110
5.	Procedure for Delinquent Members	112
C.	Best Business Practices	116
1.	Preamble	116
2.	Fundamental Principles	116
3.	Application of Principles	117
4.	Basic Standards of Practices	118
D.	Document and Data Retention Policy	120

1.	Definitions	120
2.	Principles	120
3.	Policies	121
a.	Financial Records	121
b.	Membership Records.....	121
c.	Other Records	121
4.	Procedures.....	122
a.	Membership Records.....	122
5.	Record Retention Schedule.....	122
E.	Dress Protocol for the North Central Lieutenancy	123
F.	Guidelines for Conferring Palms of Jerusalem.....	123
VI.	Appendices.....	127
	Appendix 1: Bylaws	127
	Appendix 2: North Central Lieutenancy Vendors.....	23

I. HISTORY AND MISSION OF THE ORDER

A. A Brief History of the Equestrian Order of the Holy Sepulchre of Jerusalem

The origins of the Equestrian Order of the Holy Sepulchre of Jerusalem are considered somewhat obscure. There is, however, an undocumented tradition that dates it back to the First Crusade in 1099, when the famed Crusader leader, Godfrey de Bouillon, helped to liberate Jerusalem. As part of his efforts to organize the religious, military, and public bodies of the territories newly freed from Muslim control, he founded a group of knights connected to the Holy Sepulchre.

The Constitution of the Order describes these beginnings: “The Equestrian Order of the Holy Sepulchre of Jerusalem, of ancient origins, has its historical roots in the creation of the Canons Regular of the Holy Sepulchre and in the firmly established custom of valiant men being invested with the title of knights at the tomb of Christ in past centuries.”

Very soon after the First Crusade, the troops – including the knights who served the Holy Sepulchre – began to return to their homelands. This led to the creation of priories all over Europe, which were part of the group of noble knights or prelates who had been invested at the Holy Sepulchre itself and who, although they were no longer in the direct service of the King of Jerusalem, continued to belong to the Order of Knights. Further challenges attended their service after the Muslim general Saladin captured Jerusalem in 1187, and especially after the fall of the last Crusader stronghold of Acre in 1291 that marked the final defeat of the Crusader States in the Holy Land.

The passing of the Christian Kingdom of Jerusalem left the knights without a leader, though it continued to survive in the European priories thanks to the protection of sovereigns, princes, bishops, and the Holy See. The priories kept alive the ideals of the Crusader knights: propagation of the Faith, defense of the weak, charity toward other human beings.

In the 14th century, the Holy See made an extremely high payment to the Egyptian Sultan so that he would grant the right to protect the Christian Sanctuaries to the Franciscan Friars Minor. Throughout the whole period of the Latin Patriarchate’s suppression, the right to create new knights was the prerogative of the representative of the highest Catholic authority in the Holy Land: the Custos.

According to modern research, the first documentary evidence of an investiture of knights described as “of the Holy Sepulchre” dates to 1336. From that time, the Popes expressed a significant interest and regularly expressed their desire to juridically attach the organization to the Holy See. The Grand Magisterium describes the subsequent history:

The Equestrian Order of the Holy Sepulchre of Jerusalem has always benefited from the protection of the Popes who, over the centuries, have reorganized it, augmenting and enriching its privileges. Clement VI entrusted custody of the Holy Sepulchre to the

Franciscan friars in 1342, but that was still during an era when Knights alone had the right to create other members of the Order. Alexander VI declared himself the supreme moderator of the Order in 1496, and delegated to the Franciscans the power to bestow a knighthood upon nobles and gentlemen pilgrims on pilgrimage to the Holy Land (power of investiture). Confirmation of this Franciscan privilege, either verbally or by papal Bull, was renewed by Pope Leo X in 1516, by Benedict XIV in 1746, until the restoration of the Latin Patriarchate of Jerusalem by Pius IX in 1847.

(<http://www.oessh.va/content/ordineequestresantosepolcro/en/chi-siamo/histoire.html>)

As noted, in 1847 the Latin Patriarchate of Jerusalem was restored, and Pope Blessed Pius IX created the modern Order, issuing a new Constitution which placed it under the direct protection of the Holy See and conferred its government to the Latin Patriarch. The Order's fundamental role was also defined: to uphold the works of the Latin Patriarchate of Jerusalem, while preserving the spiritual duty of propagating the Faith.

In 1888, the Order was opened to women thanks to Pope Leo XIII, while in 1907 Pope St. Pius X decided that the title of Grand Master of the Order would be reserved to the Pope himself.

In 1932 Pope Pius XI approved the new Constitution and permitted Knights and Dames to receive their investiture in their places of origin and not only in Jerusalem. In 1940, Pope Pius XII named Cardinal, Nicola Canali (d. 1961), as Protector of the Order and centralized the organization in Rome, as part of the Grand Magisterium. In 1949, Pius XII granted Canali the title of Grand Master and assigned the position of Grand Prior to the Patriarch of Jerusalem. Pope St. John XXIII approved the new Constitution presented by Cardinal Eugène Tisserant in 1962, and, in 1967, Pope Paul VI reorganized and revitalized the Order by adding more specific regulations to the Constitution with the intention of making the Order's activities more coordinated and more effective.

Today the Order seeks to garner the commitment of its members in local churches hopeful for their sanctification. This is the essential and profound reason that motivated the revision of the Constitution during the "Consulta" that took place in 2013.

The new Constitution, approved by Pope Francis, was published in Rome in April 2021. Its first article declares, "The specific mission assigned by the Holy Father to the Equestrian Order of the Holy Sepulchre of Jerusalem is that of animating zeal in the ecclesial community towards the Land of Jesus and sustaining the Catholic Church and the Christian presence there. The Order, in its members, is resolved to practice the evangelical virtues."

As Article 2 of the Constitution makes clear, "The Order is a public Juridical Person under canon law, as stated in the Apostolic Letters of Pope Pius XII dated 14 September 1949 and Pope St. John XXIII dated 8 December 1962, as well as a Juridical Person in the Vatican according to the rescript of Pope St. John Paul II dated 1 February 1996. Because of its activity, the Order acts as a Central Entity of the Catholic Church, in accordance with Art. 11 of the Lateran Treaty dated 11 February 1929."

In the latter half of the 20th century, middle-class Christian families leaving the Holy Land to seek a secure future abroad became a real exodus. Today, the number of Christians in different areas of the Holy Land varies from 2% to 4% of the local population and these are very largely craft workers, small tradesmen and those working in the tourist industry that has developed alongside pilgrimages. Such very small minorities can only survive if their skills are high enough to earn them the appreciation and esteem of the society in which they live; and this can only be achieved thanks to better standards of education and training.

Over and above its historic connotations and its eventful progress in times gone by, the valuable and interesting aspects of the Order today lie in the role assigned to it, which it pursues within the sphere of the Catholic Church and through its administrative structure and its local organizations in various communities.

A more complete history of the Order can be found on the website of the Latin Patriarch of Jerusalem: <http://en.lpj.org/wp-content/uploads/2015/02/INTRODUCTION-TO-THE-HISTORY-AND.pdf> [SOURCE: http://www.vatican.va/roman_curia/institutions_connected/oessh/en/subindex_en.html]

B. The Order Today

1. POPE ST. JOHN PAUL II ADDRESSES ORDER IN 2000

1. It is a great joy for me to welcome you, dear Knights, Dames and Ecclesiastics who represent the worthy Equestrian Order of the Holy Sepulchre of Jerusalem. You have come to Rome from the five continents to celebrate your Jubilee. My cordial greetings to you all!

With brotherly affection I thank Cardinal Carlo Furno, who has expressed the sentiments you share. In his words I learned of your desire to carry out in a suitable way your order's specific service to the Holy Land. It is an important mission: thanks to your generous spiritual and charitable efforts on behalf of the Holy Places and the Latin Patriarchate of Jerusalem, much has been done to enhance this precious heritage of historical memorials preserved in the Holy Land. Contemporary society, which is technologically advanced but in greater need than ever of values and spiritual reference-points, looks to them with renewed interest.

2. Your equestrian order, which began a few centuries ago as an "Honour Guard" for the care of Our Lord's Holy Sepulchre, has enjoyed the particular attention of the Roman Pontiffs. It was Pope Pius IX, of venerable memory, who in 1847 reconstituted it in order to encourage the re-establishment of a Catholic faith community in the Holy Land. This great Pope restored your order's original function, but with a significant difference: the custody of Christ's tomb would no longer depend on the force of arms, but on the value of a constant witness of faith and solidarity towards Christians residing in the Holy Places.

This is still your task today, dear Knights and Dames of the Holy Sepulchre of Jerusalem. May the celebration of the Jubilee help you to grow in the fervent practice of your faith, in exemplary moral conduct and in generous collaboration on Church activities at the parish and diocesan

level. May the Holy Year, which is a time for personal and community conversion, see each of you intent on fostering and deepening the three characteristic virtues of the order: "zeal for self-denial in this society of affluence, generous commitment to the weak and defenceless, and a courageous struggle for justice and peace" (Directives for the Renewal of the Equestrian Order of the Holy Sepulchre of Jerusalem in View of the Third Millennium, n. 18).

3. There is an ancient and glorious bond between your chivalrous confraternity and the place of Christ's Sepulchre, where the glory of the Resurrection is celebrated in a most particular way. This is the very focal point of your spirituality. To renew this millenary bond and to make your Gospel witness ever more living and eloquent, you have written new guidelines for your work within the framework of your order's Statutes. You know, in fact, that the beginning of a new millennium demands an updated interpretation of the rule of life for your particular service. For you, as for every Christian, a fresh appreciation of Baptism, the basis of all Christian life, is crucial. This requires careful reflection on the Catechism and the Bible, a serious review of life and generous apostolic zeal. Thus you will be open to today's world without losing the spirit of the order, whose desired renewal depends above all on the personal conversion of each individual. As your motto says: "Oportet gloriari in Cruce Domini Nostri Iesu Christi": we must glory in the Cross of Our Lord Jesus Christ. Let Christ be the heart of your life, of your every project and programme, both as individuals and as an association.

4. Dear brothers and sisters, in a few weeks, God willing, I too will have the grace of visiting the Holy Sepulchre. Thus I will be able to pray at the place where Christ offered his life and then regained it in the Resurrection, giving us the gift of his Spirit.

Dear Knights, Dames and Ecclesiastics of the order, I am also counting on your prayers for my pilgrimage, for which I am already grateful. I entrust you all to the motherly protection of Our Lady Queen of Palestine. May she help you in your special task "of assisting the Church in the Holy Land and of strengthening the practice of the Christian life in her members" (Directives, op. cit., n. 3).

May the Holy Family protect you and your families. May the consoling certainty that Christ died for us and is truly risen shine in each of your hearts. He is alive: yesterday, today and for ever.

With these sentiments, I gladly impart a special Apostolic Blessing to each of you.

John Paul II, Thursday, 2 March 2000

[SOURCE: http://www.vatican.va/holy_father/john_paul_ii/speeches/2000/jan-mar/documents/hf_jp-ii_spe_20000302_ordine-sepolcro_en.html]

2. POPE FRANCIS ADDRESSES ORDER IN 2018

Dear Brothers and Sisters,

I welcome you at the conclusion of the Consulta of the Members of the Grand Magisterium and of the Lieutenants of the Equestrian Order of the Holy Sepulchre of Jerusalem. I greet and thank Cardinal Edwin O'Brien, Grand Master, and the Pro-Grand Prior, Bishop Pierbattista Pizzaballa;

I greet the Members of the Grand Magisterium, along with the Lieutenants of the nations and of the places where the Order is present. And with you I greet the whole family of Knights and Dames from all over the world. My gratitude goes to all of you for the many spiritual and charitable activities you carry out for the benefit of the peoples of the Holy Land.

You have gathered for the work of the Consulta, the general assembly that is held every five years at the See of Peter. Here in the Vatican, you are, in a certain way, at home, as you constitute an ancient Pontifical institution under the protection of the Holy See. Since the last Consulta of 2013 the Order has grown in its membership, in its geographical expansion with the creation of new peripheral divisions, in the material assistance that it has offered the Church in the Holy Land, and in the number of pilgrimages made by your members. I thank you for your support of beneficial pastoral and cultural programmes and I encourage you to continue your commitment, alongside the Latin Patriarchate, in addressing the refugee crisis which in the last five years has prompted the Church to provide a significant humanitarian response throughout the region.

It is a good sign that your initiatives in the field of training and health care are open to all, regardless of the communities they belong to and the religion they profess. In this way you help pave the way to make Christian values known, to the promotion of interreligious dialogue, mutual respect and mutual understanding. In other words, with your commendable commitment, you too offer your contribution to build the path that will lead, as we all hope, to the achievement of peace throughout the region.

I know that this week you have turned your attention to the role of local managers, or lieutenants, present in more than 30 nations and zones of the world in which your Order is active. Certainly, the continuous growth of the Order depends on your unceasing and ever renewed effort. In this regard, it is important not to forget that the principal aim of your Order lies in the spiritual growth of its members. Therefore, any success of your initiatives cannot be separate from appropriate religious formation programmes addressed to every Knight and every Dame, so that they may consolidate their own indispensable relationship with the Lord Jesus, especially in prayer, in meditation on the Sacred Scriptures and in furthering their knowledge of the doctrine of the Church. It is a task, especially for you leaders, to offer the example of an intense spiritual life and true following of the Lord: in this way you can render a valid service of authority to those under your leadership.

Then, with regard to your mission in the world, do not forget that you are not a philanthropic entity committed to promoting the material and social improvement of recipients. You are called to place the evangelical love of neighbour as the central and final aim of your works, to bear witness everywhere to the goodness and care with which God loves everyone. Admission into your Order of Bishops, Priests and Deacons is not entirely an honour. It is part of their duties of pastoral service to assist those among you who have a role of responsibility by providing opportunities for community and liturgical prayer at every level, continuous spiritual opportunities, and catecheses for ongoing formation and for the growth of all members of the Order.

Before the entire world — which too often averts its gaze — lies the tragic situation of Christians who are persecuted and killed in ever increasing numbers. In addition to their martyrdom of blood, there is also their ‘white martyrdom’, such as that which occurs in democratic countries when freedom of religion is limited. And this is the everyday white martyrdom of the Church in those places. I urge you to always associate prayer with the work of material aid to people who are so harshly tried, to constantly invoke Our Lady, whom you venerate with the title of “Our Lady of Palestine”. She is the caring Mother and the Help of Christians, for whom she obtains from the Lord strength and comfort in sorrow.

May the icon of Our Lady of Persecuted Christians, which I will soon bless and which you will all receive to take to each of your Lieutenancies, accompany your journey. Together let us invoke Mary’s concern for the Church in the Holy Land and, more generally, in the Middle East, along with her special intercession for those whose life and freedom are in danger. I accompany your valuable and tireless work with my Blessing, and I ask you, please, to pray for me. Thank you.

[SOURCE:

https://www.vatican.va/content/francesco/en/speeches/2018/november/documents/papa-francesco_20181116_consulta-ordine-santosepolcro.html]

3. PURPOSES OF THE ORDER

The Order’s aims are:

To strengthen in its 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.

The Equestrian Order of the Holy Sepulchre of Jerusalem is the only lay institution of the Vatican State charged with the task of providing for the needs of the Latin Patriarchate of Jerusalem and of all the activities and initiatives to support the Christian presence in the Holy Land. The contributions made by its members are therefore the Patriarchal institutions’ main source of funding.

[SOURCE: Vatican website.]

4. ACTIVITIES OF THE ORDER

See also p. 54 for a more detailed description of the Order's activities.

The Order is represented in almost every country in the world where there is a large Catholic community and appropriate conditions for activities that will allow it to achieve its objectives.

Together, and individually, each Lieutenancy, Section and Delegation draws up a yearly programme of meetings and events aimed at strengthening the spiritual growth of the Members as well as events to raise awareness of the Order's role and activities in their respective local communities.

The donations raised for the Holy Land are administered by the Lieutenancies in accordance with the administrative and fiscal legislation of their country of operation and each Lieutenancy maintains relevant accounts which are reported to the Grand Magisterium. These accounts include the amount of donations, the beneficiaries and the purpose for which they are allocated.

The work the Latin Patriarchate and the other Catholic institutions carry out in favour of the Christians in the Holy Land thanks to the Order's support can be summarised as follows:

The especially difficult times following the second *Intifada*, (which put a stop to work and economic activity in a very large part of the Holy Land), caused many Christians to lose their jobs and prompted the Latin Patriarchate, the Apostolic Nunciature and the other Catholic institutions to engage in the distribution of social and humanitarian aid in an operation to provide the families most in need with direct financial support. However, charity in the form of direct subsidies – which some may view as “handouts” – is not part of the Order's normal operating methods. Handouts humiliate the people obliged to accept them and have an adverse effect by encouraging the beneficiaries to live on charity.

The Order's policy has been, and still is, to help the Christians in the Holy Land achieve educational and professional standards that will enable them to play an active part in the society of their own country, at a level that will give them equality with people of other faiths.

In the latter half of the 20th century, middle-class Christian families leaving the Holy Land to seek a secure future abroad became a real exodus. Today, the number of Christians in different areas of the Holy Land varies from 2% to 4% of the local population and these are very largely craft workers, small tradesmen and those working in the tourist industry that has developed alongside pilgrimages. Such very small minorities can only survive if their skills are high enough to earn them the appreciation and esteem of the society in which they live; and this can only be achieved thanks to better standards of education and training.

Since the end of the 19th century, the Order has financed the construction of 40 patriarchal schools in Israel, Palestine and Jordan and it now has a commitment to fund their running costs. Today around 19,000 pupils and students attend these schools, from nursery classes through elementary, middle and upper school, as well as in a number of technical schools. On average, the student breakdown is 60% Christian (Catholics, Orthodox, etc.) and 40% Muslim.

The Order's involvement with education helps to deal with a very important problem in the region: how to get people of different races and religions used to living in peace and mutual respect. If these values are encouraged from an early age they may be implanted in children's minds, otherwise there is no hope of doing it at a later stage, for in adolescence young people are easy prey to extremist ideologies.

The running costs of the Patriarchate and its 68 parishes, the salaries of the 900 or so teachers and other staff in the educational establishments, the costs of the patriarchal seminary and the orphanages and clinics, as well as those of the Patriarchate's new enterprises and other ongoing projects (including the construction of housing for young Christian families) are enormous and rise continually, putting a heavy burden on our Order. Such costs can only be sustained thanks to the generosity of the active Members of the Order.

a. What It Means To Be a Member of the Order

Joining the Order means taking on a commitment for life. The commitment to be a Witness to the Faith, to lead an exemplary Christian life of continuing charity in support of the Christian communities in the Holy Land, to practise the true charitable commitment of a Christian.

The purpose of joining the Order is to serve the Catholic Church and to carry out acts of charity to make the operations to maintain the Christian presence in the Holy Land possible. The purpose of joining the Order is not to become a member of a prestigious organisation in order to boast of one's status or acquire personal benefits and advantages.

Usually, though not always, a candidate is put forward by an existing Member of the Order. The Delegate and Section Head with jurisdiction over the area in question will assess the candidate at an initial interview. If his/her attributes are generally considered to meet requirements the candidate can begin a period of training of no less than 12 months. If the candidate completes this period successfully, he/she may apply for admission to the Order through the local Lieutenancy.

b. Pray for Peace in Jerusalem

In April of 1995 at the investiture of the North Central Lieutenancy our Grand Master Giuseppe Cardinal Caprio proclaimed a new Crusade of Prayer asking each Knight and Dame to say one decade of the rosary daily for peace in Jerusalem and called upon all Christians, Jews and Muslims around the world to pray in their own tradition for this cause. It is only proper that as former warriors we, the members of the Equestrian Order, take our proper place as peacemakers in the world.

[SOURCE: North Central Lieutenancy]

c. Brief History of the American Lieutenancies

The American Chapter of the Order of the Holy Sepulchre of Jerusalem was organized in 1926 by the Very Rev. Msgr. Michael Abraham D'Assemani, who was the representative of His Beatitude Louis Barlassina, Latin Patriarch of Jerusalem, Rector, and Perpetual Administrator of

the Order. The following history is recorded in Msgr. D'Assemani's book, *The Cross on the Sword*.

On April 30, 1929, a formal dinner and reception were held at the Biltmore Hotel in New York City honoring the American Representative of the Latin Patriarch and other dignitaries of the Order who were present. At that time the Statutes and By-Laws of the Order for the Province of the United States of America were drawn up and adopted, with the approval of the Patriarch. The magazine, *The Palestinian*, published in Philadelphia, was adopted as the official organ of the American Chapter of the Order. The first High Protector of the American Chapter was His Eminence Cardinal Dennis J. Dougherty, Archbishop of Philadelphia.

In June, 1940, the American Chapter was divided into the Eastern and Western Lieutenancies by the Patriarch of Jerusalem. Immediately following the organization of the Eastern and Western Lieutenancies a brilliant reception and banquet, held in the appropriately decorated Jansen Room at the Waldorf-Astoria Hotel in New York City, honored His Eminence Cardinal Dennis J. Dougherty, who received congratulations on the fiftieth anniversary of his priesthood. Cardinal Dougherty, was seated in the chair which had been occupied by His Holiness Pope Paul VI in St. Patrick Cathedral when he visited in New York as Cardinal Pacelli. To Cardinal Dougherty's right was placed Michael Francis Doyle, the then Lieutenant of the Order for the Eastern District who presided, and to the Cardinal's left was seated the Papal Marquis George McDonald.

Addresses were delivered by His Eminence Cardinal Dougherty; His Excellency Francis J. Spellman of New York; His Excellency Francis J. Kelley, Bishop of Oklahoma City and Tulsa, Lieutenant and Prior for the Western District; Chief Justice Joseph T. Ryan of New York; Honorable Martin Conboy; and Mr. Doyle. Musical selections were rendered by the double quartet of the Friendly Sons of St. Patrick of New York and by John Payne-Gasser, Knight Commander of the Order, and the Chicago Grand Opera Company.

The addresses emphasized the purposes of the order, pointing out that due to the devastation of the war throughout Europe, the responsibility of maintaining the Faith in the Holy Land must fall upon the American Knights. I repeat: **THE RESPONSIBILITY OF THE ORDER MUST FALL ON THE AMERICAN KNIGHTS.**

Cardinal Dougherty recalled that after the wars which brought about the destruction of the Holy Roman Empire, the Holy Church led by faithful leaders helped in the formation of nations which later governed the world through faith in God.

Expressing the thought that it is only through Christian faith, and works combined with faith that the world can be preserved against destruction through the evil forces of the present period, the Cardinal appealed for a spirit of sacrifice and a practice of virtue.

Archbishop Spellman referred to his devotion to Cardinal Dougherty and the attachment of the diocese of New York to that of Philadelphia. He recalled that one of his predecessors, Archbishop Hughes, a Philadelphian, was the founder of St. Patrick's Cathedral of New York. Bishop Kelly, Prior of the Western District, paid a well-deserved tribute to Cardinal Dougherty's able and eminent leadership. At this gathering the American Chapter decided to hold annual meetings.

The Lieutenancies of the United States and the date of their formation is as follows:

1940 The American Lieutenancy was divided into the Eastern and Western Lieutenancies.

1963 The Western Lieutenancy was divided into the Southern and Northern Lieutenancies.

1965 The Northern Delegation was formed and it became the Northern Lieutenancy.

1973 The Western States of the Southern Lieutenancy formed a new Western Lieutenancy.

1981 The New England States, except for Connecticut, were taken from the Eastern Lieutenancy to form a Northeastern Lieutenancy.

1982 Puerto Rico Province was taken from the Southern Lieutenancy to form a Magistral Delegation and in 1966 became the Lieutenancy of Puerto Rico.

1986 The Northern Lieutenancy was divided into the Northern and North Central Lieutenancies.

1986 The Southern Lieutenancy was divided into the Southeastern and Southwestern Lieutenancies with Washington D.C. and certain states of the Eastern Lieutenancies added to the new Southeastern Lieutenancy.

1993 Delaware, Maryland, Washington D.C., Virginia, West Virginia, Tennessee, North Carolina, the Archdiocese for the Military Services, USA and the Ambassadorial College were taken from the Eastern and Southeastern Lieutenancies to form the Middle Atlantic Lieutenancy.

1993 Oregon, Washington, Idaho, Montana, Wyoming, Alaska, and that part of California north but not including Santa Barbara were taken from the Western Lieutenancy to form the Northwestern Lieutenancy.

[Source: Middle Atlantic Lieutenancy]

d. Brief History of the North Central Lieutenancy

The North Central Lieutenancy was established in 1986. In a letter dated October 3, 1985, from Bishop Michael McAuliffe, the Lieutenancy Prior of the Northern Lieutenancy, addressed to Maximilian Cardinal de Furstenberg, Grand Master of the Equestrian Order of the Holy Sepulchre of Jerusalem Bishop McAuliffe officially requested that the Northern Lieutenancy be divided into the Northern Lieutenancy and the North Central Lieutenancy. The North Central Lieutenancy would include the states of Wisconsin, Illinois, Indiana, Michigan, Ohio and Kentucky. Cardinal de Furstenberg responded in a letter dated October 21, 1985 to James Madigan (who at the time was also the Lieutenant of the Northern Lieutenancy) informing him that the formation of a new North Central Lieutenancy was officially approved.

Thereafter, in a letter dated December 9, 1985 Lieutenant Madigan informed the members of the Northern Lieutenancy of the division and the fact that it would take formally effect at the conclusion of meeting of the Northern Lieutenancy to be held in Indianapolis, Indiana on April 19-20, 1986. In advance and in preparation of that meeting the first Council meeting of the North Central Lieutenancy was held on January 17, 1986, at 1550 North State Parkway in Chicago, Illinois. Present at the first Council meeting were Sir James Madigan, Sir Arthur Conrad, Dame

Virginia Conrad, Msgr. Roy Klister, Sir Matthew Lamb, Dame Rose Lamb, Rev. Robert Kealy, Sir Paul Noelke and Sir John Loughnane. Following the Council meeting, Lieutenant Madigan confirmed the membership of the Council in a letter dated January 22, 1986 to Joseph Cardinal Bernardin (who would occupy the position of Lieutenancy Prior). James Madigan was named as the first Lieutenant of the North Central Lieutenancy.

C. Order Headquarters

1. THE DOMENICO DELLA ROVERE PALACE

(Official reception rooms of the Order)



Today, this "palace" is often incorrectly called the "Palazzo dei Penitenzieri", after the name of the previous owners, the Penitentiary Fathers of St. Peter's. In the 15th century, however, it was the residence of Domenico della Rovere, a Cardinal from the Piedmont, who belonged to the inner circle surrounding Pope Sixtus IV della Rovere. Domenico della Rovere had a brilliant career in Rome, making his name in a number of important and highly remunerated ecclesiastical posts. The palazzo was built in the late 15th century, between 1480 and 1490; the Florentine architect, Baccio Pontelli, modelled it closely on the architectural style of Palazzo Venezia, the most important building in 15th century Rome. In fact, in the 15th century, the Palazzo della Rovere was so greatly praised and admired that Emperor Charles VIII chose to stay here when he visited Rome in 1495.

The five halls of the piano nobile, are now the official reception rooms of the Equestrian Order of the Holy Sepulchre of Jerusalem and one of them is home to an extremely important ceiling by the artist Pinturicchio and his atelier. The Hall of the Grand Master is lavishly decorated with trompe l'œil architectural features depicting a terrace looking out onto a landscape. The Hall of the Seasons retains fragments of a very rare kind of portrayal of the months of the year, each

month represented by the myth that gave rise to its zodiacal sign; the scenes which have been best preserved relate to June, with a peasant making hay and the myth of Hercules and the Hydra – the origin of the sign of Cancer; October, with the bird-catcher of Byzantine legend and the myth of Orion – the origin of the sign, Scorpio; and March, with soldiers ready to set off to war.

The next hall has fine lunettes enclosing images of the prophets delivering their words of wisdom and apostles accompanied by verses from the Creed; the frieze around the exquisite gold and blue ceiling features portraits of Roman Emperors.

The most sumptuous and best preserved ceiling is in the Hall of the Demigods. This astonishing composition of 63 panels painted on board and enclosed in wooden caissons is full of creatures from mediaeval bestiaries flanked by allegorical and symbolic images drawn from classical tombs – very important evidence indeed of a culture at the crossroads between the Middle Ages and the Renaissance. Fantastic animals and monsters, mythological gods and goddesses, chimaeras (creatures half-human, half-beast) such as sirens, tritons, centaurs, satyrs and sphinxes stand out against the gilded background of the caissons; some are playing musical instruments or fighting with rudimentary weapons in a huge variety of poses.

In the left wing of the palazzo – currently occupied by the Hotel Columbus – the old refectory overlooking the hanging garden still has the ancient 15th century décor of themes based on nature, as well as allegorical figures clearly influenced by the style of Michelangelo. In the same wing of the building, some of the rooms on the second floor have frescoes painted in 1552 by the Florentine artist Francesco Salviati. The work was commissioned by Cardinal Giovanni Salviati, who owned the building for a long time and made it his residence. One of these frescoes is at the centre of the ceiling of the "Apollo Room" where, in a trompe l'œil portrayal, Apollo drives his chariot pulled by the horses of the Sun, surrounded by the emblems of the Medici family.

2. ST. ONOFRIO ON THE JANICULUM HILL



(Legal Headquarter and Administrative Offices)

The grant to the Order of the Holy Sepulchre of Jerusalem of the church and monastery of Sant'Onofrio on the Janiculum Hill is linked to some of the most important organisational changes that have taken place within our sodality. On 15 August 1948, Pius XII issued a *motu proprio* establishing that the Order's headquarters should be transferred from Jerusalem to Rome, to the above-mentioned church, and that in future the Grand Master should be a Cardinal appointed by the Pope.

What is less well known, however, is that the particular favour shown by the Pontiff had a special significance for the Order. In fact, the church still contains reminders of Torquato Tasso, the author of *Gerusalemme Liberata*, the epic poem that retells the deeds of the crusaders who fought to regain possession of the Holy Sepulchre itself. After wandering all over Italy, the poet requested and obtained shelter at the monastery of Sant'Onofrio and spent the last years of his life there. So the literary heritage of the site and the chivalric nature of our sodality come together in perfect harmony in this location, which also houses a small museum containing a few of Tasso's manuscripts.

Sant'Onofrio is therefore a place where history, culture and faith have been handed down through the centuries. The buildings date back to the 15th century but there was a hermitage in this spot even before that. Construction of the church began in 1439 and was completed in the 16th century. The sacred building was in the hands of the Society of St. Jerome until 1933, when Pope Pius XI dissolved the association.

The location is panoramic, situated close to the path over the Janiculum Hill, where the view of Michelangelo's cupola on St. Peter's dominating the surroundings and the boom of the midday cannon put the finishing touches to the evocative atmosphere. Climb the steps to the gate bearing

the Order's coat-of-arms and cross the lovely flowered garden that forms the churchyard. Even on the external walls of the church you can see important artworks attributed to Domenichino and to Sebastiano Strada.

Inside, the renaissance style retains something of the gothic; the body of the church is rectangular with cross-vaulting, a polygonal apse and five side chapels. The latter are dedicated to Saint Humphrey, to Our Lady of Loreto, to Jesus Christ Crucified, to Saint Pius X and to Saint Jerome. The first chapel contains the funeral monument to Torquato Tasso. The paintings in the apse attributed to Peruzzi and Pinturicchio are very beautiful, as are those in the sacristy. From the portico, walk through the short entryway to the 15th century cloisters to be filled with tranquillity and a feeling of complete peace. If you wish to visit the Tasso Museum you will find the door within the entryway itself.

This artistic jewel provides a source of enrichment and spiritual growth for anyone who goes there. How much more then for members of the Order?

[Source: http://.vatican.va/roman_curia/institutions_connected/oessh/en/subindex_en.html/]

D. Feast Days

The Sacred Penitentiary, by special Apostolic authority, graciously grants a plenary Indulgence to the members of the Equestrian Order of the Holy Sepulchre of Jerusalem under the usual conditions (Confession, Communion, and prayers for the intentions of the Holy Father), provided they make or renew, at least privately, the promise of faithfully observing the statutes of their Order. This indulgence can be gained on the following occasions:

- The day of investiture
- Our Lady Queen of Palestine (August 22, according to the Order Constitution, but in Jerusalem the Patriarch celebrates this feast on October 25. It is also commonly celebrated on the last Sunday in October.)

Order's Prayer to Our Lady of Palestine

O Mary Immaculate, gracious Queen of Heaven and of Earth, behold us prostrate before thy exalted throne. Full of confidence in thy goodness and in thy boundless power, we beseech thee to turn a pitying glance upon Palestine, which more than any other country belongs to thee, since thou hast graced it with thy birth, thy virtues and thy sorrows, and from there hast given the Redeemer to the world.

Remember that there especially thou wert constituted our tender Mother, the dispenser of graces. Watch, therefore, with special protection over thy native country, scatter from it the shades of error, for it was there the Sun of Eternal Justice shone. Bring about the speedy fulfilment of the promise, which issued from the lips of Thy Divine Son, that there should be one fold and one Shepherd.

Obtain for us all that we may serve the Lord in sanctity and justice during the days of our life, so that, by the merits of Jesus and with thy motherly aid, we may pass at last from this earthly Jerusalem to the splendors of the heavenly one.

- Feast of the Exaltation of the Holy Cross (September 14)
- Feast of St. Pius X (August 21). Pius X revitalized the Order in 1847 when the Latin Patriarchate was restored, charging the Order to fulfill a modern and peaceful mission to support the charitable works of the Latin Patriarchate.
- Feast of St. Helena (August 18). St. Helena, the mother of Constantine the Great who legalized Christianity in the Roman Empire, discovered the True Cross during a pilgrimage to Jerusalem in the third century. She built churches in sacred sites in the Holy Land, including the Church of the Holy Sepulchre.

[SOURCE: *Constitution*, Appendix I, Spiritual Indulgences Granted to the Equestrian Order of the Holy Sepulchre of Jerusalem by the Supreme Pontiffs]

II. GOVERNANCE

A. Order

1. STRUCTURE OF THE ORDER

The Order has a definite hierarchy. At the top is the Cardinal Grand Master who is appointed directly by the Holy Father, to lead and govern the Order. The Grand Master is assisted by a consultative body, the Grand Magisterium, whose task is to identify and agree with the Latin Patriarchate of Jerusalem the programs and action to be undertaken each year to provide for the Christian institutions and communities in the Holy Land, including the operating methods and timescales.

The Presidency of the Grand Magisterium consists of the Governor General, the Vice-Governors General and the Chancellor of the Order: this is the Order's executive "board".

The hierarchy then divides into two distinct parts: ecclesiastic and lay. The first, headed by the Chancellor and the Ceremonial Officer, is responsible for the Order's spiritual development; the second, headed by the Governor General, is responsible for managing the Order.

The task of the ecclesiastical hierarchy is to define programs and events to be put in place to develop Members' spirituality. The task of the lay hierarchy is to carry out the Order's social and charitable activities on behalf of the Holy Land.

The Order is subdivided into Lieutenancies, which in turn are divided into Sections. If appropriate, the Sections may be further divided into Delegations.

The Lieutenant, Section Heads (*Presidi* in Italy and Sicily) and Delegates (responsible for the Delegations) are accompanied by a parallel ecclesiastical organization consisting of Section and Delegation Priors.

All these roles are functional, involving administrative responsibilities; they are not honorary titles. The term of office is four years, which may be renewed, subject always to the holder carrying out his/her tasks correctly and effectively.

Suitable candidates for each post are suggested by the immediate superior and submitted to those in higher positions and the Grand Magisterium for final approval.

The Order currently has 60 Lieutenancies: 29 in Europe, 15 in North America and Canada, 7 in Latin America and 9 in Australia and the Far East.

At present, the number of active Members is around 30,000. These are the Members who actually practice the life dedicated to service and charity which they promised to uphold when they were admitted to the Order.

The Grand Magisterium and its appointees are listed at:

http://www.vatican.va/roman_curia/institutions_connected/oessh/en/subindex_en.html

The Lieutenancies and their appointees are listed at:

http://www.vatican.va/roman_curia/institutions_connected/oessh/en/subindex_en.html

2. THE CONSTITUTION

The Constitution is the supreme law of the Order and is the rule followed by the Cardinal Grand Master, the Grand Magisterium and all the dignitaries and members of the Order in directing all aspects of the Order. [SOURCE: Lieutenant's Manual, 1999, p. 3]

The current Constitution was granted to The Equestrian Order of the Holy Sepulchre of Jerusalem by His Holiness Pope Francis on May 11, 2020. This version supersedes all preceding Constitutions.

[SOURCE: Constitution, <http://www.oessh.va/content/ordineequestresantosepolcro/en/media/le-nostre-pubblicazioni/constitution.html>]

3. IDENTITY OF THE ORDER

a. Juridical Description of the Order

The Equestrian Order of the Holy Sepulchre of Jerusalem is an association of the Christian faithful, established according to ecclesiastical law and entrusted with a special mission from the Holy Father to aid the Church in the Holy Land and to strengthen amongst its members the practice of Christian life. It is governed by the ordinary regulations of Canon Law, the dispositions of the Church, and the rules of its own Constitution.

The Order is a juridic person under canon law, as stated in the Apostolic Letters of Pope Pius XII of 14 September 1949 and of Pope John XXIII of 8 December 1962. It also has the standing of a juridic person in the Vatican as stated in the rescript of Pope St. John Paul II of 1 February 1996.

In the Constitution, it is stated that, "Because of its activity, the Order acts as a Central Entity of the Catholic Church, in accordance with article 11 of the Lateran Treaty dated 11 February 1929" (Article 2, Section 1); furthermore that, "due to its nature and its strictly religious and charitable purposes, is extraneous to any movement or stances of a political character" (Article 2, Section 23).

b. The Order as a Lay Association of the Christian Faithful

From a juridical point of view, the Equestrian Order of the Holy Sepulchre of Jerusalem is an association of lay faithful that is also open to ecclesiastics. More precisely, it is an association within the Church, an association of the Christian faithful (whose members include both laymen and ecclesiastics) - that is, of "those who, inasmuch as they have been incorporated in Christ through baptism, have been constituted as the People of God; for this reason, since they have become sharers in Christ's priestly, prophetic, and royal office in their own manner, they are

called to exercise the mission which God has entrusted to the Church to fulfill in the world, in accord with the condition proper to each one.” (Code of Canon Law, Canon 204. Para. 1)

The Order has all those common elements associated with other such associations of the Christian faithful according to the general norms and canon law of the Church. On the other hand, its history, purposes, structure, and spirituality give the Order particular characteristics which make it unique.

Pope St. John Paul II's Apostolic Exhortation *Christifideles Laici* indicates the ecclesial criteria which define such lay associations - that is, those criteria which define associations of and within the Church:

- "The primacy given to the call of every Christian to holiness," which requires that each lay association should be "an instrument leading to holiness" for their members.
- "The responsibility of professing the Catholic faith," which requires that every lay association should be "a forum where the faith is proclaimed as well as taught in its total content."
- The witness to a strong and authentic communion" with the Pope and with the local Bishop, "expressed in loyal readiness to embrace [their] doctrinal teachings and pastoral initiatives."
- "Conformity to and participation in the Church's apostolic goals," which requires all lay associations "to have a missionary zeal which will increase their effectiveness as participants in re-evangelization."
- "A commitment to a presence in human society, which, in light of the Church's social doctrine, places it at the service of the total dignity of the human person."

[SOURCE: Pope St. John Paul II, *Christifideles Laici*, 30]

c. The Order as an International Public Association of the Christian Faithful

The Equestrian Order of the Holy Sepulchre of Jerusalem has been established by the Holy See and has been entrusted with a specific mission by the Holy Father (*Constitution of the EOHSJ*, Article 2), so it is, according to the terms of Canon 312, Para. 1 of the Code of Canon Law, a public association of the faithful.

Only the Holy See can establish universal and international public associations of the Christian faithful. Since its membership is dispersed beyond national and diocesan boundaries and it possesses a constitution approved and promulgated by the Holy See itself, the Equestrian Order of the Holy Sepulchre of Jerusalem is an international public association of the Christian faithful.

d. Incorporation

The North Central Lieutenancy was incorporated in the State of Illinois under the Not For Profit Corporation Act on July 11, 2001. The official name of the incorporated entity is “The Equestrian Order of the Holy Sepulchre of Jerusalem North Central Lieutenancy.”

e. Bylaws

Background: On June 1, 2014, the Grand Magisterium of the Order approved a new Constitution which was last revised in 1977. As noted above, the new Constitution was approved by Pope Francis on May 11, 2020. The Executive Committee of the North Central Lieutenancy drafted a set of Bylaws consistent with the wording of the new Constitution. On October 21, 2018, at the Annual Meeting of the North Central Lieutenancy the membership approved a set of Bylaws contingent upon final approval of the new EOHSJ Constitution by the Secretary of State in the same or nearly the same version approved by the Grand Magisterium. These Bylaws are attached to this Member Operations Manual (see Appendix 1) and incorporated by reference. In the event there is any conflict between the Bylaws and the wording of this Manual the Bylaws shall be controlling.

f. Tax Exemption

The North Central Lieutenancy is exempt from federal income tax under Section 501 (c) 3 of the Internal Revenue Code inasmuch as it is listed in the Official Catholic Directory (“OCD”) published by P.J. Kenedy & Sons.

The agencies and organizations listed in the OCD are deemed to be educational, charitable and religious institutions operated by the Roman Catholic Church in the United States. As such, all the institutions listed in OCD have been granted a group exemption from federal income tax. The original group exemption letter was issued to the United States Conference of Catholic Bishops by the Department of Treasury on March 25, 1946. Each year since 1946, in a separate letter, the 1946 ruling has been reaffirmed by the IRS with respect to organizations listed in the current edition of the OCD. These letters also assure donors that their contributions to an organization listed in the OCD are deductible for federal income, gift and estate tax purposes. The exact page of the OCD on which the North Central Lieutenancy appears changes from year to year but it can be found in the general section for the Archdiocese of Chicago under subsection R (Societies, Clubs and Residences).

Each organization covered in the group exemption letter is to have its own EIN. The EIN for the North Central Lieutenancy is 36-4402877.

Inclusion in the group exemption by the IRS does not automatically establish an organization’s exemption from state or local income, sales or property taxes. However, the Illinois Department of Revenue from time to time issues such an exemption letter to the Archdiocese of Chicago and its subordinate organizations. The group tax exemption identification number for Illinois is E9991-6649-07.

g. Nonprofit Mailing Permit

The North Central Lieutenancy is authorized to mail at nonprofit standard prices. It was first granted this privilege in 1999. The authorization number is 696800.

B. Lieutenancy

A Lieutenancy is a geographic area composing an entire country, nation or a geographical area taken from the territory of a single country or nation. It is composed of all the members of the Order residing in the territory. There may be more than one Lieutenancy in a single nation if the country is so large and the population of Catholics so great that it would be very difficult to properly govern it as a single unit. Such is the situation in the United States of America.

The Lieutenant of a Lieutenancy is appointed to that office by the Cardinal Grand Master who governs the Order under the authority granted to him by the Holy Father and the Constitution of the Order. He also performs whatever responsibilities are given to him by the Governor General, but only within the geographical area constituting his Lieutenancy.

There are nine Lieutenancies of the Order in the United States as follows:

1. Northeastern
2. Eastern
3. Middle Atlantic
4. North Central
5. Northern
6. Southeastern
7. Southwestern
8. Western
9. Northwestern

The Lieutenancy of Puerto Rico is a separate Lieutenancy from the United States although the Commonwealth of Puerto Rico is associated with the United States and is therefore listed with the Lieutenancies of the United States.

[SOURCE: Lieutenant's Manual, 1999]

1. COUNCIL OF THE LIEUTENANCY

Basic Function: The Lieutenancy Council functions as a Board of Directors. It is a consultative body that assists the Lieutenant and members of the Executive Committee and other officers in the general direction of the Lieutenancy, including but not limited to the spiritual life of its members, guiding its charitable activity, and caring for its administration.

Duties and Responsibilities:

1. Approves the minutes of the Lieutenancy Council meetings;
2. Determines the fees for annual contributions as well as for admission and promotion;
3. Approves the creation of official positions;
4. Assists the Lieutenant in setting the agenda for Council meetings and annual meetings of the membership;
5. Approves any and all policies of the Lieutenancy and any revision thereof, including but not limited to a conflicts of interest policy;

6. Advises the Lieutenant on special contributions to the Holy Land; and
7. Approves any amendment to the Articles of Incorporation and/or the Bylaws.

Membership: The members of the Council include the following:

1. Lieutenant
2. Chancellor
3. Secretary
4. Treasurer
5. Other officers as may be appointed by the Lieutenant, including but not limited to the Executive Committee
6. Section Presidents

Meetings: The Lieutenancy Council must be convened at least two times each year and may be convened as often as the Lieutenant judges it appropriate.

[SOURCE: *Bylaws* (2018)]

2. EXECUTIVE COMMITTEE

Basic Function: The Executive Committee is a consultative body of Lieutenancy officers and key leaders that assists the Lieutenant and each other in fulfilling assigned duties on behalf of the Lieutenancy.

Duties and Responsibilities: The Executive Committee assists the Lieutenant by

1. Establishing strategic priorities;
2. Setting both short-term and long-term goals;
3. Approving the creation of such permanent and *ad hoc* committees as may be necessary to direct and manage areas of responsibility and operation of the Lieutenancy;
4. Setting the agenda for meetings; and
5. Reviewing and approving any and all policies and/or amendments to the Articles of Incorporation and/or Bylaws before submission to the Lieutenancy Council.

Membership: The members of the Executive Committee include the following:

1. Lieutenant
2. Chancellor
3. Secretary
4. Treasurer
5. Assistant Secretaries and Assistant Treasurers as may be appointed
6. Immediate past Lieutenant
7. Legal Counsel
8. Ecclesiastical Master of Ceremonies
9. Assistant Ecclesiastical Master of Ceremonies
10. Editor of *The Page*
11. Director of Technology

12. Vice Chancellors as may be appointed, including:
 - a. Vice Chancellor(s) of Development
 - b. Vice Chancellor(s) of Education
 - c. Vice Chancellor(s) of Formation
 - d. Vice Chancellor(s) of Investitures
 - e. Vice Chancellor(s) of Membership
 - f. Vice Chancellor(s) of Squires

3. OFFICERS

a. Lieutenant

Basic Function: To exercise supervision, direction, control and management of the affairs of the Lieutenancy and to be responsible for the effective administration of the Lieutenancy as a whole in the achievement of its maximum potential in the territory assigned in keeping with the policies and directives of the Order.

Duties and Responsibilities: The Lieutenant is responsible for

1. The life, spiritual growth and activities of the Lieutenancy;
2. The selection of new members;
3. The ongoing formation of members;
4. The promotion of charitable assistance to the Holy Land;
5. The implementation of the Statutes and General Regulations of the Order and the directives of the Grand master, Grand Magisterium and Governor General;
6. The representation of the Lieutenancy to local ecclesiastical and civil authorities.

[SOURCE: *Bylaws* (2018), Article V, Section 1]

Liaisons:

Communication with Rome:

The Lieutenant should send all communications to Rome either to the Cardinal Grand Master or to the Governor General with copies to the Cardinal Grand Master and to the Vice Governor General in the United States.

Relationship with Other Lieutenancies:

Frequent communications with other Lieutenancies, particularly the English-speaking Lieutenancies, are desirable. This would include England and all Northern American Lieutenancies (United States, Canada and Mexico). This is accomplished by the Lieutenant.

There has been a comradeship developed by these Lieutenants which is good for the Order. The Lieutenants invite each other to their respective annual meetings and investitures well in advance to permit the planning of their attendance. The visiting Lieutenants are guests and their hotel accommodations are paid by the inviting Lieutenancy.

The Lieutenancy Prior of the Lieutenancy also invites the attendance of the other Lieutenancy Priors, leaving it to his sole discretion. Hotel accommodations are likewise paid by the host Lieutenancy.

Combined purchasing power can reduce expenditures for decorations, capes, etc. This involves close cooperation and coordination of purchases.

[SOURCE: Lieutenant's Manual, 1999, p. 8]

b. Lieutenancy Prior

Basic Function: The Lieutenancy Prior in the person of a Cardinal, Archbishop or Bishop exercises spiritual direction of the Lieutenancy and is responsible for its religious and spiritual activities.

Duties and Responsibilities: The Lieutenancy Prior assists and cooperates with the Lieutenant in the spiritual direction of the Lieutenancy, serves as its spiritual leader, and instructs and monitors the work of the Section Priors as enumerated below:

1. Directs all religious and spiritual activities of the North Central Lieutenancy;
2. Participates with the Lieutenant in the governance of the Lieutenancy and appointment of the clerical members of the Council, including but not limit to Section Priors;
3. Approves the candidates for investiture and members for promotion;
4. May appoint with the approval of the Cardinal Grand Master a Coadjutor Lieutenancy Prior in the person of an Archbishop or Bishop to assist him;
5. Guides the activities of the Ecclesiastical Master of Ceremonies;
6. Appoints a Knight or Dame to act as Lieutenant in the event of a vacancy in the office until a formal appointment of a successor;
7. If available, attends the annual meeting and invests such candidates and promotes such members as may be put forth for membership and promotion.

Relationships: The Lieutenancy Prior is responsible to the Cardinal Grand Master, to the Patriarch Grand Master of the Order and to the Grand Master of Ceremonies.

[SOURCE: *Bylaws* (2018) Article V, Section 2]

c. Coadjutor Lieutenancy Prior

Basic Function: At the option of the Lieutenancy Prior, the Coadjutor Lieutenancy Prior in the person of an Archbishop or Bishop may be appointed to assist the Lieutenancy Prior in exercising spiritual direction of the Lieutenancy.

Duties and Responsibilities: The Coadjutor Lieutenancy Prior assists the Lieutenancy Prior as enumerated below:

1. Under the general oversight of the Lieutenancy Prior, directs all religious and spiritual activities of the North Central Lieutenancy;

2. Participates with the Lieutenant in the governance of the Lieutenancy and appointment of the clerical members of the Council, including but not limited to Section Priors;
3. Approves candidates for investiture and members for promotion;
4. Guides the activities of the Ecclesiastical Master of Ceremonies;
5. Attends the annual meeting and invests such candidates and promotes such members as may be put forth for membership and promotion;
6. Carries out the other tasks and assignments given to him by the Constitution and Regulations of the Order.

Note: Upon appointment of a Coadjutor Lieutenancy Prior by the Lieutenancy Prior, the Coadjutor Lieutenancy Prior shall remain under the general direction of the Lieutenancy Prior and shall be competent to perform all tasks expected to be performed by the Lieutenancy Prior with the exception that the appointment of a Knight or Dame to act as Lieutenant in the event of a vacancy remains within the competency of the Lieutenancy Prior.

Relationships: The Coadjutor Lieutenancy Prior is directly responsible to the Lieutenancy Prior.

[SOURCE: *Bylaws* (2018) Article V, Section 2]

d. Chancellor

Duties and Responsibilities: The Chancellor is accountable to the Lieutenant and responsible for assisting the Lieutenant in the administration of the Lieutenancy, overseeing applications for membership in the Order, overseeing the status and promotion of members of the Lieutenancy, and coordinating the publications of the Lieutenancy.

Relationships: The Chancellor is directly responsible to the Lieutenant and to the Council of the Lieutenancy.

[SOURCE: *Bylaws* (2018) Article V, Section 3]

e. Vice Chancellors

Vice Chancellors may be appointed by the Lieutenant to assist the Chancellor in the execution of his duties and functions. The Vice Chancellors should perform such duties in complete coordination with the Chancellor and should represent the Chancellor in the absence of the Chancellor.

Vice Chancellor of Development

Basic Function: Manages and coordinates fundraising for the Lieutenancy and/or Order and maximizes the gift support of members by seeking private contribution in excess of required annual contributions. In addition to members of the Order fund-raising efforts may be directed to corporations, foundations and individuals within the boundaries of the Lieutenancy.

Duties:

1. (Initial VC of Development) Forms Development Committee and appoints individuals in each Section to serve as liaisons to Committee.
2. Identifies, cultivates and solicits philanthropic support for the Order.
3. Identifies the target audience for receiving material and creates a confidential data base of possible donors. Maintains records of past and current approaches to fundraising so as to avoid unnecessary conflicts.
4. Develops and distributes material to members in consultation with Development Committee and Lieutenant, including but not limited to tri-folds and other publications. Material should explain various donative options to members, including but not limited to bequests from trusts and wills and other estate planning vehicles, distributions from IRA's, creation of matching gift programs, endowments and making outright donations.
5. In consultation with legal counsel develops proposed wording for special beneficiary options and restrictions as to the purpose of gift.
6. Formulates various means by which the Lieutenancy publicly recognizes members and others who donate to the Order.
7. Makes personal contact with potential donors by telephone, email or other written correspondence. Makes annual presentation at Investiture Weekend. Conveys the vision and mission of the Order.
8. Plans, coordinates and follows up on implementation of strategies to develop donors and contributions to support the mission of the Order.
9. Works with Treasurer to assure adherence to appropriate fiscal safeguards.
10. Communicates with other Lieutenancies in North America as to their fundraising efforts.

Vice Chancellor of Education

Basic Function: Coordinates educational activities of the Lieutenancy in a manner consistent with the mission and purpose of the Order. Chairs the Education Committee and oversees the various responsibilities of that Committee. Furnishes members with educational and religious material to strengthen and reinforce the spiritual dimension of their lives for the purpose of enhancing their continuing formation in and dedication to the mission of the Order.

Duties:

1. In consultation with members of the Education Committee recommends to Lieutenant keynote and secondary speakers for annual meeting. Subject matter of speeches should be consistent with the theme established for the investiture. After consultation with Lieutenant contacts potential keynote and secondary speakers and negotiates speaker fees, if any.
2. Consults with local team as to any additional speakers whose topics would be in line with the mission of the Order and fit with the theme of the Investiture Weekend.
3. In consultation with members of the Education Committee and Executive Committee recommends possible themes for subsequent Investiture Weekends.
4. Explores new approaches and avenues by which to communicate with the members of the Lieutenancy on the specific spiritual and formation needs of Sections and members.

5. Develops an on-going formation program that builds on the Investiture Weekend themes and then provides all sections and members with the opportunity to deepen their prayer lives, knowledge of the faith and commitment to the mission of the Order.
6. Works with the Education Committee and other Vice Chancellors to develop new prayer resources and educational materials for all members. Recommends reading materials and resources through the NCL newsletter and other possible digital formats.
7. Makes recommendations to the Lieutenant as to the membership of the Education Committee.

Vice Chancellor of Formation

Basic Function: Provides candidates for investiture with a structured program of formation and discernment as to one's calling for membership in the Order. Clarifies the duties and responsibilities of membership. The period of discernment begins upon the candidate's being approved for membership by the Grand Magisterium and continues through the investiture weekend.

Duties:

1. Receives and comments upon written material developed by Education Committee for purposes of recruiting and educating candidates for membership, including pamphlets, booklets and videos.
2. When requested, assists Section Presidents in educating serious candidates for membership.
3. Receives from Lieutenant the list of candidates and their contact information approved for membership by the Grand Magisterium.
4. Assists Vice Chancellor of Membership in responding to questions raised by candidates as to their duties and responsibilities.
5. After Lieutenant sends congratulatory letter to approved candidates, communicates with candidates for investiture:
 - a) Congratulates candidates on their acceptance as members and provides general information on the Order and the Investiture Weekend.
 - b) Informs candidates as to required liturgical attire for the investiture ceremony and provides them with ordering forms for capes, cloaks and berets. Also explains program of gently used attire.
 - c) Instructs candidates as to the four-fold mission of the Order.
 - d) Reinforces for benefit of candidates the importance of early registration for the event and reservation of rooms at the hotel.
 - e) Explains to candidates the nature of the Promise to be entered into as part of the investiture ceremony.
6. With Chancellor and other members of Lieutenancy leadership holds an investee orientation session at the beginning of Investiture Weekend for the purpose providing an overview of the weekend events and responding to any initial questions, hosts luncheon meetings with investees on Saturday and Sunday and conducts a wrap-up session with newly invested members on Sunday.

Vice Chancellor of Investitures

Basic Function: Maintains and updates a comprehensive manual which enumerates investiture functions, procedures and recommended best practices. This manual serves as a resource for the local investiture chair/co-chairs/host couple and team (hereinafter “local team”). The manual archives the practical knowledge and past-experience gained from previous investitures. It is available for general guidance for the local team and, except where subject to directives of the Grand Magisterium or policies of the Lieutenancy, may be modified as deemed appropriate by the local team. The position serves as an information and consultative resource. This position is not meant to replace or create a reporting relationship with the local team.

Duties:

1. Maintains and updates investiture manual which is posted on the Lieutenancy website.
2. Maintains a repository, using Dropbox, of past versions of the manual as well as specific materials, spreadsheets and documents used in prior investitures.
3. Contacts local team upon identification and introduces manual and its possible uses.
4. Receives from the Secretary the results of the evaluation survey and, if appropriate, proposes changes to the manual based on the responses.
5. Remains available and/or in contact with the local team as warranted.
6. Provides an independent evaluation report of the previous investiture at the spring council meeting.

Vice Chancellor of Membership

Basic Function: Receives nominations and promotion documents from Section Presidents; reviews documents for accuracy, completeness and compliance with established criteria for membership; and submits completed packet to Lieutenant for approval.

Duties:

1. Annually updates Sections Presidents as to procedure and timeframe for submission of nomination and promotion documents. (Deadline for submission of documents by Section Presidents is April 1st.)
2. Nominations: Receives from Section Presidents a) nomination papers for each lay candidate, including a Nomination for Lay Membership form, baptismal certificate, marriage certificate, brief summary of accomplishments, letter of acceptance of membership, pastor’s letter of recommendation, bishop’s letter of approval and a check in the approved amount and b) nomination papers for each clerical candidate, including Nomination for Membership (Priest) form, brief curriculum vitae, letter of acceptance of membership, bishop’s letter of nomination and approval and a check in the approved amount.
3. Promotions: Receives and reviews annual report which data manager sends to Section Presidents identifying members eligible for promotion (Promotion Eligibility Report: time elapsed since last promotion, number of annual dues payments, number of annual meetings attended and receipt of pilgrim shell for promotion beyond Commander).

Receives from Section Presidents promotion papers for each lay and clerical member seeking promotion, including a Promotion in Rank form, a brief summary of their service to the Order and the Church since their investiture or last promotion, bishop's letter of approval and a check in the approved amount for rank sought.

4. Submits completed packet of nomination and promotion documents to Lieutenant for approval. (Anticipated date for submission of documents is May 1st.)
5. Receives from Lieutenant information as to action taken by Grand Magisterium on approval of investee candidates and promotion of members. Shares information with Medal Masters and Investiture Chairpersons.
6. Follows up as needed with Lieutenant, Section Presidents and/or candidates.
7. Revises and updates nomination and promotion forms and submission procedures and modifies guidelines in Members Operational Manual.

Vice Chancellor of Squires

Basic Function: Initiate and coordinate the formation, activities, growth and development of the Squires Program in the Sections of the Lieutenancy and /or Order in North America.

Duties:

1. Initiate and encourage the organization and formation of a Squires Program in the local Section. Share the process, assist and coordinate with other Sections in the Lieutenancy.
2. Develop and maintain a program for the recruitment, membership, and involvement of Squires in each Section of the Lieutenancy.
3. Create and maintain a program for the personal and spiritual development of the Squires through mentoring, and other activities of the Section, Lieutenancy or Order.
4. Coordinate involvement of Squires in the activities, like Investitures or pilgrimage, of the Lieutenancy.
5. Maintain a Master list of Squires in the Lieutenancy through coordination with Sections of the Lieutenancy.
6. Review and update the procedures, programs, and guidelines of the Squires Program in the Members Operational Manual.

f. Secretary

Duties and Responsibilities: The Secretary is accountable to the Lieutenant and responsible for recording and archiving the acts of the Lieutenancy. The Secretary's responsibilities include but are not limited to:

1. Maintaining its membership records and providing administrative assistance to the Lieutenant and the Chancellor;
2. Updating the database in coordination with the Director of Technology;
3. Updating and publishing the annual directory;
4. Maintaining the *Member Operations Manual* and archives each release.

[SOURCE: *Bylaws* (2018) Article V, Section 3]

g. Assistant Secretary

Duties and Responsibilities: The Assistant Secretary is accountable to the Lieutenant and responsible for recording and archiving the acts of the Lieutenancy.

h. Treasurer

Duties and Responsibilities: The Treasurer is accountable to the Lieutenant for the administration of the financial affairs of the Lieutenancy. The Treasurer's responsibilities include but are not limited to:

1. Managing the assets of the Lieutenancy, including keeping account of receipt and disbursements, depositing and disbursing money in the name of the Lieutenancy, sending out an annual solicitation letter and follow up letter, keeping a record of annual contributions, and compiling a reconciliation report for each annual investiture;
2. Preparing the Lieutenancy's annual budget;
3. Administering the Lieutenancy's financial resources in accordance with the Lieutenancy's approved annual budget;
4. Preparing the financial statements of the Lieutenancy.

[SOURCE: *Bylaws* (2018) Article V, Section 4]

i. Ecclesiastical Master of Ceremonies

Duties and Responsibilities:

1. Directs, supervises and arranges religious manifestations of the Order.
2. Directs Ceremonies of Investiture.
3. Prepares the liturgy for all religious functions of the Lieutenancy including the annual Memorial Mass and Investiture.
4. Organizes any spiritual meetings.
5. Performs all acts and duties as may be imposed by the Constitution and Regulations of the Order.

[SOURCE: *Lieutenant's Manual* (1999) p. 40.]

j. Assistant Ecclesiastical Master of Ceremonies

Duties and Responsibilities:

1. Supervises the organization and arrangements of the celebrations and meetings of the Lieutenancy.
2. Collaborates in the organization and arrangements of the Ceremony of Investiture.
3. Collaborates in handling anything pertaining to any ceremony of the Lieutenancy.
4. Performs all acts and duties as may be imposed by the Constitution and Regulations of the Order.

[SOURCE: Lieutenant's Manual (1999) p. 45.]

k. Editor of The Page

Basic Function: The Editor publishes three issues of the North Central Lieutenancy newsletter each year: 1) Winter/Spring, 2) Summer and 3) Fall.

Duties and Responsibilities:

1. Works with the Lieutenant and the Executive Committee to formulate a general plan for the forthcoming year as to what material will be contained in the three issues of the newsletter.
2. Solicits material and pictures from Section Presidents to feature the activities of local sections.
3. Acquires up to date information on the work of the Order in Holy Land to maintain the focus of support for the Church and the Latin Patriarchate.
4. Assembles pertinent information relating to the dual focus of the Order (enhancing the spiritual growth of members of the Order and supporting the Christian presence in the Holy Land)
5. Obtains information from Secretary and Data Manager as to deceased members.
6. Coordinates deadlines and distribution of newsletter with printer and designer.

l. Director of Communications

Reports to: The Lieutenant

Position Summary:

The Director of Communications is responsible for advancing and communicating the positive mission and public visibility of the Equestrian Order of the Holy Sepulchre of Jerusalem and the North Central Lieutenancy to Catholic media throughout the six-state area of Illinois, Indiana, Kentucky, Michigan, Ohio and Wisconsin. The Director of Communications reports directly to the Lieutenant with certain secondary coordinating responsibilities shared with the Editor of *the Page*, the Good Friday Collection Coordinators, and the Director of Technology.

Duties and Responsibilities*:

- In coordination with the Lieutenant and the Editor of *The Page* develops and oversees creative strategies to advance the positive mission and public visibility of the Order and the North Central Lieutenancy through different channels of communication, including but not limited to social media.
- Draft for review and approval by the Lieutenant articles which might be submitted to the Communications Office of the Grand Magisterium for inclusion in its official publications, including but not limited to the Order's annual magazine (*The Jerusalem Cross*), the Lieutenancy's quarterly newsletter (*The Page*), and the North Central Lieutenancy's website.

- Responds to the communication and information needs of the Grand Magisterium as approved by the Lieutenant.
- Draft for review and approval by the Lieutenant various materials for distribution to Catholic media, including but not limited to dioceses and parishes within the six-state area of Illinois, Indiana, Kentucky, Michigan, Ohio and Wisconsin.
- Serves as a resource for and responds to the communication and information needs of dioceses and parishes within the individual Sections of the North Central Lieutenancy, in coordination with Section Representatives, and fully cognizant of official channels of communications.
- Following each annual investiture and promotion ceremony, contacts parishes and dioceses of invested candidates and/or promoted members and requests publication of a pre-approved article/announcement and pictures in the local church bulletin and diocese paper publicizing the investiture and/or promotion of parishioner(s) from that particular parish and diocese.
- Following a pilgrimage to the Holy Land, contacts parishes and dioceses of pilgrim members and requests publication of a pre-approved article/announcement and pictures in the local church bulletin and diocese newspaper publicizing the pilgrimage and awarding of the Pilgrim Shell to parishioner(s) from that particular parish and diocese.
- Coordinates approved media relations activities with relevant officers of the North Central Lieutenancy, including but not limited to the Lieutenant, Editor of *The Page*, and Section Representatives.
- Maintains and updates the North Central Lieutenancy website.
- Provide quality control for communications and media activities.
- Completes special projects as may be assigned by the Lieutenant.

* The above-noted duties and responsibilities come with the understanding that no one in a leadership position in the North Central Lieutenancy, including but not limited to the Lieutenant, has the actual or apparent authority to speak with the general public, secular press or traditional news media on behalf of the Order of the Holy Sepulchre of Jerusalem with regards to any program, issue, controversy, policy matter or activity in any way relating to the Order or the Catholic Church. If received, any inquiries concerning such matters must immediately be directed to the Lieutenant who will redirect such inquiries to the Vice Governor General of North America.

Desired Knowledge, Skills and Abilities:

- Effective written and oral communication skills, especially in writing news/media releases and feature articles.
- Demonstrated journalism, media/public relations or communications experience.
- Proven ability to develop and implement communications plans and programs to address key issues and opportunities.
- Ability to plan, writing for, and manage web-based technology and any associated audio/visual technologies for the purposes of advancing the positive mission and public visibility of the Order of the Holy Sepulchre of Jerusalem and the North Central Lieutenancy.
- Ability to keep up with advancing technologies to enhance and maintain the Order of the Holy Sepulchre of Jerusalem's and North Central Lieutenancy communication reach and image.

m. Additional Officers

Immediate Past Lieutenant

Legal Counsel

Director of Technology

Assistant Secretaries and Assistant Treasurers

Good Friday Collections Coordinator

Pilgrim Master and Assistant Pilgrim Master

Lay Master and Mistress of Ceremony

Medal Master and Mistress

Assistant Medal Master and Mistress

Bereavement Officer

Holy Land Mass Request Coordinator

4. LIEUTENANCY CALENDAR

JANUARY

- Email nomination and promotion forms and procedural reference guide to members
- Email promotion eligibility report to Section Presidents
- Finalize financial reconciliation from prior year's investiture
- Review job descriptions for officers
- Finalize speakers for Year 3
- Send out Lenten reflections re Good Friday Collections
- Send invitation to bishops for next three years
- Prepare Lieutenancy Section of Annual Report to Grand Magisterium

FEBRUARY

- Review and update Members Operations Manual
- Finalize solicitation material for distribution (Lieutenant's letter and charity flyer)
- Send SAVE THE DATE for NCL spring Council meeting and retreat
- Request nominations for meritorious service awards

MARCH

- Deadline for Section Presidents to receive nominations and promotions
- Mail solicitation material to members for annual contribution
- Solicit agenda items for Spring Council meeting

APRIL

- Deadline for VC of Nominations/Promotions to receive nominations and promotions
- Distribute agenda for Spring Council meeting
- Obtain final budget for next investiture
- Contact vestment vendors to establish prices of capes and berets

MAY

- Hold spring Council meeting and retreat; schedule retreat for following year
- Accept nominations for meritorious service awards for next investiture
- Receive nomination and promotion packet from VC of Nominations/Promotions
- Send congratulatory email to nominees and provide outline of future steps and send them order forms for capes and berets
- Submit nominations and promotions packet to Lieutenant Prior for signature
- Send congratulatory email to promotees
- Share initial list of names of candidates to Secretary, VC of Nominations and Promotions, VC of Formation, VC of Investiture, Medal Masters and Director of Communications, host couple, Ecclesiastical Master of Ceremonies
- Finalize list of members to receive meritorious service awards

JUNE

- Submit nomination and promotion packets to Grand Magisterium
- Inform members who are to receive meritorious service awards
- Order Pope Pius IX Awards from Crystal Cave
- Receive list of approved list of nominees and promotes from Grand Magisterium
- Approve tentative schedule for investiture
- Send congratulatory email to approved members with vestment order forms and share list of approved nominees and promotes to VC of Nominations and Promotions, VC of Formation, VC of Investiture, Medal Masters, Director of Communications, host couple, Ecclesiastical Master of Ceremonies, and Master & Mistress of Ceremonies

JULY

- Send congratulatory email to members approved for promotion in rank
- Send promotion patches to promoted Knights
- Order stoles for Priest Knight Candidates
- Send invitations to members for investiture
- Host Team for Year 3 Starts to assemble Team
- Finalize Hotel Contract for Year 3
- Schedule walk-thru of investiture venues in August

AUGUST

- Mail follow up solicitation letter to members delinquent as to annual contribution

- Update information to be included in new directory including Council members and prelates
- Finalize article for submission to local parishes
- Solicit agenda items for Fall Council meeting

SEPTEMBER

- Distribute final agenda for Fall Council meeting
- Establish agenda for orientation meeting
- Convene Annual Meeting.

OCTOBER

- Prepare and distribute parish bulletin articles for investees and promotes
- Compile evaluation reports
- Scan and archive nomination and promotion papers.
- Finalize reconciliation report
- Submit names of new officers and council members to Grand Magisterium

NOVEMBER

- Select Host Couple for Year 3 and meet to discuss possible speakers
- Finalize annual meeting minutes
- Mail solicitation reminder to members who have not yet submitted annual contribution
- Review, update and possibly print 28-page orientation booklet and recruitment tri-fold

DECEMBER

- Review and update nomination and promotion forms
- Review next year's Sectional events and recruitment efforts with Section Presidents

5. LIEUTENANT APPOINTMENT

All Knights and Dames of the North Central Lieutenancy who have attained the rank of Commander with Star or Grand Cross and who are interested in serving in this role for a four-year term are encouraged to apply. (Lieutenants may be asked to serve a second four-year term.) Members are also encouraged to nominate others who have attained these ranks who may be interested in serving as Lieutenant.

New Selection and Appointment Process:

1. An approved job description for Lieutenant is published on the website of the North Central Lieutenancy.
2. Lay Knights and Dames with the rank of KC*HS/KGCHS or DC*HS/DGCHS are invited by email to apply for the position by submitting his/her curriculum vitae or resume to the

Lieutenant. There is no application form. Applications may be received by mail or email. A deadline is set by which applications are to be received.

3. Members may also nominate other members to apply for the position. The Lieutenant will contact those nominated, inform them of their nomination and invite them to apply pursuant to #2 above.
4. In the event the Lieutenant is incapacitated, deceased or otherwise unavailable or absent the role of the Lieutenant in the selection process enumerated below is assumed by the Chancellor.
5. The Lieutenant compiles submitted applications and forwards them for review by the members of the Executive Committee.
6. The Executive Committee serves as the Nominating Committee. Potential candidates may be interviewed by telephone--or in person if it can be arranged--by the Executive Committee as a committee of the whole or by a subcommittee of two or more members of the Executive Committee if specifically delegated by the Executive Committee to conduct such interview(s). Any candidate who holds a position on the Executive Committee must recuse himself/herself from the selection process.
7. The Lieutenant convenes and chairs a telephone conference call of the members of the Executive Committee to review the complete list of potential candidates. A quorum of two-thirds of the membership of the Executive Committee (not counting those members who may have recused themselves) must be present to convene the conference call.
8. The Executive Committee identifies by majority vote not more than three candidates with or without a recommendation as to the preferred candidate.
9. As much as possible all deliberations and/or interviews conducted as part of the selection process should remain confidential.
10. The Lieutenant provides Vice Governor General the names of three possible candidates and recommends one of them. The Vice Governor General reviews the names with the Grand Master and Governor General. After the consultation the Vice Governor General may offer the position to one of the candidates identified in the Terna or to another member of the Lieutenancy not identified in the Terna.

Deadline: The deadline for applying for the position or nominating others for the position is the end of March.

Selection Process & Installation: The Executive Committee of the North Central Lieutenancy will serve as the Nominating Committee for purposes of reviewing and interviewing candidates. Interviews will take place in person or by telephone during the month of April. One or more candidates may be introduced at the spring Council meeting of the North Central Lieutenancy in early May and the annual meeting of the North Central Lieutenancy in late September. If a single candidate is identified he/she might be asked to serve as Lieutenant-designate. Over the course of the next year he/she will work closely with the Lieutenant, the Executive Committee and the Council. It is anticipated that the Lieutenant-designate will be installed as Lieutenant of the North Central Lieutenancy.

[APPROVED at the May 2019 Council meeting.]

C. Committees

1. CREATION OF COMMITTEES

With the approval of the Executive Committee the Lieutenant may create such additional standing or permanent and special or *ad hoc* committees as may be necessary to direct and manage areas of responsibility relating to the operation of the Lieutenancy and appoint or remove the lay or clerical members to those committees. The written duties and responsibilities of such committees created should be posted in the on-line version of the *Members Operations Manual* which appears on the website of the North Central Lieutenancy. Members of the committees created may serve no more than two four-year terms.

2. EDUCATION COMMITTEE

The mission of the Education Committee of the North Central Lieutenancy is to coordinate the educational activities of the Lieutenancy in cooperation with the Lieutenant, the Lieutenancy Prior, the Ecclesiastical Master of Ceremonies, and Sectional Presidents. Such educational activities shall be grounded in the scriptural, spiritual and social teachings of the Catholic Church, reflective of the factual Church based narrative of world developments and in conformity with such directives, protocols and regulations as may be promulgated by the Grand Magisterium of the Equestrian Order of the Holy Sepulchre of Jerusalem. The coordination of educational activities shall be exercised in a manner consistent with the purposes of the Order as stated in the Constitution of the Order and the functions enumerated below.

Purposes of the Order:

1. To strengthen in its 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 of which the Order is fundamental means for assistance to the Holy Land;
2. 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;
3. 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; and
4. To uphold the rights of the Catholic Church in the Holy Land.

The Order, through its nature and its strictly religious and charitable purposes does not participate in any movement or demonstration whatsoever of a political character.

Functions of the Education Committee:

1. Assist the couples, event teams and hospitality committees hosting annual meetings in the selection of appropriate, dynamic and knowledgeable speakers;
2. Primarily focus on the following areas:

- a. The spiritual development of Knights and Dames of the North Central Lieutenancy, especially as it relates to the advancement of the mission of the Order.
 - b. The current situation of Catholics and Christians in the Holy Land.
 - c. The religious, educational and social projects undertaken in the Holy Land by the Catholic Church and the Latin Patriarchate.
 - d. The organization and governance of the Order by the Supreme Pontiff, the Cardinal Grand Master, the Grand Magisterium and the relevant Dignitaries of the Order.
3. Facilitate the flow of information between the Church in the Holy Land and the Church in North America;
4. Maintain a speakers bureau and develop audio/visual and educational materials which might be used by Sections to inform, advance, improve and energize its current members, to assist in the formation of new members and to introduce, recruit and/or educate prospective members;
5. Coordinate publication of information with website and newsletter of North Central Lieutenancy;
6. Share educational material with other Lieutenancies;
7. Conduct periodically an assessment as to the educational needs of the Knights and Dames of the North Central Lieutenancy; and/or
8. Perform such other functions as may be deemed appropriate by the Lieutenant and the North Central Lieutenancy Council.

Membership of the Committee: The Committee shall be chaired or co-chaired by members of the North Central Lieutenancy with a special expertise in one or more areas in which the work of the Committee is focused. The Lieutenant will appoint the Chair or Co-Chairs. The following will serve as ex-officio members (with vote) on the Committee: the Lieutenant, the immediate past Lieutenant and the Ecclesiastical Master of Ceremonies. The Chair or Co-Chairs may also extend membership on the Committee to Knights and Dames of the North Central Lieutenancy who are knowledgeable in one or more areas in which the work of the Committee is focused, able to work in a collegial manner and are willing to give the time and attention needed to make the Committee active and productive. Auxiliary members (non-voting) of the Committee may include Section Presidents, Section Priors and Section Educational Coordinators.

Status of the Committee: Permanent, standing committee of the Council of the Lieutenancy.

Approved: September 29, 2014, by H.E. Sir Max Douglas Brown, KC*HS

D. Sections

[See *Bylaws*, Article VII]

1. SECTION PRESIDENTS

Basic Function: The Section President, under the direct supervision of the Lieutenant, is responsible for the development and growth of the Section and to maintain direct contact with its members and the Diocesan Bishops in the territory assigned. The Section President's effective local administration ensures that the Lieutenancy achieves its maximum potential in keeping with its policies and directives. Section Presidents are appointed for a term of four years; the appointment may be renewed once for a total of eight years of service.

Duties and Responsibilities:

1. Carries out the directives of the Lieutenancy in the territory assigned and maintains regular contact with the Lieutenant.
2. Serves as liaison between the local members and the Lieutenant.
 - a. Notifies Lieutenant, Secretary, and Treasurer of changes in status of a member.
 - b. Attends meetings of the Council. In the North Central Lieutenancy, these meetings occur biannually in the spring (April/May) and in the fall on the Friday afternoon before the Investiture weekend.
 - c. Communicates to members Order affairs at the request of the Lieutenant.
3. Coordinates Order response to the death of a Knight or Dame in the territory assigned.
 - a. Provides date of death, date and funeral of funeral, address and relationship of next of kin, and obituary to Lieutenant, Secretary, and Treasurer, as well as all Section members.
 - b. Arranges for an honor guard and pall at the funerals of deceased members if the family of the deceased so wishes.
 - c. Attends the funeral or arranges for other representatives of the Order to attend the funeral.
4. Initiates and maintains a strong relationship with the Diocesan Bishop or Bishops in the territory assigned.
 - a. In collaboration with the Lieutenant and after contact by the Lieutenancy Prior meets with the Diocesan Bishops who are not members familiarize them with the mission of the Order and its membership, and to invite them to join the Order. The Section President also discusses the process of nomination and promotion with the Bishop and discusses his role in approving them.
 - b. Arranges an Annual Mass and Dinner (or brunch) with the Bishop to foster a close relationship. The cost of the meeting is born by the Section and/or those members attending the meeting. Each section makes its own arrangements in accordance with local customs and desires of the Bishop.
 - c. Facilitates invitations of the Bishop for Knights and Dames to vest and participate in special liturgies, pilgrimages, and other occasions.
5. Recruits and processes the nominations and promotions of prospective members; obtains necessary recommendation and approvals of members' Pastors and Bishop. Coordinates discernment / formation meeting with prospective candidates, instructing nominees as to their obligations, responsibilities and privileges

6. Facilitates Section events.
 - a. Coordinates spiritual events with the Section Prior.
 - b. Facilitates educational opportunities to keep Section members informed of Order business as well as news from the Latin Patriarchate of Jerusalem and the situation of Christians in the Holy Land.
 - c. Facilitates social events, especially for nominees to meet Section members.
7. Keeps self-informed of current events in the Order and its activities in the Holy Land and regularly updates Section members of same.

Relationship: The Section President is responsible to the Lieutenant.

2. SECTION PRIOR

Basic Function:

A Section Prior functions as a chaplain in each Section of the Order.

Duties and Responsibilities:

1. Assists and counsels the Section President in leading the Section;
2. Assists the Bishop of the diocese regarding the Order in his diocese;
3. Provides for the spiritual formation of members of the Section;
4. Assists with the formation of candidates or new members;
5. Carries out all other duties assigned him by the Constitution of the Order, the Lieutenant or Lieutenancy Prior of North Central Lieutenancy.
6. Specific duties may include the following:
 - a. Celebrates Mass for the Order feast day celebrated by the Section;
 - b. Participates in the information or formation meetings of Sections when the new candidates are oriented to the Order and the spiritual obligations of Knights and Dames;
 - c. Gives spiritual formation talks at annual or periodic Section meetings on the spiritual obligations for Order, its history and works on behalf of the Holy Land;
 - d. Attends or con-celebrates funeral Masses for deceased members of the Order;
 - e. Assists with communications about the Order with the diocesan leaders, deans and or pastors.

Relationship: The Section prior takes direction from and relates to the Lieutenancy Prior of the Lieutenancy and the Lieutenant and the local Bishop of the diocese. The Section Prior and the Section President maintain a close working relationship in the leadership of Section.

3. ACTIVITIES

The Section President may facilitate additional activities, such as the following:

- a. Sectional Ceremonies: these may be organized at Lent, Easter, Christmas, and/or other occasions such as ordinations, Corpus Christi processions, etc.
- b. Honor Guards: upon invitation by the Bishop, Knights and Dames are encouraged to participate wearing the mantle of the Order in important local religious ceremonies
- c. Charitable works
- d. Formation events
- e. Educational events
- f. Spiritual events

4. INVESTITURE AND PROMOTIONAL CEREMONIES

All Knights and Dames have a duty to attend the annual meeting and investiture/promotion ceremonies. The investiture and promotion weekend is a spiritual, educational and social weekend. Members gather annually to invest new members and promote those who have fulfilled their obligations for promotion. The Knights and Dames who have been invested in the past show their support for the investees by their attendance. Any member who nominates a new member has a special reason to attend.

Within the North Central Lieutenancy the investiture takes place once a year in each state on a rotating basis: Wisconsin, Michigan, Ohio, Illinois and Indiana. All members of the host state are expected to participate in making arrangements for the religious and social activities associated with the Annual Meeting. The Lieutenancy Prior is always asked to invest and promote members subject to the Lieutenancy Prior's schedule. Securing the churches for the ceremonies and the hotels to house the attendees must be accomplished years in advance. Contracts must be signed to assure meeting space and sleeping rooms are available. Normally the date for the investiture is set three years in advance.

New members are invested during the weekend of the annual meeting by the Lieutenancy Prior or his designate, usually the local Archbishop or Bishop. Nominees must be present at the investiture ceremony to be invested as a Knight or Dame unless there are compelling reasons for not attending the ceremony and provided their absence is specifically excused by the Lieutenant. Nominees who have been excused may attend and participate in the investiture ceremony held the following year. The insignia of rank are presented to new members only at the investiture ceremony. Diplomas may be mailed to invested members later as they are not usually available on the day of the investiture. Promotions also take place during the weekend of the annual meeting. Insignia and diplomas for promotees who are unable to attend may, upon request, be mailed to them.

Nominees should be encouraged to order their capes, berets or mantillas as soon as they are notified of acceptance into the Order to be assured of on-time delivery of these symbols of their membership in the Order. Stoles for priests and bishops are provided by the Order. This vestment is presented to each priest-nominee or bishop-nominee upon their investiture.

5. FUNERALS

- a. Notification: The Lieutenant, Secretary, and Bereavement Officer should be notified by the Section President upon the death of a member of the Order so that a letter of condolence can be sent to the family.
- b. Honor Guard: Each Knight and Dame has the right and privilege to have an honor guard at his/her funeral. The Section President should alert members in the section of the death of a member and, with the approval of the family of the deceased member, shall arrange for an honor guard consisting of two to four members of the Order. The honor guard attends the funeral rite in an official capacity and should wear the mantle of the Order during the funeral service. Other members of the Order in attendance but participating in the honor guard delegation should wear formal dark dress appropriate for a funeral. The honor guard delegation shall wait at the entrance door of the church and escort the coffin to the altar. At the end of the service, the honor guard delegation shall again escort the coffin to the church exit.
- c. Pall: With the family's prior approval, the coffin may be covered during the service with the funeral pall of the Order. The Section President should give the pall to the funeral director for placement on the casket. All sections have or should obtain a pall with the Jerusalem Cross. The Section President or their appointee must take possession of the pall immediate after the funeral so that it is available for future use. It should not be left at the church or with the funeral director.

6. DIOCESAN AND SECTIONAL MEETINGS AND EVENTS

- a. Anniversaries and Feast Days: There are anniversaries and religious feasts that offer members of the Order the opportunity to obtain a plenary indulgence. These feast days include:
- St. Helena (August 18)
 - St. Pius X (August 21)
 - Exaltation of the Holy Cross (September 14)
 - Our Lady Queen of Palestine (last Sunday in October)
- b. Sectional Ceremonies: A Section of the Order may organize its own ceremonies during Lent, at Easter, Christmas, the Day of Remembrance and/or other occasions. Sections should hold meetings of Knights and Dames with the diocesan Ordinary at least once a year.
- c. Honor Guards: Honor guards for ecclesiastical events are proper and encouraged. Upon the invitation from the local Bishop, Knights and Dames should officially participate wearing the mantle of the Order in important local religious ceremonies, including but not limited to:
- Installation of a new Ordinary
 - Ordination of a Bishop
 - Funeral of the Ordinary or Bishop
 - Whenever requested by the Bishop

7. SECTION GOVERNANCE

a. Section Council

Sections may, with the permission of the Lieutenant and local Bishop, organize Councils to assist in the work of the local Section.

Purpose: Section Councils reflect the structure of the Lieutenancy Council for the purpose of sharing the work of running the section. A Section Council is led by the Section President with the approval of the Lieutenant.

Responsibilities: The Section Council serves as an advisory board to the Section President, a source for generating new initiatives, and an institution for continuity in the Section, particularly during an absence or vacancy of the Section President, as well as during the transition when a newly-appointed Section President assumes the position.

Authority: The Constitution encourages the Section President to form a Council and grants the power to create and appoint positions that will assist him/her in the service of the Section within the jurisdiction of his/her Section (*Constitution*, Article 46-1). All appointments to the Section Council by the Section President must be approved by the Section Prior and Lieutenant.

Qualifications: Section Council members must be active members of EOHSJ in good standing.

Term of Service: With the exceptions of the Section President, Section Prior, Section Presidents Emeritus, and Section Presidents of Honor, all other positions of the Section Council will have 4-year terms that are renewable at the discretion of the Section President. While there are no term limits on those positions that the Section President may renew, if other qualified candidates are available, it is advisable to appoint them to give more opportunities for active participation in the Order. Any position may remain vacant if a qualified candidate is unavailable.

Positions:

Section President: A knight or dame appointed by the Lieutenant to serve as the official leader of the Section. Primary functions are to coordinate Section activities, especially the Annual Bishop's Luncheon/Dinner, and to assure the appropriate assessment, formation, and nomination of candidates for membership in the Order. At the Section level only, the Section President is entrusted with the decisive authority on matters pertaining to the Order. The Section President also has the responsibilities of maintaining the Section Roster and contact information, as well as, record the minutes from the Section Council meetings.

Section Prior: The spiritual guide of the section who assists the Section President in directing the spiritual/religious matters of the Section. The Section Prior is appointed by the Lieutenant after consent by the local Diocesan Bishop is given.

Vice-Section President: A knight or dame appointed by the Section President to assist the Section President in his/her duties at the Section President's discretion. Will usually hold

another position on the Section Council. May temporarily serve in the absence of the Section President, with the approval of the Lieutenant.

Section President Emeritus: The immediate predecessor of the Section President serves in this position as an advisor to the Section President and the Section Council.

Section President(s) of Honor: The past Section Presidents, excluding the Section President Emeritus, serve as advisors to the Section Council.

Postulant Master: A knight or dame appointed by the Section President to direct the formation program (Postulancy) and assist in completing the application packets of the Candidates and Nominees for membership to the Order.

Historian: A knight or dame appointed by the Section President to document the history and maintain the archives of the Section.

Liturgical Master of Ceremonies: A knight, priest knight, or dame appointed by the Section President to assist the Section Prior in planning the liturgical activities of the Section.

Lay Master of Ceremonies: A knight, priest knight, or dame appointed by the Section President who organizes and implements the liturgical activities of the Section. This includes organizing servers, the Order of Worship, hiring cantor/organist, assigning readers/gift bearers, and communicating with the Liturgical Master of Ceremonies. It is recommended that an individual with strong skills in the musical and/or liturgical arts be appointed to this position.

Eastern Delegate: A knight, priest knight, or dame appointed by the Section President to represent the membership and interests of those members who identify with the traditional Eastern Catholic Churches (i.e. Byzantine, Chaldean, Maronite, Melkite, Ukrainian, etc.). The Eastern Delegate will work with the Section Prior and Liturgical Master of Ceremonies to coordinate Eastern Rite liturgical services/experiences for the Section. The Eastern Delegate may also coordinate efforts with the Education Master to provide educational experiences for the Section regarding the different Eastern churches.

Education Master: A knight or dame appointed by the Section President to develop and execute educational opportunities relating to the Order, the works of the Order, and the Christians of the Holy Land for the membership of the Section and, with diocesan approval, for the wider diocesan community. The Education Master will follow any Diocesan guidelines for speakers.

Fundraising Master: A knight or dame appointed by the Section President to develop and execute fundraising opportunities to elicit donations for the Latin Patriarchate from non-members of the Order.

Member Outreach Master: A knight or dame appointed by the Section President to provide outreach to members of the Section who are unable to fully participate in the activities of the Section due to age, health, or other significant issues.

Bereavement Master: A knight or dame appointed by the Section President to arrange for an Honor Guard and funeral pall at the casket during the viewing and funeral procession. In addition, the Bereavement Master will notify the Section membership and the Lieutenancy of the death of a member.

Fellowship Master: A knight or dame appointed by the Section President to assist in events that have a social component, promoting fellowship and unity of purpose within the Section.

Other Section Council positions may be added as the memberships in those dioceses grow.

Meetings: The Section President will call and set the agenda for meetings as needed. Each Section Council member will be given an opportunity to provide a report of the activities within his/her purview.

Restrictions: With the exception of the Section President, who is a *de facto* member of the Lieutenancy Council and who forms the Section Council, no other members of the Section Council may simultaneously serve on the Lieutenancy Council. This is to encourage and allow for more participation of members of the Section in the life of the Order.

Termination: With the exception of the Section Prior, the Section President may terminate a member from having a position on the Section Council or may terminate that position at any time that he/she determines it is necessary and appropriate. The reason for the termination does not need to be given, except to the Lieutenant and Section Prior.

b. Section Records

Section Presidents should maintain the following records:

Annual Section Report: Each year the Section President files a report with the Lieutenant. The report may consist, for example, of the following information:

- Investiture attendance (# of members attending, # of members invested, # of members promoted)
- Spiritual activity: Section liturgies, funeral liturgies, or liturgies attended by the Order at the invitation of the local Bishop (ordinations, Chrism Mass, Corpus Christi procession, etc.)
- Section Council activity
- Community activity: service (Sections sometimes sign up for prayer vigil hours or participate in other diocesan charitable activities), Section newsletters, photo directories, website activity, etc.
- Nominee Formation: programming for nominees, such as showings of the formational DVD's, Nominations Mas and Dinner, etc.

- Pilgrimages: attendance of Holy Land or Rome pilgrimages by Knights and Dames of the Section

Membership Data: Section Presidents must maintain their own membership rosters (typically in Excel or similar software that lends itself to tasks such as generating mailing labels or mail merges) in order to facilitate Section communications. Membership data should not be shared outside the Order, with the exception of the Chancery, which may request a current membership list in order to invite local Knights and Dames to diocesan liturgies.

Liturgical Notes: Record any liturgical notes (for example, church vesting locations, bowing vs. genuflecting during the procession, seating men and women apart or together in the church, etc.) peculiar to the Section's home diocese.

Annual Mass & Dinner: Keep copies of all important documents for consultation in future years:

- Caterer contracts, hall rental fee, meal & drink costs, billing and payments records
- Organist fees / cantor fees / server gifts
- Printing / mailing expenses
- Menu & drink plan (cash bar / table pour, etc.); instructions for leftovers
- China, flatware, linen, stemware, centerpiece plan
- Copies of all correspondence with caterer, tipping plan, tax-exempt forms, etc.
- Table plans: hospitality table, main table, guest seating diagram
- Copy of invitation
- Copy of Order of Worship, permissions / royalty information for use of hymns, and ceremonial assignments (emcee, lector, gift bearers, deacon role, etc.)
- Copy of program
- Attendee list
- Name cards and plastic badge covers
- Place cards if reusable
- Record of current and past Bishops' preferences for event location, meal, etc.
- Record of Bishop's burse
- Post-mortem report on event identifying feedback and challenges (e.g. with parking or meal choice or facility, etc.)

Section History: Section Presidents should document the Section's history and development and keep the historical account of the Section updated. If no history has yet been written, speak to senior members and obtain Section records from the Lieutenancy to reconstruct the founding of the Section.

- Date of founding of Section
- Names of Section Presidents and years served
- Archive of educational, liturgical, and charitable events conducted in Section

c. Section Treasury

Tax Exemption: See “Tax Exemption” on p. 26.

The Section President may collect charitable donations from members through the Lieutenancy so that members can receive a tax-deduction (for example, some Sections collect money to give to the Bishop for his charities at the Annual Section Mass & Dinner, and these checks can be made out to the Lieutenancy, and the Lieutenancy can return a single check made out to the Bishop or his office).

Section Presidents are officers of the Lieutenancy Council and therefore can possibly deduct travel expenses for Order activities, in-kind donations of certain expenses, etc.

Bank Account: Some Sections may open a bank account to pass through Section moneys.

Managing Expenses: Section expenses include typical office expenses such as mailings and printing, Section activities (for example, annual Mass & Dinner with the Bishop and facility rentals) and Section charitable projects (for example, raising money to send students to the Holy Land for the summer).

Funds are usually collected from members for each gathering or project. If the Section President underestimates the expense of an activity, the balance is paid out-of-president's pocket or out of reserves, if any. If the Section President collects more than is needed to cover the expenses of an activity, that money can be used to reimburse other expenses, can be held in reserve, or it can be added to charitable projects. There is generally no carry-over of funds from one activity to another.

Dues: Some Sections require annual dues to cover expenses such as Section mailings, meetings, and so on. The Section Presidents estimate annual costs to determine annual dues, or they cover expenses throughout the year and send an after-the-fact bill to each member with expenses pro-rated dependent on member participation.

Cost-neutral Events: Section activities are generally cost-neutral with no carry-over of funds from one activity to the next. Events are funded either by annual Section dues or via single-event charges to participating members.

[SOURCE: *Madison Section Council Guidelines*, November 2011]

III. ACTIVITIES

A. Holy Land Projects

1. 2019 PROJECTS APPROVED BY THE GRAND MAGISTERIUM

The annual contributions of members to the Order go directly to the Grand Magisterium to support the vital work of the Latin Patriarchate in funding over 50 schools, several hospitals, a seminary, a major university in the Holy Land and numerous other worthy organizations serving Christians in the Holy Land.

In addition to the monthly support for the expenses of the Patriarchate, the Order of the Holy Sepulchre selects certain projects to be carried out. These projects, among those presented by the Patriarchate, have been positively evaluated by the Commission for the Holy Land.

2. HOLY LAND CHARITIES FUNDED BY NORTH CENTRAL LIEUTENANCY

In addition to the annual contribution to the Order, North Central Lieutenancy members are encouraged to contribute to one of the well-deserving charities that serve Christians in the Holy Land that the Lieutenancy has chosen to support.

a. Bethlehem University

Founded by the De LaSalle Christian Brothers in 1973, Bethlehem University is the first Catholic university in the Holy Land and is a joint venture between the Vatican and the Christian Brothers. More than 3,000 students are currently enrolled with 88% seeking Baccalaureate degrees, 3% obtaining Master's degrees and the remaining in various diploma and certification programs. The student population is 75% female and 25% male. The University is open to students of all faiths. Christians comprise a third of the student population. 53% of the students are from Bethlehem, 37% from Jerusalem and 10% from villages and refugee camps.

Bethlehem University is often referred to as an “oasis of peace” and a “beacon of hope.” Bethlehem University currently is focused on raising \$1.43 million for an expanded Institute for Community Partnership that will provide eight greatly needed classrooms, four faculty offices and a student lounge to meet the needs of the growing student body and to allow greater outreach services and collaboration with the local Bethlehem community.

b. Gaza Summer Camp

c. Caritas Baby Hospital

This was the vision of Father Ernst Schnydrig, founder of Caritas Baby Hospital and Knight of the Holy Sepulchre. Since 1949, Caritas Baby Hospital has cared for babies and their mothers with extraordinary charity and love in the most trying of circumstances, regardless of religion, social background or ability to pay. This past year, they provided medical care and assistance

more than 44,000 times. For the 330,000 children under the age of 14 living in the West Bank between Bethlehem and Hebron, the only place that specifically provides medical care for babies and children is Caritas Baby Hospital in Bethlehem.

The Hospital provides general and specialty care in neurology, cardiology, orthopedics and pulmonology. Mothers can stay overnight in the Hospital close to their children in what is called the Mothers' Residence. This treatment concept links mothers very closely with their children's treatment process. The hospital has a well-developed and respected social service department. Courses are also offered for staff and others at the hospital's advanced training center.

Inside the enclosed city of Bethlehem, Caritas Baby Hospital needs your help to continue caring for the underserved population in Palestine. And what better place to send a donation than to a baby hospital in Bethlehem? As Pope Benedict said during his personal visit to the hospital, "Thanks to the dedication of Caritas Baby Hospital Bethlehem, this institution has remained a quiet oasis for the most vulnerable, and has shone as a beacon of hope, that love can prevail over hatred and peace over violence."

d. Hogar Nino Dios Institute

Hogar Niño Dios (Child God Home) is a home for disabled persons located in Bethlehem just down the street from the Church of the Nativity. Since 2005, the Sisters of the Incarnate Word have been caring for Muslim and Christian children and several adults who have severe mental and/or physical disabilities. Their disabilities include autism, Down syndrome, schizophrenia, cerebral palsy, spinal deformity and various genetic disorders.

Presently the Sisters care for 25 in-home residents and take in several children for daily social activities. Besides special education classes, the residents receive physical therapy, hydrotherapy, speech therapy, and exercise programs. Daily social activities are also an important part of the program.

The Sisters receive no governmental financial support and rely completely on Divine Providence to meet their expenses. Costs include food, housing, medical services, specialized schooling and transportation, wheel chairs, buildings and grounds maintenance, utilities, etc.

The Sisters would like to expand to accommodate up to 50 permanent residents. This would necessitate adding a fourth floor to the present three-story home. Hogar Niño Dios is a loving, joy-filled home that witnesses the love of Christ to little ones and those in great need.

e. Our Lady of Sorrows Elder Center

With dignity and love the Home of Our Lady of Sorrows is a hospice and elder care facility founded in 1957 by the Daughters of Our Lady of Sorrows whose motherhouse is in Tarbes, France. Located in the eastern quarter of Jerusalem the sisters offer spiritual and tireless acts of mercy to the 50 plus residents of the home. They welcome Palestinian elderly men and women of all faiths as well as priests and religious of the Diocese of Jerusalem. Out of a love of Jesus a number of lay volunteers also humbly serve the residents.

The Home depends on the generosity and good-will of donors for funding. The current project is updating the kitchen of the facility. The Home faces numerous challenges, including the fact that the “barrier wall” has been constructed immediately adjacent to the Home. The wall prevents many family members and even some workers from visiting those in the Home. This physical barrier only enhances the feeling of isolation and rejection on the part of the elderly residents.

2017 marked the 60th anniversary of the devotion and selfless sacrifice of the sisters and volunteers who serve the weak, defenseless, and elderly population.

f. HOPE – Holy Land Outreach Promoting Education

HOPE is the acronym for Holy Land Outreach Promoting Education. HOPE is an innovative educational program which has been pairing teachers from the Latin Patriarchate schools in the Holy Land (Israel, Palestine and Jordan) with teachers from the Archdiocese of Cincinnati since 2010. The goal is to build bridges of love, peace and friendship through education. HOPE has branched out beyond Cincinnati and has been introduced into three parishes in the Archdiocese of Chicago.

Teachers from the LP schools come to the United States for training in “Talents Unlimited,” a critical thinking program applicable to any grade level and subject. They meet and partner with U.S. teachers in local Catholic schools. When LP teachers come to the United States HOPE pays for their transportation costs, fees, visas and living expenses for the duration of the visit. Local families open their homes to them. When U.S. teachers go to the Holy Land the teachers pay their own way. In the Holy Land they enjoy the hospitality of their paired teachers, visit classrooms and meet students. They forge friendships classroom-to-classroom and teacher-to-teacher.

In May 2018 HOPE brought 14 teachers to the United States for training. In 2020 HOPE will send a new group of U.S. teachers to the Holy Land. The mission of HOPE is to spread a message of faith formation, learning, sharing experiences and promoting peace through educational development.

B. Pilgrimages

1. HOLY LAND PILGRIMAGES

Every Knight and Dame is expected to make at least one pilgrimage to the Holy Land during his/her lifetime and attend Mass and/or prayers at the Church of the Holy Sepulchre in Jerusalem. A pilgrimage to the Holy Land is required for promotion beyond the rank of Knight or Dame Commander. Typically, a pilgrimage would be taken after one has become a member of the Order and the pilgrimage would be one which was sponsored by the Lieutenancy, but under certain circumstances a Pilgrim Shell may also be awarded to a member for a pilgrimage taken before he/she became a member or from a pilgrimage not sponsored by the Lieutenancy before or after he/she became a member. (See “Holy Land Pilgrimages” on p. 56.)

The basic requirements which must be met for conferral of a Pilgrim Shell are the following:

- The pilgrimage must be sponsored or approved by the North Central Lieutenancy
- The pilgrimage must be led by a Catholic priest or spiritual director
- The pilgrimage must include a Mass and/or prayers at the Church of the Holy Sepulchre in Jerusalem
- The pilgrim must be a member in good standing in the Order

Not just any trip to Israel qualifies as a pilgrimage. For the most complete list of the various elements which should comprise a pilgrimage to the Holy Land, one might refer to the *Guidelines for Holy Land Pilgrimages* issued in 2008 by the Committee on International Justice and Peace of the United States Conference of Catholic Bishops. It is understood, however, that not every pilgrimage might include all of the elements contained in the Guidelines. Any questions as to whether a trip to the Holy Land qualifies as a pilgrimage must be resolved by the Lieutenant, if possible, before the trip is taken. Only the Lieutenant can approve a trip as qualifying pilgrimage for conferral of a Pilgrim Shell and Certificate.

a. Lieutenancy-Sponsored Pilgrimage

A lieutenancy-sponsored pilgrimage includes an audience with Latin Patriarch or Auxiliary and conferral of Pilgrim Shell and Certificate: The Lieutenant will arrange an audience with the Latin Patriarch or an Auxiliary Bishop of Jerusalem and the issuance of Pilgrim Shells and Certificates.

Members are encouraged to promote the annual lieutenancy-sponsored pilgrimage as a means of attracting new members to the Order.

b. Pilgrimages Not Sponsored by the Lieutenancy

1. **Audience with Latin Patriarch or Auxiliary and conferral of Pilgrim Shells and Certificates:** Under certain circumstances and with sufficient advance notice, the Lieutenant may be able to arrange for an introduction for individual members to the Latin Patriarchate as well as the presentation of a Pilgrim Shell and Certificate.
2. **Conferral of Pilgrim Shells and Certificates from pilgrimages taken before membership or without Lieutenancy sponsorship:** A pilgrimage taken before membership has been conferred or taken without the sponsorship of the Lieutenancy will be subject to greater scrutiny by the Lieutenant to determine whether the pilgrimage qualifies for conferral of a Pilgrim Shell and Certificate. In all cases it will be a basic requirement that the pilgrim attended Mass or prayer at the Church of the Holy Sepulchre in Jerusalem. Other questions which the Lieutenant may ask about such a pilgrimage include but are not necessarily limited to the following: Was the pilgrimage carried out as a genuinely religious exercise as opposed to a sight-seeing trip or business trip to Israel? Did the pilgrimage offer the pilgrim ample opportunity for prayer, celebration of the sacraments and personal reflection? Did the lodging accommodations enhance or detract from the spiritual atmosphere expected as part of a true pilgrimage? Were commercial contacts carefully limited with a view to retaining the religious intention of a pilgrimage?

Was the pilgrim given the opportunity to show his/her solidarity with Catholics in the Holy Land by meeting and conversing with them? Was the pilgrim given the opportunity to visit programs or projects in the Holy Land supported by the Catholic Church and/or the Equestrian Order of the Holy Sepulchre of Jerusalem?

3. **Information to be submitted to the Lieutenant:** To receive a Pilgrim Shell and Certificate from a pilgrimage not sponsored by the North Central Lieutenancy, the member must submit the following information to the Lieutenant for consideration:
 - Dates of the pilgrimage
 - Name and address of sponsoring organization
 - Name and contact information of spiritual director
 - Complete itinerary of the pilgrimage (copy of the brochure if possible)
 - Date attending Mass or prayers at Church of the Holy Sepulchre
 - The special circumstances which prevented the pilgrim from going on a Lieutenancy sponsored pilgrimage or, conversely, what were the special circumstances which caused the pilgrim to go on a pilgrimage not sponsored by the Lieutenancy
 - General affirmation that the pilgrim has reviewed the questions above and can confirm that his/her journey to the Holy Land was a true pilgrimage
 - The name of the pilgrim as it should appear on a Certificate
4. **Procedure for obtaining Pilgrim Shell and Certificate:** After the Lieutenant has reviewed the submitted and determined that the pilgrimage qualifies for conferral of a Pilgrim Shell and Certificate the Lieutenant will make a request of the Latin Patriarchate for the issuance of a Pilgrim Shell and Certificate on behalf of the pilgrim and will include a statement that the pilgrim is a Member in good standing.
5. **Presentation of Pilgrim Shell and Certificate:** It is suggested but not required that the Pilgrim Shell and Certificate be conferred upon the pilgrim at an appropriate sectional event or local ceremony.

[SOURCE: North Central Lieutenancy, February, 2015]

c. Conferral of the Pilgrim Shell

Text of the Conferral of the Pilgrim Shell:

Today, I have the distinct pleasure of conferring the Pilgrim Shell upon members of our Order.

The history of the Pilgrim Shell is fascinating. Legend has it that Saint James the Apostle first brought the Good News of Salvation to Spain and the Iberian Peninsula. St. James later made his way back to Palestine to die, and after death, his body was returned to Spain to be buried in his own mission land in the city now called Santiago de Compostela in honor of the apostle. In the 9th century, the place of his burial was rediscovered and gradually it became a place of pilgrimage.

At the time of the First Crusade in 1099, the Seljuk Turks did not allow Christians to visit the Holy Land. As a result the faithful started to flow to Santiago de Compostela in order

to pay homage to Our Lord where one of His apostles lay buried. Since Santiago de Compostela is so close to the sea, shells were abundant and they became the badge of one who had traveled there. As they started the long walk home, the self chosen shell on their garment was a symbol of encouragement to those whom they passed who were on their way to visit the Tomb of St. James.

In later years, as the ebb and flow of history permitted, pilgrims once again made their arduous trips to Palestine and the land of Jesus, but the Sea Shell of Santiago de Compostela had become the sign of a successful pilgrimage, and out of faith and tradition it has remained the badge of pilgrims.

Our Order's roots go back to a quest to secure the right of pilgrims to visit the Holy Land and worship at the Tomb of Our Lord. The Pilgrim Shell commemorated pilgrimages then, as it does ours today, and remains the most coveted award to be earned by a member of the Order. The Pilgrim Shell testifies that the Knight or Dame has seen the results of his or her charity and knows the importance of the mission of the Order and the fulfillment of the apostolate. Making a prayerful pilgrimage to the Holy Land is asked of every member of the Order, and receipt of the Pilgrim Shell should be every member's goal.

Therefore, it is with great pleasure that with the authority conferred upon me by the Latin Patriarch of Jerusalem, His Beatitude, [NAME], and the Grand Master of the Order, [NAME], I confer the Pilgrim Shell upon [NAMES].

[SOURCE: Pilgrim Shell Protocol, November 2011, Vice-Governor General]

d. Pilgrimage Certificates

Those who make an approved pilgrimage to the Holy Land who are not Knights or Dames or who have already received the Pilgrim Shell might receive a Certificate to commemorate the pilgrimage.

2. PILGRIMAGES TO ROME

Members who are in Rome and who would like to meet with the Governor General and/or the Grand Master of the Order should make these meeting arrangements through the Lieutenant—not through tour operators or travel agencies. Due to their busy schedules and travel demands the Governor General and the Grand Master are not able to schedule such meetings more than a month in advance.

C. Lieutenancy Activities

1. ANNUAL MEETING AND INVESTITURE

On the last weekend of September each year, the Lieutenancy holds an Annual Meeting in one of the major Lieutenancy cities. Within the North Central Lieutenancy, the investiture takes place

once a year in each state on a rotating basis: Wisconsin, Michigan, Ohio, Illinois and Indiana. All Knights, Dames, and Canons have a duty to attend the Annual Meeting and Investiture / Promotion ceremonies. The Knights and Dames who have been invested in the past show their support for the investees by their attendance. Any member who nominates a new member has a special reason to attend.

The Annual Meeting traditionally includes the following activities. Time for prayer, adoration, and confession runs throughout the weekend.

- Friday: New investee orientation and a welcome dinner, usually in a culturally interesting venue in the area.
- Saturday: Morning speakers, followed by afternoon Memorial Mass before which those members who have fulfilled their obligations for promotion are promoted and awards are given. The Mass is offered for the deceased of the Lieutenancy. Supper follows, and then an evening Vigil Service and all-night Adoration.
- Sunday: Morning Business Meeting and speakers, followed by afternoon Mass before which new members are invested by the Lieutenancy Prior or his designate, usually the local Diocesan Bishop. The evening ends with a gala dinner.
- Monday: Traveler's Mass for members departing in the morning.

a. Organizing the Annual Meeting

The Annual Meeting is organized by a Host Couple and assisted by the Vice Chancellor of Investiture, a team of local Knights and Dames, and members of the host state in arranging and running the educational, religious, and social festivities. Securing the churches for the ceremonies and the hotels to house the attendees must be accomplished years in advance. Contracts must be signed to assure meeting space and sleeping rooms are available. Normally the date for the investiture is set three years in advance.

Organizational aids for the Host Team include:

- The Lieutenancy has developed a manual for the Annual Meeting weekend that guides the Host Couple through the tasks.
- The Ecclesiastical Master of Ceremonies has approved a set of liturgical aids for use during lieutenancy religious ceremonies.
- The Education Committee works with the local hosts to establish a theme for each investiture that guides the choice of speakers and the topics they will cover in their presentations.
- The Lieutenancy has instituted a system for accepting and transferring property from one investiture site to the next year's venue that includes an indexed catalogue of numbered pieces of property that includes photographs.

b. Section Annual Meeting Attendance

When geographical distance warrants, Section Presidents are encouraged to charter a bus to the Investiture in order to encourage attendance and promote fellowship and prayer among members.

On Friday morning, some Sections meet for Mass with the Section Prior at the Diocesan Center or other appropriate location where cars can be parked for the weekend and the bus can conveniently wait and load luggage. During the bus ride, the Section Prior or other Order priest can use the bus microphone system to lead a Morning Offering, Rosary, Angelus at the appropriate time, etc.

c. Section President Responsibilities During Annual Meeting

Section Presidents have few responsibilities during the Lieutenancy's Annual Meeting, but they are important:

Hospitality to Nominees: Section Presidents have a primary responsibility toward the year's nominees. They should work with the nominators to ensure that the nominees are greeted upon arrival, hospitably included during the evening's Traveler's / Welcome Dinner, introduced to other nominees in the Section or State if they haven't met already, and generally introduced to Knights and Dames throughout the weekend.

Attendance at Lieutenancy Council Meeting: On the Monday morning after the Investiture, the Lieutenancy Council meets. Section President attendance is important if the Section President is to stay abreast of the concerns of the Council and Lieutenancy.

d. Annual Meeting Historical Record

1987
North Central Lieutenancy Inaugural Year
Joint Meeting Northern
and North Central Lieutenancy
Milwaukee, Wisconsin
Sir John and Dame Linita McDonald
H.E. James Madigan, Lieutenant

1988
Detroit, Michigan
Sir Emmett and Dame Kita Judge
H.E. James Madigan, Lieutenant

1989
Cincinnati, Ohio
Sir John Sunnenberg
H.E. James Madigan, Lieutenant

1990
Louisville, Kentucky
Sir Louis Arru
H.E. James Madigan, Lieutenant

1991
Chicago, Illinois
Sir Arthur and Dame Virginia Conrad
H.E. Matthew Lamb, Lieutenant

1992
Indianapolis, Indiana
Sir Robert Alerding
H.E. Matthew Lamb, Lieutenant

1993
Milwaukee, Wisconsin
Sir Robert and Dame Mary Elizabeth Pavlic
H.E. Matthew Lamb, Lieutenant

1994
Detroit, Michigan
Sir Joseph and Dame Loretta Daiek
H.E. Matthew Lamb, Lieutenant

1995
Cleveland, Ohio
Sir Edward and Dame Mary Elizabeth
Mansour H.E. Matthew Lamb, Lieutenant

1996
Chicago, Illinois
Sir Thomas and Dame Mary Joanne
McCabe H.E. Matthew Lamb, Lieutenant

1997
Indianapolis, Indiana
Sir George and Dame Bette Jane Maley H.E.
Matthew Lamb, Lieutenant

1998
Green Bay, Wisconsin
Sir Leo and Dame Francis Frigo
H.E. Matthew Lamb, Lieutenant

1999
Detroit, Michigan
Sir Leo and Dame Helen Peterson
H.E. Thomas McCabe, Lieutenant

2000
Columbus, Ohio
Sir Robert and Dame Dianne Morosky H.E.
Thomas McCabe, Lieutenant

2001
Chicago, Illinois
Sir Charles and Dame Therese Ruby and Sir
Richard and Dame Susan Michaels H.E.
Thomas McCabe, Lieutenant

2002
Indianapolis, Indiana
Sir Albert and Dame Therese Langsenkamp
H.E. Thomas McCabe, Lieutenant

2003
Madison, Wisconsin
Sir Marlen and Dame Arlene Junck H.E.
Thomas McCabe, Lieutenant

2004
Detroit, Michigan
Sir Leo and Dame Helen Peterson H.E.
Thomas McCabe, Lieutenant

2005
Cincinnati, Ohio
Sir Gerald and Dame Dee Zobrist H.E.
Thomas McCabe, Lieutenant

2006
Chicago, Illinois
Sir Thaddeus Makarewicz
and Sir Thomas Mulligan
H.E. Thomas McCabe, Lieutenant

2007
South Bend, Indiana
Sir James and Dame Karen Fitzpatrick H.E.
Jack Rapp, Lieutenant

2008
Milwaukee, Wisconsin
Sir Frederick and Dame Mary Ellen Muth
H.E. Jack Rapp, Lieutenant

2009
Detroit, Michigan
Sir William and Dame Sandra Slowey H.E.
Jack Rapp, Lieutenant

2010
Cleveland, Ohio
Sir Gino and Dame Karen Zavarella
H.E. Charles Foos, Lieutenant

2011
Chicago, Illinois
Sir Max and Dame Mary Brown
H.E. Charles Foos, Lieutenant

2012
Indianapolis, Indiana
Sir Mark and Dame Marie Ford
H.E. Charles Foos, Lieutenant

2013
Green Bay, Wisconsin
Sir Tom and Dame Dawn Olejniczak H.E.
Charles Foos, Lieutenant

2014
Detroit, Michigan
Sir William and Dame Sandra Slowey H.E.
Charles Foos, Lieutenant

2015
Columbus, Ohio
Sir Charles and Dame Susan Hickey
H.E. Max Douglas Brown, Lieutenant

2016
Oak Brook, Illinois
Sir Joseph and Dame Lilliam Civantos
H.E. Max Douglas Brown, Lieutenant

2017
Indianapolis, Indiana
Sir Mark and Dame Marie Ford
Sir Matthew and Dame Bonnie Bunson
H.E. Max Douglas Brown, Lieutenant

2018
Milwaukee, Wisconsin
Sir Frank and Dame Lydia LoCoco
H.E. Max Douglas Brown, Lieutenant

2019
Detroit, Michigan
Sir James and Dame Jacqueline Hicks
H.E. Max Douglas Brown, Lieutenant

2020
COVID-19 Pandemic

2021
Cincinnati, Ohio
Sir Gerald and Dame Dee Zobrist
H.E. Max Douglas Brown, Lieutenant

2022
Chicago, Illinois
Sir Francis Podbielski and Dame Anna
Montes
H.E. Max Douglas Brown, Lieutenant

2023
Fort Wayne, Indiana
Sir John and Dame Patricia Becker
H.E. Thomas M. Olejniczak, Lieutenant

2024
LaCrosse, Wisconsin
Dame Mary Hovel
H.E. Thomas M. Olejniczak, Lieutenant

2. HISTORICAL LIST OF EOHSJ NORTH CENTRAL OFFICERS

1987-1990

Lieutenant: Sir James Madigan
Chancellor: Sir Arthur L. Conrad
Secretary: Sir Matthew J. Lamb
Treasurer: Sir A. Andrew Boemi

1990-1998

Lieutenant: Sir Matthew J. Lamb
Chancellor: Sir Arthur L. Conrad (1990-1995) / Sir William A. Conway (1996-1998)
Secretary: Sir Thomas J. McCabe
Treasurer: Sir John O'Malley

1999-2006

Lieutenant: Sir Thomas J. McCabe
Chancellor: Sir William A. Conway
Secretary: Sir Paul Stimmerford (1999-2001) / Sir Thomas N. Mulligan (2002-2006)
Treasurer: Sir Gerald Brumm (1999-2000) / Sir John McEnaney (2001-2006)

2007-2009

Lieutenant: Sir John W. Rapp, Jr.
Chancellor: Sir Gerald J. Zobrist
Secretary: Sir Charles H. Foos
Treasurer: Sir Thomas N. Mulligan

2010-2014

Lieutenant: Sir Charles H. Foos
Chancellor: Sir Gerald J. Zobrist
Secretary: Sir Max Douglas Brown
Treasurer: Sir Thomas N. Mulligan

2015-2022

Lieutenant: Sir Max Douglas Brown
Chancellor: Sir Mark Ford (2015-2019) / Sir Matthew E. Bunson (2019-2022)
Secretary: Dame Joan Carey
Treasurer: Sir Thomas M. Olejniczak

2023-

Lieutenant: Sir Thomas M. Olejniczak
Chancellor: Sir Matthew E. Bunson
Secretary: Dame Denna A. Flemming
Treasurer: Dame Anna M. Montes

3. GOOD FRIDAY COLLECTION

The Good Friday Collection is an effort by the Order to promote and support the Franciscan Custody of the Holy Land who for 800 years have protected Christian pilgrimage sites. In 2015 the Knights and Dames of the Holy Sepulchre called attention to this collection in their own parishes by helping parishioners understand the crises Christians in the Holy Land experience, inspiring greater commitment by local congregations to the important work of the Franciscans. Coordinators are designated in each Section to distribute materials prepared by the Education Committee for diocesan newspapers and parishes. Though the monies go to the Franciscans and not the Order (the annual Good Friday Collection is their primary source of income), the effort helps the Latin Patriarchate and gives visibility to the Order.

4. BARTOLO LONGO SHRINE

Blessed Bartolo Longo is the first declared Blessed in the Order of the Holy Sepulchre; that declaration was made by Pope John Paul II on October 26, 1980. He had a special devotion to the Rosary.

The Lieutenancy funded an altar dedicated to Blessed Bartolo Longo at the Shrine at Our Lady of Pompeii in Chicago.

5. MASS CARDS

There can be no more special way of remembering loved ones than by having a Mass offered on their behalf in the Holy Land. The North Central Lieutenancy arranges to have Masses celebrated in the Holy Land on behalf of members. Mass stipends go to Catholic parishes in the Holy Land to serve active Catholic communities and which can most benefit from financial support. The basic features of the program are provided below:

- Members submit a special instruction card which identifies 1) the family member, friend or person near and dear to the member on whose behalf the Mass is to be offered and 2) the purpose for which the Mass might be offered. Examples of such a purpose might be a happy celebration like a birthday, anniversary, ordination, wedding, First Communion, Confirmation, graduation or feast day or for a more somber purpose such as an illness, impending death, the repose of the soul of the deceased or on behalf of someone struggling with a crisis in her or her daily life. A check covering the Mass stipend should accompany the request card and mailed to the Holy Land Mass Request Coordinator.
- Members are provided with Mass cards bearing the icon of Our Lady of Palestine which they may mail to the individual on whose behalf the Mass is offered or his/her family to let them know of the intentions being offered.
- Each Mass request is promptly acknowledged by the Mass Stipend Coordinator. Replacement instruction and Mass cards are mailed to the member for future use and submission.
- The Mass requests are forwarded to the Latin Patriarchate which distributes the request to one of the Catholic parishes in the Holy Land which might most benefit from receiving the Mass stipend. Masses are offered by the local parishes on an expeditious, considerate,

respectful and individual basis. By arrangement a Mass might be offered at a specific church in the Holy Land.

- The entire process is overseen by the Finance and Chancellery Offices of the Latin Patriarchate.

D. Section Activities

1. SECTION ANNUAL MASS & DINNER WITH THE BISHOP

Among the duties and responsibilities assigned to Section Presidents include the duty of fostering a close relationship with the Diocesan Bishops in the territory assigned and getting together annually for Mass, followed by dinner. Some Sections work with the Bishop's office to ensure the Annual Mass & Dinner is held on one of the four feast days of the Order.

Estimate expenses and charge members to ensure a break-even event:

Mass organist fee / cantor fees / server gifts
Donation to church
Invitation printing / mailing (invite Lieutenant & Spouse, Bishop & Guest, all members)
Order of Worship printing
Program printing
Hall rental (consider ease of parking, proximity of church to dining hall; consider using Diocesan Center, seminary dining hall, Cathedral dining hall, or Bishop's favorite caterer)
Complimentary meals for distinguished guests (Lieutenant & Spouse, Bishop & Guest, Order Priests, Speakers)
Drinks (cash or open bar; table wines)
Dinner / Dessert / Coffee
Bishop's Burse
Service fee / Sales tax

Invitations:

Invite all members and the year's investees with special invitations to Lieutenant & Spouse, Bishop & Guest, Pilgrim Master (if he or she would like to promote the annual pilgrimage).
Include RSVP cards; allow guests a choice of dinner: meat, seafood, vegetarian, gluten/allergen options
Alert Knights & Dames who were promoted the previous year but didn't attend to receive their insignia
Alert nominators to prepare a short introduction of their nominees
Ensure investees know how to dress
Invite priests to concelebrate and RSVP to Bishop's emcee

Dinner:

Seat Lieutenant & Spouse with Bishop. Seat investees with nominators. Each year mix old and new members to ensure people mix well. Distribute clergy; pair singles with clergy.

Arrange place cards (use colors to show meal choices to servers) and name tags.

Consider creating centerpieces showcasing Order items (some Sections use Jerusalem Cross tiles and flags from past investitures)

Stock welcome table with Order brochures, history, Anno Domini magazines, etc.

Schedule:

Dining hall setup: communicate with facility host, set up welcome table, place cards, sound system, centerpieces

Church setup: communicate with organist / cantor / Bishop's emcee, lector, gift bearers, servers, sound system

Vest (ensure a secure vesting room is identified by placards at church entry way)

Mass

Cocktail Hour

Program / Dinner

Program:

Welcome and thanks to all distinguished guests and clergy; welcome to any speakers.

Nominators introduce investees.

Bishop: meal prayer

Dinner

Announce and applaud promotees.

Speak very briefly on purpose and works of Order, pilgrimages, and works of Section.

Thank Section Council members for their work.

Speaker (some dioceses will invite a speaker on the Holy Land or a cause close to Bishop's heart)

Ask Bishop to present Certificates of Membership to previous year's investees (only if they attended Investiture) and promotees (Promotion Certificates and medals may be presented even if recipient missed the Investiture). Lieutenant mails certificates to Section Presidents when they arrive from Rome.

Provide certificate translation to Bishop (available in Annual Directory) to read aloud if desired

Present Bishop Burse

Section Prior: closing remarks and closing prayer

Final remarks: reminders about upcoming Annual Investiture, bus, etc.

Mass:

Consider inviting a new investee to lector and serve as gift bearers.

Ask lector to check in with Bishop's emcee before Mass.

Arrange penitential rite / Gospel / Mass Intentions with Deacon if there is one.

Distribute Orders of Worship to all assisting at Mass

Each year, keep copies of invitation, Order of Worship, program, hall and meal contracts, etc., for use by future Section Presidents.

2. FUNERALS

Notification: When a member is called to his or her eternal reward, the Lieutenant and all Section members should be notified immediately by the Section President so that letters of condolence may be sent to the family, the deceased member may be properly honored, and prayers may be offered for the deceased.

The Section President should send the following to the Bereavement Officer and inmemoriam@eohsjnorthcentral.org:

- Name and rank of deceased
- Date of death
- Date and location of funeral
- Parish of deceased
- Diocese and address of deceased
- Name of local bishop
- Name, address, and relationship of next of kin or person to whom a condolence letter should be sent
- If applicable, name, address, and relationship of a son, brother, or uncle who is a priest to whom a stipend should be sent for Masses
- Obituary (which may be used for the Lieutenancy newsletter)

[SOURCE: Bereavement Officer's Report, 5-2-2015]

The Section President (if in the city of the deceased) or another member should call on the surviving spouse and offer any possible assistance.

Pall: With the family's prior approval, the coffin may be covered during the service with the funeral pall of the Order. The red cross on the cape must be showing. All sections have or should obtain a pall with the Jerusalem Cross. The Section President or his appointee must take possession of the pall before and immediately after the funeral so that it is available for future use. It should not be left at the church or with the undertaker.

Honor Guard: Each Knight and Dame has the right and privilege to have an Honor Guard at his/her funeral. Since some family members may not be aware of the deceased's Knighthood, the Section President may call the funeral home, who deals directly with the bereaved, and ask if the family wishes the deceased to be honored with the pall of the Order and whether they would like an Honor Guard.

If the family so desires, the Section President shall arrange for an Honor Guard to attend the funeral rite in an official capacity wearing the mantle of the Order during the funeral service. The funeral director will order the procession and seating – either before or after the casket, or, if there are many, directly in front of the celebrant. The Honor Guard delegation shall wait at the entrance door of the church and escort the coffin to the altar. At the end of the service, the Honor Guard delegation shall again escort the coffin to the church exit.

Customs may differ according to local practice, but here are some considerations:

- Follow funeral director instructions, as there are sometimes other groups like the Knights of Columbus present.
- At least ½ hour before Mass, Section Bereavement Master gives pall to presiding priest or funeral director, leaving packaging in car so it doesn't have to be kept track of.
- In some areas it is customary for Knights to sit behind the pall bearers and Dames to sit behind the family.
- After Mass, Bereavement Master waits at the sanctuary rear of the church to receive the pall before the casket is taken to the hearse.
- Generally, after the recessional, the Honor Guard follows servers to the exit. Positions depend on who else is there. When Knights of Columbus are there, they may be on one side with us on the other, and the casket and pall bearers come down between the two groups. When we're the only Honor Guard, women may go on one side and men on the other so the casket comes down between our two lines.
- For Knights and Dames participating in the Honor Guard, Knights wear dark suit with cape and beret. Dames wear dark conventional dress with mantilla and cape. No decorations except Pilgrim Shell are worn. Knights and Dames attending Mass without being in the Honor Guard wear appropriate funeral attire.

Mass Intentions: Section Presidents and other Knights and Dames of the Order often arrange through the Lieutenancy for a Mass to be said in the Holy Land, mailing a Mass Intentions card to the family that offers great spiritual comfort during grief. The Lieutenancy's Bereavement Officer also sends condolences to the next of kin and arranges for Masses to be said by the deceased member's Section Bishop, the Lieutenancy's Cardinal Lieutenancy Prior, in the Holy Land, and by a priest relative of the deceased, if applicable.

Burial: The Knight or Dame may be buried in his or her robe, but without insignia. The insignia can be displayed but then removed. Some families hang the cape on a hanger next to casket with insignia on display.

Cape and Insignia of the Bereaved: Surviving family members may wonder what to do with the cape and insignia. The Section President may offer to take it and offer it to a new nominee but should in any case ensure that families know that medals and capes are liturgical / blessed objects and should not be bought and sold and should be returned to the Order.

3. SECTION LITURGIES

The highest calling of Knights and Dames is to the person of Jesus Christ, and for this reason they are to carefully and diligently foster an active life of prayer, especially for the intentions of Christians in the Holy Land and in order to grow in personal holiness and in friendship with God. As the Constitution of the Order states, "It is not possible to stress sufficiently that the charitable work of the Order must have its roots in the spirituality of its members."

Section Presidents therefore do well to facilitate opportunities of prayer for Knights and Dames of the assigned territory.

1. A Section of the Order may organize its own liturgies and other opportunities for prayer during Lent, at Easter, Christmas, the Day of Remembrance and/or other occasions. For example, on Good Friday and Holy Saturday, Sections may gather to pray Tenebrae or the Office at the empty tabernacle, symbolic of the tomb of the Holy Sepulchre. The Section Prior typically celebrates Order liturgies, with Priest Knights as concelebrants.
2. Sections should hold Mass with the Diocesan Bishop at least once a year.
3. The Order may also be invited to assist in non-Order Catholic liturgies. Section Presidents should be aware of the local Bishop's rubrics for the participation of Knights and Dames in such events. There is no minimum number of Knights and Dames required to participate in local liturgical ceremonies. The Section President and Bishop must approve participation ahead of time.
 - a. **Invitations from the Bishop:** Often the Section President will receive a direct invitation from the Bishop requesting the presence of Knights and Dames at a liturgy. The Section President passes the invitation on to members of the Order or provides the Chancery with the current mailing list so the Bishop may invite Knights & Dames directly.
 - b. **Invitations from outside the Chancery:** On other occasions, someone outside the Bishop's office may issue an invitation. (For example, a religious order may invite Knights & Dames to assist at the order's ordinations.) In such cases, the Section President contacts the Chancery (or, if the Bishop prefers, the Section Prior) to request permission from the Bishop for Knights and Dames to attend before passing the invitation on to members.
- Section Presidents and Section Priors are especially encouraged to organize spiritual events associated with the four feast days of the Order (Feast of St. Helena, August 18, Feast of St. Pius X, August 21, Feast of the Exaltation of the Holy Cross, September 14, Our Lady Queen of Palestine, last Sunday in October) as plenary indulgences are associated with those feasts for members of the Order.

Honor Guards: Honor guards for ecclesiastical events are proper and encouraged. Upon the invitation from the local Bishop, Knights and Dames should officially participate wearing the mantle of the Order in important local religious ceremonies, including but not limited to:

- Installation of a new Bishop
- Ordination of a Bishop
- Funeral of the Bishop
- Whenever requested by the Bishop (typically Chrism Mass, prayer during Holy Week for Christians in the Holy Land, Triduum, ordinations, Masses with processions such as Corpus Christi, etc.)

Processions: Knights & Dames may process differently depending on whether it is a Holy Sepulchre liturgy or not.

Holy Sepulchre liturgies: Dames process first (in rank order, high to low) and then Knights (also in rank order). Holy Sepulchre rubrics seat Knights to the left and Dames to the right in church.

Local liturgies: Rubrics defer to the local Ecclesiastical Master of Ceremonies except for noting that “the position assumed by the Order's representatives in the Procession is one immediately preceding that of the Clergy, due to the Order's dignity as an Institution of Canon Law of the Vatican City State and one of the Catholic Church's Central Bodies.”

Directive For Men’s Berets: At a Mass the beret is customarily removed at the beginning of the service when the celebrant bishop removes his miter and is replaced when he returns it to his head at the conclusion of the service.

Recessional: Generally servers situate themselves down center aisle and wait for celebrant to conclude. Knights and Dames process out immediately after servers (who follow Knights of Columbus honor guard) – no reverencing the altar or tabernacle; just exit pews center aisle in pairs and process.

4. CHARITABLE WORKS

Sections are encouraged to work as a section to further the charitable works of the Order. Here are some examples of Section charitable works:

- One Section raised funds to send Catholic university students to spend two summer months in the Holy Land living and volunteering with Christians in the Holy Land in hopes of forging bonds between them and the university.
- His Beatitude Fouad Twal at the 2006 talk to the North Central Lieutenancy encouraged Knights and Dames to form sister-parish relations with Christians in the Holy Land.
- In another Section, a member established a trust fund (the Bishop Morlino Scholarship Fund) for a single large scholarship gift given annually to Bethlehem University to fund the studies of a Christian student in the Holy Land chosen by the University who has expressed an interest in pursuing medical-related work with a commitment to remain in the Holy Land once trained. The student remains on the scholarship until graduation as long as he or she is a student in good standing. The University monitors the selection. The Lieutenancy appoints Trustees for this fund.

5. FORMATION EVENTS

Formation does not end at investiture. Section Presidents must be concerned with the ongoing formation of all of the members in his/her section. This can be accomplished by providing spiritual activities, volunteer activities, and social activities throughout the year. The Section President should ensure that newsletters from the Grand Magisterium and the Latin Patriarch are distributed to all of the members in his/her section. In addition, updated information regarding events and current affairs in the Holy Land should be a point of considerable concern in keeping the membership informed.

6. EDUCATIONAL EVENTS

Educational events occur at all levels of the Order and are encouraged at the Section level. Section Presidents have a wealth of growing information on the Lieutenancy website’s Education

and Formation section that links to audio and video of presentations at past Annual Meetings in addition to other written resources kept current by the Education Committee. The Education Committee will continue to provide materials to this site. Section Presidents are encouraged to use them in local gatherings, especially for candidates and those members who were not able to attend the Annual Meetings.

All educational activities must strictly follow policies set forth by the Lieutenancy Education Committee. See “Education Committee” on p. 43.

The Constitution of the Order states: “The Order, through its nature and its strictly religious and charitable purposes, does not participate in any movement or demonstration whatsoever of political character” (Title I, Article 3). Educational events must closely adhere to this standard and should have the goal of deepening the Knights and Dames’ understanding of and commitment to the Order and its work, as well as their own ongoing spiritual formation as Knights and Dames of the Order.

1. As the Order of the Holy Sepulchre is a spiritual and not political body, it does not advocate for any political party or organization. Also, as the situation in the Holy Land can be at times a volatile issue, it is important for Section Presidents to exercise prudence in approving speakers and topics. Some Chanceries may even require speakers to Diocesan groups be approved in advance. Presentations by Officers in the Order or from one of the charities approved by the Order are recommended.

2. "The Order has a definite hierarchy. The Grand Master is assisted by a consultative body, the Grand Magisterium, whose task is to identify and agree with the Latin Patriarchate of Jerusalem the programs and action to be undertaken each year to provide for the Christian institutions and communities in the Holy Land(1)". As such, topics and speakers presented should be in accord with public statements of the Grand Master and the Latin Patriarch. It is helpful to have education for the members on the history, activities, and governance of the Order. In addition, events could highlight the religious groups in the Holy Land and promote the members’ knowledge of ecumenical and inter-religious dialogue and cooperation, in line with the documents of Vatican II.

3. "The Equestrian Order of the Holy Sepulchre of Jerusalem is the only lay institution of the Vatican State charged with the task of providing for the needs of the Latin Patriarchate of Jerusalem and of all the activities and initiatives to support the Christian presence in the Holy Land" (History of the Equestrian Order of the Holy Sepulchre, Vatican website). In our efforts to promote a better understanding of these needs, Sectional educational efforts may consider including the following:

- a. Efforts to provide members with the Churches perspective of the current situation of the Christians in the Holy Land.
- b. Efforts to provide background information, based on Church sources, on the identity, history and experiences of the Christian communities in the Holy Land.

- c. Efforts to better understand the importance for building bonds of solidarity between the members of the Order and the Catholic Church in the Holy Land. Theological education on Catholic social teaching, particularly solidarity, justice, and peace, is an essential part of this education.
- d. Efforts to support the unique position of the Christians in the Holy Land as builders of bridges of peace.
- e. Efforts to understand the unique needs of the Christians in the Holy Land. "The especially difficult times following the second Intifada, (which put a stop to work and economic activity in a very large part of the Holy Land), caused many Christians to lose their jobs and prompted the Latin Patriarchate, the Apostolic Nunciature and the other Catholic institutions to engage in the distribution of social and humanitarian aid(1)".
- f. Forwarding of Order newsletters and publications to members. (The Order mailing lists cannot be used for disseminating news of the Holy Land outside of that which comes from within the Order, the Church, or charities approved by the Order.)
- g. Forwarding information from the Holy Land charities approved by the Order.
- h. Organizing meetings to read through and discuss Church documents relating to the Holy Land. For example: one section held a Mass and "Taste of the Middle East" dinner on one of the Feast days of the Order to present the proceedings of the Middle East Synod of Bishops.

7. ANNUAL MEETING AND INVESTITURE

All Knights and Dames have a duty to attend the Annual Meeting and Investiture/Promotion ceremonies. The Annual Meeting weekend is a spiritual, educational and social weekend. Members gather annually to invest new members and promote those who have fulfilled their obligations for promotion. The Knights and Dames who have been invested in the past show their support for the investees by their attendance. Any member who nominates a new member has a special reason to attend.

Within the North Central Lieutenancy the investiture takes place once a year in each state on a rotating basis: Wisconsin, Michigan, Ohio, Illinois and Indiana. All members of the host state are expected to participate in making arrangements for the religious and social festivities. The Lieutenancy Prior is always asked to invest and promote members subject to the Lieutenancy Prior's schedule. Securing the churches for the ceremonies and the hotels to house the attendees must be accomplished years in advance. Contracts must be signed to assure meeting space and sleeping rooms are available. Normally the date for the investiture is set three years in advance. The North Central Lieutenancy works to establish a theme for each investiture.

Knights and Dames are invested the weekend of the annual meeting by the Lieutenancy Prior or his designate, usually the local Diocesan Bishop.

For information on nominees or promotees who are not able to attend the investiture, see “Nominees / Promotees Who Miss Investiture” on p. 92.

[SOURCE: North Central Section President Guidelines, April 2014 Draft]

The Annual Meeting is hosted each year by a team of Knights and Dames lead by a Host Couple and assisted by members of the Lieutenancy Council.

a. Chartering a Section Bus

When geographical distance warrants, Section Presidents are encouraged to charter a bus to the Investiture in order to encourage attendance and promote fellowship and prayer among members.

On Friday morning, some Sections meet for Mass with the Section Prior at the Diocesan Center or other appropriate location where cars can be parked for the weekend and the bus can conveniently wait and load luggage. During the bus ride, the Section Prior or other Order priest can use the bus microphone system to lead a Morning Offering, Rosary, Angelus at the appropriate time, etc.

b. Section President Responsibilities During Annual Meeting

Section Presidents have few responsibilities during the Lieutenancy’s Annual Meeting, but they are important:

Hospitality to Nominees: Section Presidents have a primary responsibility toward the year’s nominees. They should work with the nominators to ensure that the nominees are greeted upon arrival, hospitably included during the evening’s Traveler’s / Welcome Dinner, introduced to other nominees in the Section or State if they haven’t met already, and generally introduced to Knights and Dames throughout the weekend.

Attendance at Lieutenancy Council Meeting: On the Friday afternoon prior to the Investiture, the Lieutenancy Council meets. Section President attendance is important if the Section President is to stay abreast of the concerns of the Council and Lieutenancy.

IV. MEMBERSHIP

A. Duties and Responsibilities

1. DUTIES AND RESPONSIBILITIES OF KNIGHTS AND DAMES

1. To observe and promote the objectives of the Order which include:
 - a. The practice of the virtue of charity supporting and aiding the Church and the Catholic Religion in the Holy Land.
 - b. Promote the preservation and the propagation of the Faith in the Holy Land, and to aid the Catholic Missions in their activities and in their religious, charitable, cultural and social institutions.
 - c. Intensify the practice of the Christian life and to deepen evermore their own faith in absolute loyalty to the Roman Pontiffs.
 - d. Bring together the Catholics from all over the world, in the love and service to the Holy Land, uniting them through the emblem of the Order.
 - e. Foster in all Catholics and non-Catholics of every nation, interest in the Land made holy by the presence of Jesus.
2. To keep in mind in carrying out their own professional and social duties, Catholic ethical principles.
3. To strive to set an example as a Catholic gentleman or dame in word and deed, in adherence to moral and religious principles in an evangelical spirit.
4. To give generously and freely to the Order for the sustenance and development of the Catholic works in the Holy Land.
5. To attend annual meetings and spiritual gatherings of their Lieutenancy to renew their promises to the Order given at their Investiture.
6. To participate at ceremonies of the Order and of the Lieutenancy whenever possible.
7. Endeavor to attend daily Mass, but in any event to attend Mass not only on Holy Days, but:
 - a. The feast in honor of Holy Mary Queen of Palestine (Sunday within the Octave of the Assumption)
 - b. The feast of the Triumph of the Holy Cross (September 14)
 - c. The Feast of St. Pius X (August 20)
 - d. The Feast of St. Helena (August 18)
8. To attend the funeral and pray for the repose of the soul of a departed member.
9. To never risk suspension, expulsion or disciplinary measures by an unethical act of any nature.
10. To assemble in each Diocese annually honoring the Diocesan Bishop at a dinner whenever the diocesan representative seeks to do so.
11. Advise Secretary of changes in address.

2. OBLIGATIONS AND EXPECTATIONS OF PRIEST KNIGHTS

General Obligations: Priest Knights are required to participate actively in the life of the Order and in particular in those activities designed to achieve the goals of the Constitution, to observe precisely the rules of the Constitution and the General Regulations, and to follow fully and faithfully the directives of the Cardinal Grand Master, the Grand Magisterium and the Governor General, as well as the North Central Lieutenancy.

Annual Contributions: Priest Knights are obliged to make annual contributions to the Order in the amount specified by the North Central Lieutenancy and to keep current with their contributions.

Special Appeals: Priest Knights are asked to respond to special appeals which may be established by the Grand Magisterium for the benefit of Christians in the Holy Land.

North Central Lieutenancy Activities: Priest Knights are expected to take part in the liturgical celebrations and the religious, charitable and institutional activities of the North Central Lieutenancy, including but not limited to the annual meeting of the North Central Lieutenancy.

Sectional Activities: Priest Knights are asked to assist in planning and organizing and participating in local events and activities which promote spiritual growth and renewal, including but not limited to special Masses, retreats and days of reflection.

Pilgrimage: Except for justified reasons, Priest Knights are expected go on a pilgrimage to the Holy Land at least once in their lives.

Conduct: Priest Knights must abstain from any action or form of behavior that can constitute a serious public violation of divine or ecclesiastical law, threatening ecclesial communal seriously or damaging in any way the reputation and the honorability of the Order.

Pastoral Ministry: Priest Knights are expected to provide spiritual and emotional support and counseling for Knights and Dames of the Lieutenancy and Section, offering them comfort in times of spiritual distress and anxiety.

Liturgical Ceremonies: Priest Knights are asked to participate in all Masses and liturgical ceremonies of the Lieutenancy and/or Section. In conjunction with these liturgical celebrations, Priest Knights are asked to assist with the sacrament of confession, penance and reconciliation.

Recruitment: Priest Knights are requested to nominate faithful Catholic parishioners from their community who satisfy the requirements for membership in the Order.

Education--Formation and Continuing Formation: Priest Knights should inform fellow members of the Order as to any educational opportunities offered or available in the surrounding community which might enhance the spiritual development of members and/or more fully inform members as to the plight of Christians in the Holy Land.

Squires: Priest Knights are called upon to facilitate the spiritual mentoring of young Catholic adults by members of the Order as part of the North Central Lieutenancy Squires Program. They

are to instruct and guide Squires and supplement the religious education of Squires when necessary as to the basic teachings of the Catholic Church.

Prayer Ministry: Priest Knights should support the Prayer Ministry of the Lieutenancy. They are asked to submit prayers and reflections for the edification of members and for the benefit of those on whose behalf the prayers are being offered.

Visitation Ministry: When possible and where appropriate Priest Knights should visit retired members of the Order who are in poor health, afflicted, lonely or suffer from special difficulties or circumstances.

[APPROVED: May 1, 2021; North Central Lieutenancy Council]

3. ANNUAL CONTRIBUTION

Knights and Dames have an obligation to support the work of the Order through annual giving. Each year toward the end of the calendar year the Lieutenant sends a letter to all members with a contribution card and envelope.

Each member is asked to fill out and return the contribution and card, which identifies two categories of contributions:

1. **Annual Contribution**, whose current amount is \$750.00, was determined by the Lieutenancy Council, although Knights and Dames are encouraged to give beyond this amount when possible. These funds are sent directly to the Grand Magisterium in Rome for support of the Latin Patriarchate and special projects in the Holy Land undertaken by the Grand Magisterium. Although the total amount varies, the North Central Lieutenancy forwards around \$500,000 annually.
2. **Additional Voluntary Contributions**, whose recipients are determined by the Lieutenancy Council in consultation with the Charity Committee. These contributions are “restricted” in that they go to the recipients the Knight or Dame specifies on the contribution card. The charities approved by the Grand Magisterium and chosen to represent a broad spectrum of needs in the Holy Land will be presented to North Central Lieutenancy members each year to which voluntary contributions can be made. These charities will be featured in Lieutenancy newsletters and may be visited during Lieutenancy pilgrimages.

Though this *Manual* cannot provide legal advice, members should consider the following when dating their contribution checks: “You can deduct your contributions only in the year you actually make them in cash or other property... a check you mail to a charity is considered delivered on the date you mail it” (IRS Publication #526, 2013). For purposes of registering and acknowledging a member’s annual contribution, the Lieutenancy uses the date of the postmark on the envelope containing the annual contribution check, not the date the check was written or the date it was received. Thus for a contribution to be counted in the current year as a charitable contribution, a check must be dated and mailed in an envelope postmarked no later than December 31 of the tax year.

The Lieutenancy ensures that the written acknowledgment letter conforms to the requirements of IRS Publication #1771, including the name of the organization, the amount of the contribution, and a statement that no goods or services were provided by the organization in return for the contribution.

New members are expected to pay the annual contribution the year of investiture.

B. Membership Data

1. RECORD RETENTION

Record retention for the Lieutenancy is governed by the Document and Data Retention Policy in Section V.C.

a. Member Files

For each member, all original documentation is sent to Rome where a paper file is kept. The Lieutenancy retains a scanned file of the information submitted at the time of nomination and also any further promotions paperwork.

b. Lieutenancy Database

Member records and updated contact information are kept in an official Lieutenancy membership database. Lieutenancy Council members and Section Presidents can access the Lieutenancy database once they have set up permissions with the Database Manager who sends quarterly reports from the database of the Membership Directory (by last name and grouped by section) and the Promotion Report to the Lieutenant, Treasurer, and Secretary, based on the latest Membership and Financial data files.

The Lieutenancy sends an annual report to Section Presidents in late winter with current financial data, as members cannot be promoted unless they are paid in full.

2. ANNUAL DIRECTORY

The Annual Directory is published annually and distributed to attendees of the Annual Meeting (Investiture weekend). Members who are not able to attend the Annual Meeting will have the directory mailed to them, usually within a month of the investiture.

The Directory cover shows the North Central Lieutenancy logo of the Church of the Holy Sepulchre in Jerusalem.

The Annual Directory includes:

- Information about the next upcoming Annual Meeting
- Photos of the Lieutenancy's Lieutenancy Prior and Executive Committee
- A brief history of the Order

- The Order today (purposes, structure, activities, membership, and the duty of prayer for peace in Jerusalem)
- Prayers and privileges (plenary indulgences on Feasts) of the Order
- Brief biography of Blessed Bartolo Longo, a 19th century Knight declared Blessed by Pope John Paul II in 1980
- List of Annual Meeting locations each year
- North Central Lieutenancy Council members
- North Central Lieutenancy Section Presidents
- Names of current investees
- Names of current promotees
- Names of those receiving meritorious service awards
- English translation of scroll given to Knights and Dames
- Directory listing of all active North Central Lieutenancy Knights and Dames
- Listing of deceased members of North Central Lieutenancy
- Change of Address form

It is the duty of the Lieutenancy Secretary to communicate a list of names of those who did not receive a directory to the printer, who then mails a copy to all other members. Non-attending members receive the directory within a month of the Investiture.

3. UPDATING MEMBER INFORMATION

Members or Section Presidents may send membership information changes (deaths, address changes, changes in contact information, rank or Pilgrim Shell information missing, etc.) to memberinfochanges@eohsjnorthcentral.org. This copies all individuals who need to know, including the chairperson of the upcoming Investiture.

Member information changes may also be made through the website. The main Admin page of the Members area includes a PDF manual explaining how changes are made. Section Presidents can update contact information in the database, but not much else.

4. MEMBERSHIP TRANSFER

When a member moves out of a Lieutenancy, his or her membership should be transferred.

1. The member or the receiving Lieutenancy contacts the Lieutenant or Section President to request a transfer of records.

NOTE: If a Section President is aware that a member has moved out of the Section but has not requested a transfer, the Section President may contact the member. The transfer proceeds only after the member requests it.

2. The Section President alerts the Lieutenancy out of which the member is moving (the “home Lieutenancy”).
3. The home Lieutenancy alerts the Lieutenancy into which the member is moving (the “incoming Lieutenancy”) and requests that the appropriate officer of the incoming

Lieutenancy (sometimes the Lieutenant but frequently the Secretary or Treasurer) communicate the requirements for transfer.

SAMPLE REQUEST:

Permit me to introduce you to Sir [NAME], [RANK], who is a member of the North Central Lieutenancy of the Order of the Holy Sepulchre of Jerusalem, admitted to the Order in [YEAR] and promoted [PROMOTIONS DATA]. [NAME] has requested a transfer to the [NAME] Lieutenancy from the North Central Lieutenancy as evidenced by his email correspondence below.

This transfer is with the knowledge of the Lieutenant of the North Central Lieutenancy HE [NAME, RANK] and with the affirmation from our Treasurer [NAME, RANK] that [NAME] is a member in good standing in the North Central Lieutenancy.

Please let us know to whom we might forward the file or any other steps which might be necessary to effectuate the transfer to your Lieutenancy.

Thank you and our very best regards.

4. The home Lieutenancy provides the necessary documents from the home file to the incoming Lieutenancy: generally attestation that incoming members are in good standing in the home Lieutenancy and the hard-copy file. The home Lieutenancy retains a copy of the transfer letter.

If a member moves to a diocese where the Order is not present, he or she can request membership in an adjoining diocese (the nearest one that has membership). Or the member can make efforts to establish the Order in the new diocese.

If the home Lieutenancy learns retroactively that a member has been received by another Lieutenancy without going through the transfer process, the home Lieutenancy may add an annotation in the record such as, “This member has been received by another lieutenancy without going through the formal transfer process.” The home lieutenancy then changes the status of that member to a transfer so that the record no longer appears in the home lieutenancy’s annual report.

5. MEMBERS WHO MISS INVESTITURE / PROMOTIONS

Nominees: The names of Candidates who do not attend must be transmitted to the maintainer of the database by the host couple. These members, though *bona fide* members once Rome has approved their nominations, are classified in the database as Candidates and do not receive a recorded Investiture date until they are able to be invested and receive their insignia and capes. They are not included in the Directory or the annual census and therefore don’t receive items such as the *Annales*. They should be scheduled to be invested the following year.

Because the Directory goes to press a month before the Investiture, Candidates are all included by default, though they are to be removed if they alert us that they cannot attend. If an approved Candidate fails to attend an Investiture after 2 years, his or her candidacy will be removed.

Promotees: Promotees who miss the Annual Meeting may receive their insignia of knighthood commemorating their promotion. Section Presidents should pick them up from the Medal Master. The decorations may be bestowed by the Section Bishop at the Section's Annual Bishop Dinner or directly from the Section Presidents.

6. MEMBERS LIVING OUTSIDE THE LIEUTENANCY

Usually a candidate is received (invested) in the Lieutenancy covering the state in which the candidate resides at the time of investiture. This enables an invested member to fully participate in the activities of the local Section and the larger Lieutenancy. On the other hand, there may be certain limited circumstances which would suggest that a candidate might be invested in a Lieutenancy other than the one in which the candidate currently resides (for example, a prior attachment to that Lieutenancy or a possible future residency in that Lieutenancy).

A candidate may be nominated by any member in the Order in good standing. That is to say, a nominator need not be a member of the same Lieutenancy into which the candidate is invested, although in most cases the nominator resides in the same Lieutenancy.

Once admitted to the Order a member may choose to remain a member of the same Lieutenancy into which he/she is admitted notwithstanding the fact he/she moves to another state in a different Lieutenancy in the course of their lives. As a general rule, most members transfer to the new Lieutenancy in which they come to reside.

C. Communication with Members

Section Communication: Section Presidents are responsible for communicating Section news and activities to their members.

Lieutenancy Communication: The Lieutenancy generally communicates directly with all members. Section Presidents may still need to forward communiques from the Lieutenancy from time to time.

Members Without E-mail: There may always be some members who do not have email, especially as members age and lose the capacity to manage technology. Different Sections find different ways of dealing with this. A suggestion: find volunteers (preferably friends of the email-less member) who are willing to pass on all email communications in a timely manner to the email-less member, either by printing and mailing the communications or over the phone.

1. WEBSITES

Order Website: The Order website is maintained at the Vatican.va site. There is an English or Italian version. http://www.vatican.va/roman_curia/institutions_connected/oessh/

Lieutenancy Website: The Lieutenancy website is www.eohsjnorthcentral.org.

Section Website: Individual Sections may keep their own websites, but website space and tools for events and announcements for individual Sections is also available in the Member pages of

the Lieutenancy website, so increasingly Sections have found that Section websites are redundant.

2. NEWSLETTERS

The Lieutenancy website www.eohsjnorthcentral.org archives links to Order and Lieutenancy newsletters and several other sources of news from the Holy Land.

Order Newsletter and Annals: The Order has published a newsletter since 2002, initially in English, Italian, and German, with French and Spanish added in 2004. In 2010 the Order published the first volume of what is expected to be a separate annual publication called the *Annales* and is intended to serve as an Annual Report on the Order's activities.

Latin Patriarch: *Jerusalem* is the monthly newsletter of the Latin Patriarch of Jerusalem, published since 2011.

North Central Lieutenancy: *The Page* is the tri-annual newsletter of the North Central Lieutenancy (Winter / Spring, Summer, Fall). Section Presidents are encouraged to send all Section news and photographs to editor of *The Page* (news of the annual dinner, any Masses attended by the Order, news of promotions and nominations, etc.). *The Page* is a tool used to:

1. Personalize the local and international work of the Order
2. Strengthen members' spirituality
3. Help members understand and relate better to those we serve in the Holy Land

3. PUBLICITY

Generally, publicity is not sought. However, on the occasion of the Annual Meeting and Investiture, press releases should be issued to the press of the city where the meeting is being held through the Chancery of the Diocese. This matter is left with the members in the city of the meeting.

In other cities of the honorees, both investees and promotees, press releases can and should be issued through the Chancery of the Diocese involved.

[SOURCE: Lieutenant's Manual, 1999, p. 12]

4. SYMBOLS OF THE ORDER

Order symbols may be used only for institutional reasons, never for personal reasons. Each symbol may be used only by the level of the operational organization it refers to.

Only the Lieutenant, Lieutenancy Officers, and Section Presidents may use the Order's symbols for paper or email letterhead and headings, and then only for institutional, not personal, correspondence. They are responsible for its correct printing and use.

The **Equestrian Order of the Holy Sepulchre of Jerusalem Coat of Arms** may be used only by the Grand Magisterium.



The **Jerusalem Cross Shield** may be used at the level of the Lieutenancy.



Members may add the **Jerusalem Cross Seal** on their cards, but only as representatives of the Order, never for normal social and professional occasions.



The **Church of the Holy Sepulchre** was designed for the North Central Lieutenancy only.



5. LIEUTENANCY EMAIL ADDRESSES

The Director of Technology maintains a set of generic email addresses using the @eohsjnorthcentral.org domain that forward to the member holding the specified office or relevant group. They include:

Generic Email Address	Recipient Officers
lieutenant@eohsjnorthcentral.org	Lieutenant
chancellor@eohsjnorthcentral.org	Chancellor
secretary@eohsjnorthcentral.org	Secretary
treasurer@eohsjnorthcentral.org	Treasurer
vc_membership@eohsjnorthcentral.org	VC Membership
inmemoriam@eohsjnorthcentral.org	Bereavement Officer Editor of The Page Lieutenant Secretary Upcoming Host Couple

The Director of Technology maintains these email addresses on the Contact section of the lieutenant website using a contact form or the “mailto:” URI scheme to allow members to communicate easily with officers even when they don’t know who holds which office.

D. Nomination and Promotion Procedures

Reference Guide – updated 11/22

The deadline for submission of all nomination and promotion documents to the Vice Chancellor for Membership is April 10th.

Dame Ann Vorpahl, LGCHS

vc_membership@eohsjnorthcentral.org

1. NOMINATIONS

a. Nomination of Lay Candidates

Below are the steps the Section Presidents are to take to submit a completed nomination packet for lay candidates:

- 1) The Section President mails a letter and/or sends an email to members of the Section calling for nominations of new members. This correspondence should go out after the Investiture of each year. The correspondence should include a **Nomination for Membership Form**.

- 2) The Section President receives the **Nomination for Membership Form** for each nominated candidate from a current member. If a husband and wife are both being nominated, a separate **Nomination for Membership Form** should be submitted for each. Husbands and wives are nominated to the Equestrian Order as individuals, not as a couple, so each nominee needs to submit their own documents. The Section President makes sure the **Nomination for Membership Form** has been fully completed for each nominee.
 - 3) The Section President contacts each nominee and reviews the nomination process with the nominee or nominee couple. The Section President informs the nominee that he/she will be contacting their Pastor (see step #4) to obtain a letter of recommendation and later in the process will be contacting the local Bishop (see step #5) to obtain a letter of approval. The Section President instructs the nominee to start collecting the following documents: (all documents must be typed or printed legibly in black ink. The nominees should submit the original documents and two sets of copies to the Section Presidents, who then will send the originals and one set of copies to the Vice Chancellor for Membership.)
- A certified copy of each nominee's **Baptismal Certificate**, available from the parish where the baptism took place as it appears in the parish records. The nominee must call the parish where he/she was baptized and request that they send a parish baptismal certificate with notations to the nominee. Please ask the nominee to **not** submit a birth certificate or the original certificate received when they were baptized.
 - In the event a nominee was baptized at a Military Post, the records may be obtained from the Archdiocese for Military Services, USA, P.O. Box 4469, Washington, D.C. 20017-0469; Office of Sacramental Records; Phone #: 202-719-3602. Sacramental records may also be requested by going to the website for the Archdiocese for Military Services, USA at www.milarch.org.
 - In the event the nominee is a convert to the Catholic Church, the baptismal certificate (or copy) from a Christian church is acceptable along with a certificate of their Profession of Faith and Confirmation that indicates acceptance into the Catholic Faith. This current official certificate is should be obtained by contacting the parish where the nominee was brought into full communion.
 - In the event the nominee, for political or other reasons, has no access to Church records, the candidate can work with the Lieutenancy to attest to the information concerning his or her baptism.
 - If applicable, one sacramental **Marriage Certificate** per nominee, not per couple (one for husband, one for wife); certified and currently dated, available from the parish where the wedding took place as it appears in the parish records. This can be obtained by calling the parish where the marriage took place. Please do not send a civil marriage license. Records for US military personnel or for government employees stationed overseas at the time of the marriage are available from the Archdiocese for Military Services.

- **BRIEF *Curriculum Vitae*** of the candidate's skills, experience, education, honors and charitable works which provides a complete picture of the nominee's accomplishments. This should not be merely a work resumé!
- **Letter of Acceptance** - Signed and dated letter addressed to their Section President from each nominee stating that he/she accepts membership into the Order and understands the responsibilities, obligations and privileges of membership.
- **Non-refundable contribution of \$1,000** from each nominee (the check should be made out to the “Equestrian Order of the Holy Sepulchre”).

The candidate should be made aware of the likely expenses which are typically incurred the first year of membership, the usual cost of attending annual meetings as well as the ongoing annual financial contributions which members are expected to make.

- 4) As soon as possible after contacting the nominee, the Section President contacts the Pastor of the nominee and requests a letter of recommendation. The name of the Pastor of the candidate can be found on his/her completed **Nomination for Membership Form**. The letter from the Pastor may express his support in any way he chooses but the essential message should be 1) each candidate is a devout and faithful Catholic, is known to be charitable and exhibits an exemplary moral character and 2) the candidate would be a worthy member of the Equestrian Order of the Holy Sepulchre. This letter should be addressed to the Section Presidents.
- 5) Upon obtaining the documents for all candidates in steps #3 and #4, the Section President contacts the local Bishop and requests a letter of approval for each candidate. This letter should be address to the current Lieutenant of the North Central Lieutenancy. (In some Sections, the local Bishop may want to pre-approve candidates before a candidate is contacted by the Section President per step #3 above.)
- 6) The Section President submits a **completed package** of material for each candidate to the ***Vice* Chancellor *for Membership*** which will consist of the **set of originals and 1 set of copies** of each of the following (Section Presidents should keep another set of copies for their records):
 1. **Nomination for Membership Form**
 2. Baptismal Certificate – Current, original
 3. Marriage Certificate – Current, original
 4. Brief Curriculum Vitae
 5. Letter of Acceptance of Nomination
 6. Pastor’s Letter of Recommendation
 7. Bishop’s Letter of Approval
 8. Check for \$1000

b. Nomination of Deacon and Priest Candidates

Only bishops may nominate deacons and priests for membership into the Order. A letter from a bishop nominating a priest or deacon should be on the bishop’s official stationery and directed to

the Lieutenant. Upon receipt of the nomination letter, the Lieutenant will notify the Section President of the clerical nomination.

- 1) Upon notification of the clerical (priest) nomination, the Section President will obtain from the nominated cleric the information necessary to complete the **Nomination for Membership - Priest Form**.
- 2) Deacons are nominated by their bishop as well, but their paperwork is collected and filled out as a lay candidate. Their information is placed on the **Nomination for Membership Form**. Be sure to include their clerical title: Rev. Mr. on their Nomination Form. See the above Nomination for Lay Candidates sections #3-4 for the paperwork they must gather. The Lieutenant will add their letter of nomination from their bishop.
- 3) The Section President submits a package of material for each clerical (priest) candidate to the ***Vice Chancellor of Membership*** which will consist of the **set of originals and 1 set of copies** of each of the following (Section Presidents should keep another set of copies for their records):
 1. **Nomination for Membership - Priest Form**
 2. Brief Curriculum Vitae
 3. Letter of Acceptance of Nomination
 4. Check for \$1,000 (made out to the “Equestrian Order of the Holy Sepulchre”).
 5. The Lieutenant will complete the package of material by adding the Bishop’s Letter of Nomination.

c. Nomination of Bishop Candidates

Only archbishops may nominate bishops for membership into the Order. A letter from an archbishop nominating a bishop should be on the archbishop’s official stationery and directed to the Lieutenant. Upon receipt of the nomination letter the Lieutenant will notify the Section President of the bishop’s nomination.

- 1) Upon notification of the bishop’s nomination, the Section President will obtain from the nominated bishop the information necessary to complete the **Nomination for Membership - Priest Form**.
- 2) The Section President submits a package of material for the nominated bishop to the ***Vice Chancellor for Nominations and Promotions*** which will consist of the **set of originals and 1 set of copies** of each of the following (Section Presidents should keep another set of copies for their records):
 1. **Nomination for Membership (Priest) Form**
 2. Brief Curriculum Vitae
 3. Letter of Acceptance of Nomination
 4. Check for \$1,000.
 5. The Lieutenant will complete the package of material by adding the Archbishop’s Letter of Nomination.

2. PROMOTIONS

a. Promotion of Lay Members

Sometime after the first of the year the Lieutenancy sends out a report to each Section President identifying those members who are eligible for promotion according to the Lieutenancy records.

- 1) The Section President determines whether those members who are deemed eligible for promotion by the Lieutenancy have also been active in their Section so as to warrant the honor of advancing in rank.
- 2) **The Section President informs all eligible members** that they meet the criteria for promotion and ask them whether they wish to be promoted. If they accept the promotion the Section President sends a **Promotion in Rank Form** to the eligible member and requests the member to complete and sign the form. The other documents required for promotion are a summary of service to the Order and the Church from the promotee and a check for the amount of their honorarium.
- 3) The Section President contacts the local Bishop and requests a letter of approval for each candidate to be promoted.
- 4) The Section President submits a completed package of material for each candidate for promotion to the **Vice Chancellor of Membership** which will consist of **the set of originals and 1 set of copies** of each of the following (Section Presidents should keep another set of copies for their records):
 1. **Promotion in Rank Form**
 2. Summary of Service
 3. Bishop's Letter of Approval
 4. Check in the amount of \$1,200 for promotion to Commander, \$2,000 for promotion to Commander with Star or \$2,600 for promotion to Grand Cross.

b. Promotion of Clerical Members

The steps for promoting clerical members are the same as above. However:

- Deacons cannot not be promoted beyond the rank of Knight. (NOTE: If a Knight previously promoted beyond KHS is ordained a deacon, he retains his promoted rank.)
- Priests may only advance to the rank of Knight Commander.
- Bishops and archbishops may advance to the rank of Knight Commander with Star.
- A Lieutenancy Prior who is a Cardinal is accorded the rank of Knight Grand Cross.

Equestrian Order of the Holy Sepulchre - North Central US Lieutenancy

Contributions and criteria for promotion

Contribution	\$
Admission	\$1,000
Promotion to Commander	\$1,200
Promotion to Grand Officer (Commander with Star)	\$2,000
Promotion to Grand Cross	\$2,600

Criteria Required for Promotion	Commander	Commander w/Star	Grand Cross
Years of service since admission† or last promotion	3	4	5
# of Annual Meetings attended since admission† or last promotion	3	4	5
# of annual contributions made since admission† or last promotion	3	4	5
Must have received Pilgrim Shell	No	Yes	Yes
Frequent attendance at mid-year meetings, funerals, other Lieutenancy and Order events, and at Diocesan events when the Order's presence is requested.	Yes	Yes	Yes
Service in the Lieutenancy as a committee member or volunteer, or other service to the Lieutenancy, Church, or Holy Land worthy of a Star.	N/A	Yes	N/A
Service in the Lieutenancy as an Officer, Council Member, or as a committee or program chair at the Lieutenancy or Section Level, or other corresponding service to the Lieutenancy, Church, or Holy Land worthy of a Grand Cross.	N/A	N/A	Yes

† Time elapsed or the fulfillment of other requirements **since admission** is relevant only in the criteria for promotion to Commander

The deadline for submission of all nomination and promotion documents to the Vice Chancellor for Membership is April 10th.

OTHER HELPFUL TIPS:

1. Please be mindful of the deadline for submission of your packets of paperwork. Give your nominees and promotees an earlier deadline, i.e. March 1 or March 15 to get their paperwork to you on time.
2. Please gather all paperwork for a candidate or promote before submitting their applications.
3. A married candidate must submit a sacramental marriage certificate, even though their marriage is noted on their baptismal certificate.
4. Encourage all paperwork and checks to be done for each individual nominee or promotee.

5. Be sure to use the current (2023) Forms and fill them out completely.
6. Use the computer-writable forms whenever possible. They are sent by email to all Section Presidents prior to the nomination and promotion deadline. Flat image forms are available in the Membership Section of the Member Operation Manual (MOM).
7. The criteria for Promotions are also listed in MOM, as well as the estimated expenses for new nominees and sample letters of recommendation. Please do not offer promotions to members that do not meet the promotion criteria.
8. In filling out the **Nomination for Membership - Priest Form**, please fill out the Ecclesiastical Title and Reference blanks as follows:

a. Ecclesiastical Title: Priest	Reference: Reverend
b. Ecclesiastical Title: Priest	Reference: Very Reverend
c. Ecclesiastical Title: Priest	Reference: Reverend Monsignor
d. Ecclesiastical Title: Abbot	Reference: Right Reverend
e. Ecclesiastical Title: Bishop	Reference: Most Reverend
f. Ecclesiastical Title: Archbishop	Reference: Most Reverend

3. SUBMISSION OF DOCUMENTS TO GRAND MAGISTERIUM

Section Presidents should counsel nominees that nomination alone does not guarantee acceptance by the Grand Magisterium and membership admission.

A nominee becomes a Knight or Dame when the Grand Master in Rome signs the decree. The investiture is necessary before members are allowed to assume the privileges of membership, which includes wearing the insignia, styling themselves as Sir or Dame, and assuming liturgical dress.

Upon approval by the Grand Master, the Lieutenant shall send a letter of congratulations to each nominee as to their membership acceptance into the Order, including forms and instructions on how to order capes, berets, gloves, and mantillas.

4. FORMATION AND PREPARING FOR THE INVESTITURE

a. Section Formation Sessions

Since the Order of the Holy Sepulchre is one of only two Catholic orders of chivalry with an ongoing, active mission, it is important that candidates understand the role of this ancient order in the modern world so as to faithfully carry out that mission. It is the tradition and practice of the Catholic Church that prior to being formally and publicly made a member of any ecclesiastical community that the members receive a thorough formation into the life, spirituality, and customs of that community. In keeping with that practice, it is the responsibility of Section Presidents to ensure that candidates for membership complete a period of structured formation to assist them and the Section Presidents in the discernment of their individual calling

towards membership and in their learning about the mission, structure, history, spirituality, and expectations of the Order.

While it is true that candidates are often nominated for membership based on their accomplishments – professionally, civilly, and ecclesiastically – it must be emphasized the membership in the Order of the Holy Sepulchre is not an award. Each and every member of the Order has a responsibility to participate in the Order’s mission.

One of the purposes of formation is to assist in the discernment of the candidates and their Section Presidents to judge whether the candidate has a calling to the Order or not. Discernment takes time with the help of information, meaningful experiences with the community, and prayerful reflection. The Section President shall, with the help of the candidate’s nominator, provide information on the mission of the Order, the investiture service, the need to participate in annual meetings and investiture ceremonies, a pilgrimage, annual meetings and other spiritual exercises for members of the Section, and to answer any of the nominee’s questions.

Formation Sessions: The Section Presidents shall also arrange to hold the complete set of formational sessions from the Lieutenancy Formation Guide, developed by the Education Committee, for all nominees prior to the Investiture, led by the Section Prior.

The Formation Guide introduces the four mission statements of the Order to the new investees one at a time over the course of the summer prior to the Investiture, beginning in June and ending in September, in order to provide the new investees with the opportunity to read and digest each mission statement separately. Each mission statement is explored in these four documents with rich historical and spiritual information. At the end of each session are questions upon which the new investees might reflect. The Formation Guide will be updated each year, certainly with regards to information and photos of new projects in the Holy Land but also with regards to new and different statements or articles of interest that relate to the mission statements.

Additional Section Opportunities: Besides formal sessions, Section formation should include opportunities to meet and interact with the full membership of the section. This could be done by including the candidates in the Annual Bishop’s Mass and Dinner/Luncheon, a Lenten Day of Reflection, and other Section gatherings. These opportunities assist in the discernment process. As the candidates meet the Members, it becomes clear whether the candidates will be a good fit in the community over time. In addition, early development of bonds between the candidates and members helps to keep the candidates connected and active past investiture.

b. Vice Chancellor of Formation Communications

The following emails are sent throughout the summer prior to the Investiture:

- Letter of congratulations to nominees prior to Grand Magisterium’s approval
- Email following Grand Magisterium’s approval with basic information on the Order
- Email including instructions for ordering cloaks, capes, berets, mantillas, and gloves; Nominees should be encouraged to place these orders as soon as they are notified of

acceptance into the Order so as to be assured of on-time delivery of these symbols of their membership in the Order. Stoles for priests and bishops are provided by the Order. This vestment is presented to each priest-nominee or bishop-nominee upon their investiture.

- Four emails on June 1, July 1, August 1, and September 1 with the four formation packets.
- In September the Knight's and Dame's Promise (signed by each investee at the Vigil Service later that month) will be sent along with plans for receiving and welcoming investees to the Investiture weekend.

5. ANNUAL MEETING ORIENTATION FOR NEW INVESTEES

At the Investiture itself, efforts to welcome and provide orientation for new members when they arrive at the Annual Meeting weekend are ongoing.

Possible ideas for better new member care include:

- Providing support for spouses who aren't being invested so they aren't left on the sidelines
- Possible early registration for new members, followed by a welcome reception with the Council
- Standard yellow name badges identifying new members
- Orientation session with questions/answers
- Possible education session about the Order (possibly to replace a regular session during the weekend: mandatory for new members, optional for regular members)
- Sponsors (nominators) of new members shadow new members and ensure their needs are being met
- Friday evening event in a designated area for new members to be greeted by Lieutenancy officers where they can receive a welcome and overview of the weekend

Investiture: New Members are admitted to the Order at formal Investitures, usually held at a cathedral or major church within the Lieutenancy. Lieutenancies generally hold their Investitures, which all Members are expected to attend regularly, once or twice a year. Where individual Lieutenancies cover large geographical areas, as in North America, there is usually only a single annual Investiture.

Rank: By order of the Holy See, lay nominees can only be nominated as KHS or DHS. Priests are nominated as KHS and bishops as KC*HS. No priest may be a KC*HS and no bishop may be a KGCHS, the rank reserved for cardinals

6. NOMINEES / PROMOTEES WHO MISS INVESTITURE

Nominees: Knights and Dames must attend the investiture to be invested unless there are compelling reasons for not attending the ceremony and provided their absence is specifically excused by the Lieutenant. Nominees who have been excused may attend and participate in the

investiture ceremony held the following year. The insignia of rank are presented to new members only at the investiture ceremony. Order ceremonial garb and insignia may not be worn until the member is actually invested at the Annual Investiture.

Promotees: Insignia and Certificates of Membership for promotees who are unable to attend may upon request be mailed to them.

[SOURCE: Section President Guidelines]

E. Nominations Criteria and Sample Letters

1. CRITERIA FOR ADMISSION TO THE ORDER

Joining the Order is a serious, life-long commitment that should only be carried out with complete understanding of the undertaking. Usually, though not invariably, a candidate is nominated by an existing Member of the Order or by the Bishop. Membership is by invitation only.

Section Presidents could also contact the local Section Bishop and pastors of large parishes in the Section to see if they might nominate individuals who 1) merit this honor because of their exceptional service to the Catholic Church, 2) understand and believe in the mission of the Order, 3) have the financial resources to sustain their support of the mission for the rest of their lives.

a. General Criteria Required for Admission to the Order

Membership in the Order presumes a firm willingness to develop and deepen the three characteristic virtues of the Order: zeal for self-renunciation in the midst of this society of abundance, generous aid to the weak and those without protection, and courageous struggle for justice and peace.

Zeal for self-renunciation in the midst of this society of abundance: Members of the Equestrian Order of the Holy Sepulchre of Jerusalem practice a specific form of Christian self-discipline and witness: lack of prejudice, a willingness to subordinate their personal good to the needs of others and the common good, and a notable generosity in the utilization of their material and spiritual resources, talents, influence, time and energy for others.

Generous aid to the weak and those without protection: Members of the Order have a specific focus of Christian concern and apostolate: material, moral, and spiritual assistance to and support of the poor, those without resources, voice, or means, and those who are oppressed and lacking the means to defend themselves and their rights.

Courageous struggle for justice and peace: Members of the Order are called to specific activities involving education, the dissemination of information, heightening public awareness and consciousness, advocacy, and initiatives concerned with the recognition of the human dignity of every person, respect for fundamental and inalienable human rights, equal justice

under law, freedom, lack of discrimination, security, human development, and a reasonable quality of life.

b. Qualities Required of Candidates for Admission to the Order

Members of the Equestrian Order of the Holy Sepulchre of Jerusalem are distinguished by their assiduous practice of Christian faith, by their moral conduct, by their exemplary involvement in the activities of the Church at the parish and diocesan levels, by their willingness to engage in the specific lay apostolate of the Order at the service of the Church, by their ecumenical spirit, and by their active interest in the needs and problems of the Holy Land. (Constitution of the EOHSJ, *Preamble*)

Candidates are bound to such missionary activities by making a new personal commitment; they are assisted in so doing by the sacraments of baptism and, especially, confirmation.

The personality of the future member of the Order (Knight or Dame) must be characterized not only by an exemplary lifestyle, but also by a visible demonstration of lay Christian commitment in the activities of the local Church at the diocesan or parish level, and voluntary and community work.

Consideration for admission to the Order should not be determined solely on the basis of an expectation of donations the candidate may be able to make; there are in fact potential members of the Order whose charitable participation in the Lieutenancy would be limited because of their modest financial circumstances, but who could contribute a great deal of support to the activities of the local Sections and Delegations.

No one should be considered as a candidate for membership in the Order solely because he or she is the spouse, another relative, or, a close friend of a member, but for his or her sincere desire to be admitted into the Order in order to achieve its "statutory" objectives.

c. Specific Personal Requirements for Admission to the Order

Suitable candidates are faithful Catholics who

- Are distinguished by a deep, living, practical faith and commit to being a witness to the Faith.
- Are of unblemished and exceptional moral character, leading an exemplary Christian life with no irregularities in their marriage and should receive the Sacraments regularly.
- Enjoy a prominent reputation and have considerable prestige in their social and professional lives.
- Have served and contributed to their parishes and the wider Catholic Church in all senses.
- Are known for their charitable and civic works in the community.
- Commit to true charity to Christian communities in the Holy Land and take continuing interest in the specific aims of the Order.
- Are baptized Catholics in good standing with the Church.
- Have attained the age of 25.

d. Questions for Considering a Candidate's Suitability

The following questions may be used by members as they consider a potential candidate's suitability:

1. Is the candidate 25 years old or older?
2. Is the candidate a practicing Catholic?
3. Is the candidate involved in his/her parish?
4. Are there no canonical restrictions on the candidate (i.e. divorce and remarried without an annulment)?
5. Does the candidate have a prayer and spiritual life?
 - a. Actually enjoys going to church and participating in the Mass?
 - b. Prays outside of church?
 - c. Often thinks about God (at least once a day)?
 - d. Contemplates theological questions from time-to-time (i.e. Why were we created? What is our purpose in life? What is God's relationship with others of different religious beliefs? How do we reconcile our belief that our faith has the fullness of salvation while still being supportive of other Christian communities and religious faiths?)?
6. Is the candidate **not** engaged in any questionable or immoral business practices (i.e. does not work for Planned Parenthood, a non-Catholic fertility clinic, involved in the adult movie industry)?
7. Does the candidate **not** belong to any groups that are in opposition to the teachings of the Catholic faith (i.e. Masons, pro-choice movements, etc.)?
8. Does the candidate have a love for the Christians in the Holy Land and concern for their situation?
9. Does the candidate have the means to support the mission of the Order (i.e. money, time, generosity of heart)?
10. Does the candidate have an appreciation for the history of the Church and how the Church saved Western society and benefits the world?
11. Does the candidate support the pope and bishops and appreciates the difficult work they have?
12. Does the candidate appreciate the inherent hierarchies in the Church and society and can accept and fulfill one's role/place in that hierarchy?
13. Is the candidate able to accept the decisions of superiors?

14. Does the candidate seek paths towards personal transformation and ongoing repentance and conversion?
15. Does the candidate accept the teachings of the Church and if he/she has any difficulty with a particular teaching, then would he/she be respectful and not cause controversy with this personal disagreement?
16. Does the candidate have an appropriate balance between gregariousness and reserve?
17. Does the candidate conduct himself/herself in a respectable and dignified manner?
18. Would you see this person as a knight/dame of the order?

[SOURCES: www.holysepulchre.net, *Lieutenant's Manual*, 1999, p. 15, *Summary of Administrative Operating Procedures*, December 2000, pp 6-8, and Cleveland Section]

2. LETTER TO INDIVIDUALS INQUIRING ABOUT MEMBERSHIP

a. General Response Letter

From time to time an Officer or Section President may receive a request for information on the Order from an individual who is interested in joining but who has not been nominated. The Officer will probably want to refer such an individual to the Section President in which the individual resides. The Officer or Section President may wish to email or mail the person the following response:

Dear (Name):

Thank you so much for your interest in the Equestrian Order of the Holy Sepulchre and its critical work supporting Christians in the Holy Land and especially the work of the Latin Patriarch of Jerusalem.

Nominations come from within the Order or from a potential candidate's Pastor or Bishop, who must also write letters supporting the nomination. Nominations recognize a person's exemplary moral, Catholic character and extraordinary service to and support of the Church. The nominator must vouch for the moral character, virtue, charity, and good works of the nominee to the Bishop, the Lieutenancy, and the Grand Master of the Order in Rome. It is a great honor to be nominated to join the Order, and members are expected to support the Order financially on an annual basis.

Many thanks for your interest in serving the Christians in the Holy Land. Please join us in praying for peace in the Holy Land, through the intercession of Our Lady of Palestine.

Officer or Section President

b. Detailed Response Letter

A person who has serious interest in the Order or a person who has been nominated may request more detailed information concerning the Order as well as his or her obligation in joining the Order. The following letter or a variation of it might be sent to that individual:

Dear (Name):

Thank you for your interest in the Equestrian Order of the Holy Sepulchre of Jerusalem and its critical work supporting Christians in the Holy Land. Permit us to provide you with some essential information with regard to our Order.

The Order: The Equestrian Order of the Holy Sepulchre of Jerusalem (hereinafter “Order”) is an ecclesiastical order of knighthood under the protection of the Holy See of the Catholic Church. Membership in the Order is considered one of the highest honors that the Church confers upon its laity and clergy. Both men and women are eligible for lay membership. It is comparable to the Knights of Malta which is also an ecclesiastical order of Knighthood.

Mission of the Order: The Order has a four-fold mission: 1) to strengthen its members in the practice of Christian life in absolute fidelity to the Supreme Pontiff and teachings of the Church; 2) to sustain and aid the charitable, cultural and social works of the Catholic Church in the Holy Land, particularly those of the Latin Patriarchate of Jerusalem; 3) to support the preservation and propagation of the Faith in the Holy Land; and 4) to uphold the rights of the Catholic Church in the Holy Land.

Annual Contributions to the Catholic Church in the Holy Land: The worldwide Order of the Holy Sepulchre annually donates over \$10,000,000 to the Catholic Church for projects in the Holy Land. A separate entity—the Holy Land Commission—reviews and audits the projects under construction.

Projects Supported by the Order: The Order provides on-going financial support to Bethlehem University, Holy Family Hospital in Bethlehem, the Benedictine Abbey of the Dormition in Jerusalem and the Dominican L'Ecole Biblique in Jerusalem. Specific projects are also identified. Those projects identified for the past several years include Bir Zeit Primary School in the Palestinian Territories of the West Bank that accommodates 28 girls and 42 boys and serves almost 80 Christian families, the Our Lady of Peace Center in Amman, Jordan that cares for 120 persons with special needs, a new church in the village of Abu-Hemar in Upper Egypt that serves some 500 Christian families, the Sisters of the Rosary School in Bethlehem that accommodates 267 pupils, the Daughters of Charity of Saint Vincent DePaul in Ain Karem which takes care of 58 children with severe disabilities and the nursery in the Israeli town of Haifa run by the Religious Daughters of Saint Anne that cares for 300 Christian, Muslim and Druze children.

Organizational Structure of the Order: There are more than 30,000 members in the worldwide Order led by a Cardinal Grand Master who is assisted by a consultative body in Rome known as the Grand Magisterium. The Order is divided into Lieutenancies (led

by Lieutenants) and further divided into Sections comprising one or more diocese (led by Section Presidents). There are more than 50 Lieutenancies around the world and 9 in the United States. The North Central Lieutenancy is comprised of the states of Illinois, Indiana, Kentucky, Michigan, Ohio and Wisconsin and is divided into 18 Sections.

Membership: The Order is primarily a lay Order but clerics (deacons and priests) are also admitted with approval of the local bishop. Male members are addressed as Knights and female members as Dames.

Expectation of Members: Members are expected to exhibit exemplary moral conduct, to participate in all social, charitable and spiritual activities of the Lieutenancy and the Section in which they reside and to provide on-going financial support for such hospitals, schools, orphanages and parishes in the Holy Land as may be designated by the Grand Magisterium. The commitment of service, financial support and spiritual growth is a life-long commitment. At least once during their lifetime members are expected to make a pilgrimage to the Holy Land.

Financial Obligation: A candidate nominated for the Order makes an initial contribution of \$1,000. Once formally invested a member is expected to make an annual contribution of \$750. All contributions are non-refundable inasmuch as the money goes to support the Church and Christians in the Holy Land.

Liturgical Attire: At ceremonial events of the Order members are expected to wear liturgical attire. For Knights this consists of a white cloak bearing a large red Cross of Jerusalem, a black beret with the insignia of rank of the Knight and white gloves. For Dames liturgical attire consists of a black cape bearing a large red Cross of Jerusalem, a mantilla and gloves. Members provide their own liturgical attire.

Activities of the Order: The North Central Lieutenancy holds its Annual Meeting and Investiture in September in a major city within the North Central Lieutenancy. At this weekend gathering official business is conducted, new members are invested and eligible members are promoted in rank. All members are expected to attend the Annual Meeting and Investiture.

Each Section holds an annual dinner and Mass with its local bishop and sets aside at least one day each year devoted to prayer and reflection. Members may be called upon to participate in diocesan ceremonies (e.g., ordinations or installations of bishops), parish ceremonies or funerals of members of the Order. Sections may organize other opportunities for prayer during the year. All members are expected to attend and participate in Sectional activities.

Joining the Order: Individuals must be asked to join the Order because of their meritorious service and fidelity to the Church, worthy and notable accomplishments in the Church as well as for their service to the broader community.

Usually an existing member of the Order puts a candidate's name forward. The name is forwarded to the Section President who gathers material on the candidate. Receiving a supportive letter from the candidate's pastor is crucial in the nomination process.

Individuals who do not know a member of the Order or who are in a parish or an area of a Section of the Lieutenancy where there are no members may approach a Section President directly to indicate an interest in joining the Order. The Section President may refer the person making the inquiry to a member who lives nearby or counsel the person directly as to their commitment to the mission of the Order and their willingness and ability to accept this life-long commitment in terms of time, service and financial support. Here too, the receipt of a supportive letter from the person's pastor will be very important in moving the person's name along in the nomination process.

In the North Central Lieutenancy the nomination process for new members begins after the Annual Meeting and Investiture in September and ends the first week of April of the following year.

Formal Investiture: The honor of membership in the Order may only be conferred with the approval of the Grand Magisterium in Rome. Upon receiving the requisite approval, the candidate is knighted in an elaborate ceremony called the "Investiture" which is usually presided over by the Cardinal Lieutenancy Prior or another major prelate who is a member of the Order. As part of the ceremony each Knight and Dame will be asked to formally pledge his or her commitment to the Order.

Again, thank you for your interest in the Equestrian Order of the Holy Sepulchre of Jerusalem. We hope the above information may help you to discern whether you are willing and able to make the required commitment to the Order. You should pray over this decision. In the meantime, please pray for peace in the Holy Land. It is more important now than ever.

3. NOMINATION LETTER TO MEMBERS

Some Sections begin the process of nominating new members right after the Annual Meeting. Other Sections start the process after the first of the year. And yet other Sections continue the process throughout the year in order to provide for formation of new members in advance of their investiture. All Sections must meet the deadline for submitting the nominating and promotional papers: usually around April 1 of the year.

The Section President initiates a new round of nominations by reminding Knights and Dames to submit names of potential members for pre-approval by the Bishop or his representative, after which nominators may approach potential nominees.

Dear Knights and Dames,

It's an important privilege and duty of every Knight & Dame to ensure the future of the Order and better serve Christians in the Holy Land by nominating those Catholics you know who are in good standing with the Church, have a distinguished record of service,

and already make a significant contribution to the Church through their Christian witness and material generosity. The importance of what we do should help us attract more members to this noble work. As you pray about whom to nominate, remember the importance of growing our Order and ensuring its future:

We provide for 75% of the annual income for the Latin Patriarchate of Jerusalem, which cares for the Church in Israel, Palestine, Jordan, and Cyprus

We fund 40 schools, hospitals, seminaries, and institutes of higher education in the region

We have over 30,000 members world-wide.

Our Section's Postulant Masters have scheduled this year's Nominations Dinner & Mass for [DATE]. Before we can invite nominees to this annual event, we must first submit their names to our Bishop for his approval.

Please email the names and contact information of potential members personally known to you to the Section President by [DATE]. In your email, please mention the parish of each nominee and, in brief, the good works that made you think they would be appropriate candidates.

Remember that nominating a deacon or priest for membership is a privilege reserved for the Bishop and the Superiors of religious orders.

If we receive the Bishop's approval, the Section Presidents will inform the nominators of the approved nominees. Nominators inform the nominees about the Order's obligations for spiritual commitment, financial support, and active participation. Nominators also invite nominees to this year's Nominations Mass and Dinner.

After the nominators confirm the interest of the nominee, the Section Presidents and nominators begin the formal paperwork for each approved nominee.

Sincerely,

[SECTION PRESIDENTS]

4. LETTER TO NOMINATORS

Dear Nominators,

Thank you so much for nominating potential members to the Holy Sepulchre Order. Bishop [NAME] has approved the following nomination:

[NAMES OF APPROVED NOMINEES]

We will proceed as follows:

1. Please contact the people you nominated as soon as possible and tell them about the honor of being nominated to the Order, its worthy and critical mission, and the

responsibilities for commitment to personal sanctity and material generosity it requires.

2. Please extend a personal invitation to those you nominated to our annual Nominations Mass and Dinner on [DATE] at [TIME/LOCATION] as guests of the Section. The purpose is to introduce prospective members more fully to the Order to help them discern their commitment. It will be very helpful if you and those you nominated are able to attend. Even if those you nominate are inclined to turn down the nomination, it would be nice for them to attend and learn more about the Order's work. Let the nominees know that at this dinner they will receive an information packet.
3. Please let me know as soon as possible if you and your nominees are able to attend.
4. Please fill out and sign nomination forms (attached: one per person, not per couple); please bring these forms to the Nominations Dinner.

Our Lady, Queen of Palestine, pray for us and all the peoples of the lands made sacred by your Son's life, death, and resurrection.

Sincerely,

[SECTION PRESIDENT NAME]

5. LETTER TO PASTOR

If the nominee upon reviewing the introductory letter and packet understands the ramifications and obligations of membership and desires to proceed, upon receiving the nomination form from the nominating member the Section President shall provide an initial review of the document and contact the nominee's Pastor for a letter of approval. This is often best accomplished expeditiously via a phone call followed by a letter to the Pastor's secretary. Emphasize that two letters must be printed: one for the husband and one for the wife, and they both must be on parish letterhead. The Pastor's letter might read as follows:

Sample Letter to Pastors:

Dear [PASTOR SECRETARY] [cc: NOMINEES],

[NOMINEE NAMES] from [PARISH NAME] have been nominated to the Order of the Holy Sepulchre. This nomination has been approved by Bishop [NAME].

In order for the nomination to proceed, a letter of recommendation from their pastor is required, stating that the nominees are Catholics in good standing: one letter on parish letterhead for each spouse, both signed by the pastor, using the format below.

[NOMINEES], could you please provide to [PASTOR SECRETARY] your birthdates and the location of your birth, for both of you?

Please direct the letter to [SECTION PRESIDENT NAMES]. Then mail the original plus two copies for each nominee to [SECTION PRESIDENT + ADDRESS].

In order to meet our deadlines for submitting the nomination documents to Bishop [NAME] and then ultimately to Rome, we would appreciate it if the letters of recommendation could be in the mail to us by [DATE].

Could you also please confirm you got this message? You can email me or reach me at home at [PHONE] or on my cell at [PHONE].

Thanks so much.

Sincerely,

[SECTION PRESIDENT, DIOCESE]

Guidelines for Pastor's Letter for Nomination to the
Equestrian Order of the Holy Sepulchre of Jerusalem

The recommendation from the Parish must be made on the Parish's headed paper and should read as follows:

I hereby certify that _____

M _____

born at _____

on _____

whose address is _____

is a devout faithfully practicing Catholic of charitable attitude and of exemplary moral, family, professional and social conduct whom I consider worthy of belonging to the Equestrian Order of the Holy Sepulchre of Jerusalem.

Signed,

Pastor

6. LETTERS TO AND FROM BISHOP

a. Lay Nominations

Once all documents are collected, send a copy to the Bishop's office requesting letters of approval from him for all nominees. (For the Bishop's convenience, also include the request for letters of approval for promotions, as described later in this Manual.)

Sample Letter to Bishop Requesting Letters of Approval:

Dear Bishop [NAME],

Enclosed are the documents for [YEAR] nominations and promotions. Each requires a letter from the Bishop, addressed to Lieutenant [NAME], [ADDRESS] (separate letters for husband and wife, as they are considered separately).

We need an original letter plus two copies for each person.

NOMINATIONS

[NAMES of NOMINEES]

PROMOTIONS

[NAMES, RANKS, and NEW RANKS of PROMOTEEES]

We would appreciate receiving all these documents by [DATE], if possible, so that we can deliver them to the Lieutenancy as soon as possible.

Please let us know if there is anything else you wish us to do for the good of the Church, and be assured of our filial love, affection, and continued gratitude for your faithful service to our Diocese. You are in our daily prayers.

Sincerely,

[SECTION PRESIDENT NAME]

Sample Letter from Bishop Approving Candidate for Investiture:

Dear Sir Lieutenant [NAME],

As a follow-up to the request from [SECTION PRESIDENT] of the Equestrian Order of the Holy Sepulchre of Jerusalem and with the approval of [his/her] Pastor, [PASTOR'S NAME], I recommend [NOMINEE'S NAME] to be a new {Knight or Dame} of the Equestrian Order of the Holy Sepulchre of Jerusalem. [NOMINEE'S NAME] is an active and major supporter of the [DIOCESE'S NAME] and [his/her] parish. I know that [he/she] will carry this honor with distinction. Thank you for the opportunity to support [his/her] nomination.

Sincerely yours in Christ,

[BISHOP/ARCHBISHOP NAME]

Sample Letter from Bishop Approving Candidate for Promotion:

Dear Sir Lieutenant [NAME],

As a follow-up to the request from [SECTION PRESIDENT] of the Equestrian Order of the Holy Sepulchre of Jerusalem and with the approval of [his/her] Pastor, [PASTOR'S NAME], I recommend [PROMOTEE'S NAME] to be promoted to [NEW

RANK].[PROMOTEE’S NAME] is an active and major supporter of the [DIOCESE’S NAME] and [his/her] parish. I know that [he/she] will carry this honor with distinction. Thank you for the opportunity to support [his/her] promotion in rank.

Sincerely yours in Christ,

[BISHOP/ARCHBISHOP NAME]

b. Clerical and Religious Nominations

Nominating clergy and religious for membership is reserved for Bishops and Superiors of religious orders. The Bishop or Superior should inform the candidate of his nomination as well inform by letter or email the Lieutenant and, if possible, the Section Presidents. The Lieutenant and Section Presidents should coordinate their efforts in collecting the necessary documentation for the clerical/religious nominee.

All completed applications must still be submitted to the Vice Chancellor of Membership as hard copy and must include the documents listed on the Nomination Forms.

7. CERTIFICATES OF MEMBERSHIP

A newly-invested Knight or Dame receives a beautiful Certificate of Membership in Latin signed by the Grand Master of the Order and witnessed by the Vatican City Secretary of State that attests to the knighthood conferred upon the member. The Certificate of Membership asserts the Holy Father’s support for the Order’s purpose of guarding and venerating the Sepulchre of Our Divine Redeemer in Jerusalem.

Here is the English translation of the certificate (also found in the Annual Meeting’s Directory):

English Translation of Certificate of Membership Given to Knights and Dames

[NAME]

MEMBER OF THE SACRED COLLEGE OF CARDINALS

WITH THE DIACONAL TITLE OF [TITLE]

AND

GRAND MASTER

OF THE

EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM

+++++

The Roman Pontiffs have repeatedly shown great benevolence and given strong testimony in support of the most noble Equestrian Order, instituted in ancient times to guard and venerate the Sepulchre of Our Divine Redeemer in Jerusalem. Pius IX, in particular, and his successors, have sought to adapt the Order to the needs of the times, decreeing that it should honor and decorate those faithful Christians, whether clergy or laity, who have served to a significant degree the kingdom of Jesus Christ on earth, or have given or are committed to give assistance to this cause.

Having these facts before us, and by virtue of the faculties granted to our Grand Master by the Supreme Pontiff now happily reigning, of conferring diplomas upon the clergy and the laity of both sexes and inscribing them in the rolls of the Equestrian Order of the Holy Sepulchre of Jerusalem, we choose, name and appoint you

(KNIGHT OR DAME)

granting to you the right to wear the cape and insignia of the Order according to your rank, together with the privileges, graces and prerogatives that you and those decorated with the same rank in the aforementioned Order now enjoy or shall enjoy.

In witness of which we have ordered this diploma to be inscribed and signed with our signature and stamped with the seal of the Order depicting Our Risen Lord Jesus Christ, and presented to you.

Given at Vatican City this _____ day of _____, Anno Domini _____.

+ _____
Signed by [NAME]
Grand Master

Witnessed by the Secretary of State

Knights and Dames receiving promotion receive a similar certificate.

The Chancellor of the Order issues the Certificates of Membership from Rome at the request of a lieutenancy's Lieutenancy Prior.

8. EXPECTED COSTS

ESTIMATED COSTS FOR NEW MEMBERS		
Admission contribution	\$1,000 / person	Send with nomination form
Knight's Cape & Beret	Approximately \$500	Billed separately after admission, usually in July
Dame's Cape & Mantilla	Approximately \$550	Billed separately after admission, usually in July
Investiture Hotel	Approximately \$130-150/ room	You can also stay at nearby less expensive hotels; 2-3 nights
Investiture Meeting Fee	\$700 / person	Varies; includes meals
Travel to Investiture		Depends on meeting site and mode of travel
Black Tie		The Sunday dinner at the Investiture weekend is Black Tie (tuxedo); many women (not all) wear evening gowns. Some new members need to buy or rent attire.
ONGOING COSTS		
Annual Contribution	\$750 / person (could increase)	Billed late in the year (November / December), annually
Special Appeals	Variable	Voluntary
Annual Section Expenses	\$60 / person	Varies; covers annual dinner with the Bishop, etc.
Promotions Honoraria	\$1,000-\$2,600 / person	Voluntary; amount depends on rank; promotion may be offered to active members at intervals of 3-5 yrs
Annual Investiture Hotel	Approximately \$130-150/ room	Varies; sometimes can stay at nearby less expensive hotels; 2-3 nights
Annual Investiture Meeting Fee	\$700 / person	Varies; includes meals
Travel to Annual Investiture		Depends on meeting site and mode of travel

V. LIEUTENANCY POLICIES

A. Financial Policies

The *Summary of Administrative Operating Procedures* (issued December 2000 and corrected March 2012) contains various guidelines for administration of the Order and Lieutenancies, including but not limited to financial matters. These financial directives were further detailed in a letter dated January 30, 2012, and issued to all Lieutenancies by Governor General Agostino Borromeo. These directives are summarized below:

1. **Compulsory fees by the members.** Each lay member of the Lieutenancy should pay an annual fee approximately equivalent to U.S. \$750. Clerical members are requested to make regular voluntary contributions.
2. **The search for alternative sources.** Lieutenancies are invited to find external sources of financing.
3. **Lieutenancy expenditures.** Lieutenancies cannot retain for annual expenses a sum greater than 20% of the offerings made by their members on the occasion of their admission or promotion. If the retained amount is not enough to cover annual expenditures, a waiver must be requested from the Grand Magisterium at the beginning of the financial year.
4. **Money transfers to the Holy Land.** Any kind of remittance to people or institutions of the Holy Land must always be sent through the Grand Magisterium and a complete list of all contributions sent directly to the Holy Land must be provided to the Grand Magisterium at the end of each year. Notwithstanding this general rule, special projects or programs can be funded by Lieutenancies even though they are not included in the official list provided, however, the total value of the projects do not exceed 10% of the total receipts from each Lieutenancy.
5. **Annual budget closing.** At the end of each financial year no more than \$60 per member can be retained by the Lieutenancy. A waiver must be requested from the Grand Magisterium to exceed this amount. In any event, no special funds should be maintained without the written approval of the Grand Magisterium.
6. **Complementary legal structures.** The duty to provide information relating to financial and administrative management also applies to any foundation, special fund, association or entity under the control or authority of the Lieutenancy. At the earliest convenience the Lieutenancy needs to inform the Grand Magisterium of any offering, donation, gift or bequest from which the Lieutenancy will benefit, including the amount of the offering, estimated time of taking possession and any applicable obligation or condition associated with the offering.
7. **Audited financial statements.** Each Lieutenancy is required to submit to the Grand Magisterium audited financial statements accompanied by the auditor's report and letter to management. These reports should be submitted no later than 120 days after the fiscal

year end of the Lieutenancy. Exceptions to this policy may be granted from time to time by the Grand Magisterium.

1. ANNUAL FINANCIALS

a. Annual Budget

b. Annual Financial Report

The annual Financial Report, made by the Treasurer at the Annual Meeting, should be sent to Rome and a copy provided the Vice Governor General in North America. This should include the statement of all funds sent to Rome during the year and the purpose for which the funds were to be used.

[SOURCE: *Lieutenant's Manual*, p. 60]

c. Annual Audit

The Grand Magisterium requires that each Lieutenancy conduct an Annual Audit.

2. TRANSFER OF FUNDS ABROAD

80% of the funds received for honoraria for new members and promotees are sent by wire transfer to Rome. All checks from members should be made out to: "The Equestrian Order of the Holy Sepulchre of Jerusalem."

These funds constitute a contribution to the works of the Order and should be identified as honoraria for new members and promotees. Identify the amounts for each.

20% of all such honoraria may be retained for expenses of the Lieutenancy.

They will be forwarded to the Grand Magisterium in Rome with specific instructions as to the purpose for which the funds represented by the check are to be used. If the funds are to be used for the works of the Order in the Holy Land, a copy of the letter of instructions should also be sent to His Beatitude, The Latin Patriarch of Jerusalem, using the Amman address. No funds should be sent directly to the Patriarch but only to Rome. Rome will in turn take care of properly forwarding the funds to the Patriarch. [Lieutenant's Manual, 1999, p. 7]

Transfers received in Rome after the last day of the year will be recorded in the new year. ... The Order needs and requests full compliance with the agreed-upon limit for fund withholding. The funds held in a Lieutenancy at the end of a year will not exceed the funds needed early in the year following, and, in any case, not exceed \$60 times the active membership as of the end of the previous year.

[SOURCE: letter dated December 2002 that replaces the *Lieutenant's Manual*, p. 54]

[SOURCE: *Lieutenancy Manual*, 1999, p. 58 and p. 7]

B. Membership Status Policy

1. BACKGROUND

According to its Constitution the Equestrian Order of the Holy Sepulchre of Jerusalem (hereinafter “Order”) has been organized and constituted:

1. To strengthen in its 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 of which the Order is a fundamental means for assistance to the Holy Land;
2. 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;
3. 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;
4. To uphold the rights of the Catholic Church in the Holy Land.

The on-going strength of the Order and its ability to fulfill its mission requires that Knights and Dames of the Order continue to honor and maintain the oath made upon being invested and accepted as members of the Order. That promise is to provide one’s time, service and financial support to the mission of the Order. It is a life-long commitment. See The Knight’s Promise below.

The commitment includes service, financial support and spiritual growth. Members are expected to attend annual meetings and investitures held in the six state area as well as sectional meetings with their Bishops. Knights and Dames are also expected to make annual contributions to the Order for the support of work and projects in the Holy Land. At least once during their lifetime they are obliged to make a pilgrimage to the Holy Land. For ranks beyond Knight and Dame Commander making a pilgrimage is a requirement for promotion. At the same time it is understood that age, infirmity, illness and/or financial hardship or difficulty may alter the manner in which this obligation might best be discharged. Charity will prevail in these considerations.

2. THE KNIGHT’S PROMISE

Upon the acceptance of my petition and having now been admitted to the Equestrian Order of the Holy Sepulchre of Jerusalem as Knight/Dame, I declare:

- Myself to be proud to belong to the family of the Knights and Dames of the Holy Sepulchre of Jerusalem;
- That I am aware that I may not belong to entities or associations whose characters, purposes and programs contradict the doctrine and teachings of the Catholic Church;

- That I do not and will not belong to Orders or Institutions which are not recognized by the Holy See or not allowed by Sovereign States nor will I participate in the activities or events of such entities or Orders. I further solemnly promise:
- To lead my life according to moral and religious Christian principles so that I may always be worthy of the honour bestowed on me and of the dignity I have been invested with;
- Not ever have my name stained by unbecoming actions that could damage the image and the dignity of the Order;
- To adhere to the requirements determined by the Authorities of the order and to observe the Constitution which regulates the Order's activity;
- To contribute to the needs, to the initiatives of the Order and to support the Christian presence in the Holy Land;

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

3. THE PURPOSE OF THE POLICY

The purpose of this policy is:

1. To further elaborate the duties and responsibilities of members of the Order in the North Central Lieutenancy in a manner consistent with the Order's Constitution
2. To identify various categories of affiliation with the North Central Lieutenancy and Order commensurate with the changing levels of capacity and activity of its members
3. To suggest approaches by which less active members might be encouraged to become more active members and
4. To provide a process for dismissing those individuals who are no longer willing to abide by the original commitment made upon their investiture.

This policy offers a uniform approach to treating certain common membership issues which arise from time to time within the North Central Lieutenancy. An important precept to be followed in applying this policy is that the Knights and Dames invested in the North Central Lieutenancy are and will remain our brothers and sisters in Christ and, whatever their membership status, they are to be treated with utmost charity, respect, dignity and compassion.

4. MEMBERSHIP CLASSIFICATIONS

The Order recognizes three classes of members—active, retired and resigned.

Active members are members who have been formally invested and who continue to fulfill their life-long commitment to the Order, including but not limited to service and making annual contributions to the Order.

Retired members are members who, because age, infirmity, illness and/or financial hardship or difficulty, are no longer, in the judgment of the Section President, reasonably able to fulfill their

full commitment to the Order as active members and have directed a request to the Section President to change their status from active to retired. The Section Presidents who, if they approve the request, will inform the Lieutenancy of the change in status. Retired members will not be listed in the Directory but will continue to be listed on mailing lists (unless otherwise directed by the member), may participate in local events and are encouraged to continue their donations to the Order in a manner consistent with their financial ability to do so. They are considered to be members in good standing.

Resigned members are individuals who, for whatever reason, no longer wish to remain members of the Order and have voluntarily submitted to the Sectional President and/or Lieutenant a formal letter of resignation from the Order. Upon their removal from the membership roster they will no longer be considered to be members in good standing of the Order and thereby forfeit the rights accorded members, including but not limited to identifying themselves as members of the Order.

Members in good standing are members who are active members or retired members. Members in good standing are eligible to:

- Receive Lieutenancy and/or Section mailings,
- Participate in all meetings,
- Participate in pilgrimages organized by the Order,
- Transfer to another Lieutenancy, and
- Identify themselves as members of the Order by title or by wearing the insignia, decorations, dress or uniform of the Order.

Inactive is not an approved category of membership in the Order. It is, however, a description which may be applied to those members who 1) do not appear to be “active members” because from an objective standpoint they do not fulfill their commitment to the Order, including but not limited to the fact they no longer participate in the activities of the Order and are seriously and continuously delinquent in making annual contributions to the Order, 2) are not “retired members” because they have not been accorded that status and 3) are not “resigned members” because they have not submitted a formal letter of resignation.

Members who are determined by the Lieutenancy to be inactive but who have not voluntarily resigned from the Order and are not otherwise accorded the status of “retired” may 1) be dismissed from the Order 2) be deleted from the printed membership roster, mailings and membership count, 3) not permitted to participate in meetings or go on pilgrimages organized by the Order, 4) be ineligible for transfer to another Lieutenancy (because they are not considered members in good standing) and 5) may not identify themselves as members of the Order by title or by wearing the insignia, decorations, dress or uniform of the Order. Members dismissed because of serious and continuous financial delinquency may seek a return to active status by payment of the prior year’s contribution which is in default.

Candidates are individuals who have been approved by the local Bishop and have accepted nomination into the Order but who have not yet been invested with membership. They may be included on mailing lists and may be invited to meetings or events to learn and observe the

mission of the Order, to socialize with Knights and Dames, and participate in our Formation program.

“Criteria for nomination and selection of members” and “criteria for promotion of members” are listed in the appropriate sections of this manual.

5. PROCEDURE FOR DELINQUENT MEMBERS

The procedure for members who are seriously and continuously delinquent in annual contributions and who have not attended recent meetings:

1. The Treasurer and/or the Data Manager of the Lieutenancy will provide the Section President with the names of the members in that Section who have not submitted their annual contribution for the previous two years.
2. It will be the responsibility of the Section President to contact those members and encourage them to return to active status. An example of an initial letter which might be sent is attached to this policy.
3. If there is no response from the member to the initial letter the Section President should send a follow-up letter to the non-responsive member within the next several months. An example of a follow-up letter which might be sent is attached to this policy.
4. If there is no response from the member to the follow-up letter the Section President should send a final letter to the non-responsive member within the next several months. An example of a final letter which might be sent is attached to this policy. Failure to respond to this letter within 30 days and correct all deficiencies will result in the dismissal of the member from the Order. (See The Knight’s Promise above wherein each Knight and Dame accepts in advance dismissal from the Order for failure to comply with the promises made upon acceptance into the Order.)
5. Prior to sending the final letter the Section President may—but is not obligated to—inform the local Bishop of the impending dismissal of an inactive member from the membership roster of the Order.
6. There is no formal appeal mechanism from the above-noted procedure. Any member who believes he/she should be excused from complying with the well-established duties of a Knight or Dame of the Order should first consult with the Section President and make a good faith effort to convince the Section President that he/she should be given special consideration. The Section President is welcome to consult with the Lieutenant, as needed, on individual cases.

[APPROVED: July 25, 2014 H.E. Sir Charles H. Foos, KGCHS, Lieutenant]

INITIAL LETTER TO MEMBER

Dear [Name of Member]:

The mission of our Order is to sustain and aid the charitable, cultural and social works and institutions of the Catholic Church in the Holy Land. This mission is as important today as it ever was. We are pleased to report that this mission remains strong, vibrant and undiminished because of the truly generous financial support provided each year by the Knights and Dames of the Order. We want you to know that you are an important and valued member of the North Central Lieutenancy of the Equestrian Order of the Holy Sepulchre of Jerusalem and thank you for your past contribution of time and service.

In September of 2013 the world-wide leadership of the Order gathered in Rome for a meeting known as the Consulta. One of the major topics discussed at this meeting was the status of members who no longer make their financial contribution to the Order. Following the meeting of the Consulta in Rome the leadership of the North Central Lieutenancy asked Sectional Presidents to conduct an audit in their Section of each member's level of participation, including financial contributions since their investiture. With this information the Lieutenancy can provide the Grand Magisterium an accurate accounting of the number of active members within the North Central Lieutenancy.

In reviewing the Sectional records, we note that you have not made your financial contribution for at least the previous two years. We understand that there may be any number of valid and understandable reasons why you no longer make financial contributions to the Order. At your earliest opportunity we ask that you provide us with a brief update as to your situation and how we might retain you as an active member in good standing. Our contact information can be found below.

We would appreciate hearing from you within the next month to allow us to complete our sectional report and submit an audit to the North Central Lieutenancy.

It is our hope that the lapse in your contributions is a temporary one and that you will renew your commitment to the Order of the Holy Sepulchre of Jerusalem and support the important work of the Catholic Church in the Holy Land.

Best regards.

Respectfully,

Sir John Doe and Dame Jane Doe
Section Presidents, XYZ Section
North Central Lieutenancy
Equestrian Order of the Holy Sepulchre of Jerusalem
[Contact Information, including email address and phone number]

FOLLOW-UP LETTER TO MEMBER

Dear [Name of Member]:

According to instructions from the Grand Magisterium of the Equestrian Order of the Holy Sepulchre of Jerusalem each Lieutenancy is to periodically evaluate members' participation and annual contributions in light of their sworn duty to further the mission of the Order. In reviewing our records we note that you have not contributed to the support of the Order for the previous two years or attended an annual meeting during that same time period. If our records do not accurately reflect your recent activity in the Order, please let us know at your earliest convenience.

We have previously written to you about this delinquency but have not received a response.

At the time of investiture a Knight or Dame takes an oath to financially support the work of the Order. In addition, members have a duty to attend the annual meeting every year unless they are excused for good cause. Failure to rectify this situation could result in the forfeiture of your membership.

If there are circumstances that make these duties impossible for you to meet, please share those circumstances with us at your earliest possible opportunity. Our contact information can be found below. All information will be held in the strictest confidence.

We hope you will choose to continue as an active member of the Order.

Best regards.

Respectfully,

Sir John Doe and Dame Jane Doe
Section Presidents, XYZ Section
North Central Lieutenancy
Equestrian Order of the Holy Sepulchre of Jerusalem
[Contact Information, including email address and phone number]

FINAL LETTER TO MEMBER

Dear Name of Member:

Once a person takes the Oath of the Equestrian Order of the Holy Sepulchre of Jerusalem at the Investiture he/she is invested with all the rights and responsibilities of a member of the Order. Most of the Knights and Dames invested accept the responsibility of membership by participating in diocesan activities, attending the annual meeting and investiture, praying for the Christians in the Holy Land, and financially supporting the work of the Catholic Church in the Holy Land through their charitable donations.

Our records indicate that you have not contributed to the support of the Order for the previous two years. Nor have you attended an annual meeting during that same time period. We have previously written to you on several occasions in hopes that you might rectify this situation and remain a member in good standing with the Order. If our records do not accurately reflect your recent activity in the Order, please let us know at your earliest convenience.

It is with deep regret, therefore, that we must inform you that if there is no response to this letter in the next thirty days, we have no alternative but to accept your dismissal from the Order in accordance with the oath you made at the time of your investiture and to remove you from the membership roster of the North Central Lieutenancy of the Equestrian Order of the Holy Sepulchre of Jerusalem. Once you are dismissed from the Order you are not permitted to 1) identify yourself as a member of the Order by title or by wearing the insignia, decorations, dress or uniform of the Order, 2) transfer to another Lieutenancy and/or 3) participate in meetings or go on pilgrimages to the Holy Land organized by the Order.

Respectfully,

Sir John Doe and Dame Jane Doe
Section Presidents, XYZ Section
North Central Lieutenancy
Equestrian Order of the Holy Sepulchre of Jerusalem
[Contact Information, including email address and phone number]

C. Best Business Practices

1. PREAMBLE

The Equestrian Order of the Holy Sepulchre of Jerusalem (hereinafter “the Order”) is responsible for the financial resources which have been entrusted to it. This responsibility includes safeguarding the assets and temporal goods of the Order, exercising prudence in financial matters, and being accountable to the members who provide monetary support to the Order, to the Grand Magisterium which is responsible for the financial and economic management of the Order and to regulatory authorities, and complying with both civil and canon law. As such the North Central Lieutenancy is committed to achieving a high standard of fiscal integrity and accountability. Accordingly, it will endeavor to put in place and maintain reasonable internal controls to safeguard assets by reducing the risk of misuse or waste of funds. To support and verify these internal controls the Lieutenancy will generate and maintain accurate and reliable corporate records.

Toward this end it is imperative that the Order and in particular the North Central Lieutenancy be guided by the fundamental purpose and mission of the Order which is to serve others rather than ourselves. This document offers a summary of the fundamental principles of the Order, applies these principles to the business practices of the organization and enumerates basic measures to achieve fiscal integrity and accountability.

It is important to note that the adoption of the basic measures enumerated below does not entail any reorganization of the Lieutenancy and should not require significant costs which might further detract, diminish or redirect the energies and/or resources of the Lieutenancy.

2. FUNDAMENTAL PRINCIPLES

Purposes: The Equestrian Order of the Holy Sepulchre of Jerusalem has for its purposes:

1. To strengthen in its members the practice of Christian life, in absolute fidelity to the Supreme Pontiff according to the teachings of the Church, observing as its foundation the principles of charity of which the Order is a fundamental means for assistance to the Holy Land;
2. To sustain and aid the charitable, cultural and social works and institutions of the Catholic church in the Holy Land particularly those of an in the Latin Patriarchate of Jerusalem, with which the Order maintains traditional ties;
3. To support the preservation and propagation of the Faith in those lands, interesting in this work the Catholics scattered throughout the world, united in charity by the symbol of the Order, and also all brother Christians;
4. To sustain the rights of the Catholic church in the Holy Land. [Constitution of the Equestrian Order of the Holy Sepulchre of Jerusalem, Updated and Revised, 1996]

Mission: The specific mission assigned by the Holy Father to the Equestrian Order of the Holy Sepulchre of Jerusalem is that of animating zeal in the ecclesial community towards the Land of Jesus and sustaining the Catholic Church and the Christian presence there. The Order, in its members, is resolved to practice the evangelical virtues. [Constitution of the Equestrian Order of the Holy Sepulchre of Jerusalem, Revised and Restated, 2020]

Commitments: In addition to courage, solidarity, concern, involvement and cooperation the Equestrian Order of the Holy Sepulchre of Jerusalem seeks to foster personal renunciation and generosity.

Personal renunciation through self-discipline, witness to one's faith and zeal for good. This commitment requires cultivating an interior aptitude for detachment, a wish to subordinate one's personal interests to the needs of others and the common good, and a marked generosity in using one's own material and spiritual resources, talents, influence, time and energy for the benefit of one's neighbor.

Generosity in line with the mandate conferred on the Order which requires from its members solicitude in extending their help to the most vulnerable and least fortunate and, in particular, in the exercise of their solidarity to benefit the populations of the Holy Land. This involves material, moral and spiritual support for people in a state of need and for those who do not have an opportunity to make their voices heard or who are without the means to defend themselves and their rights. [Constitution of the Equestrian Order of the Holy Sepulchre of Jerusalem, Revised and Restated, 2020]

Fundamental Values: "Besides the principles that must guide the building of society, the Church's social doctrine also indicates fundamental values. All social values are inherent in the dignity of every human person, whose authentic development they foster. Essentially, these values are: truth, freedom, justice, love." [Compendium of the Social Doctrine of the Church, page 197]

Final Aim of the Equestrian Order of the Holy Sepulchre of Jerusalem: "You are called to place the evangelical love of neighbor as the central and final aim of your works, to bear witness everywhere to the goodness and care with which God loves everyone." [Address of His Holiness Pope Francis to members of the *Consulta* of the Equestrian Order of the Holy Sepulchre of Jerusalem, November 16, 2018]

3. APPLICATION OF PRINCIPLES

Upon being invested in the Equestrian Order of the Holy Sepulchre of Jerusalem (hereinafter "Order") each Knight and Dame makes a solemn promise to lead his/her life according to moral and religious Christian principles so that he/she may always be worthy of the honor bestowed on him/her and the dignity with which he/she has been invested. In addition each Knight and Dame makes a life-long commitment to provide financial support to the Order. In consideration of their making this solemn promise the collective membership of the Order has a right to expect full transparency and accountability on the part of the leadership of the Order in the management of the financial resources of the Order. Just as it is a distinct honor to be received as a member

in the Order it is a unique privilege to be accorded a leadership role in the Order. That unique privilege carries with it certain responsibilities.

The responsibility of leaders of the Order to faithfully, fairly and judiciously manage its financial resources is oftentimes collectively referred to as stewardship. As set forth in the first letter of St. Peter: “As each one has received a gift, use it to serve one another as good stewards of God’s varied grace.” [1 Peter 4:10] The call to be “good stewards” applies equally to the membership and the leadership of the Order. It encompasses a duty which extends beyond the expected sharing of time, talent and treasure. It requires the application of basic standards of professionalism, transparency and accountability in business practices (hereinafter “basic standards”) in order to preserve legitimacy and trust of the membership of the Order, the hierarchy of the Catholic Church as well as the general public. Ultimately, it requires that the essential purpose, mission and aim of the Order always guide and circumscribe our actions as an organization.

The adoption by the Order of basic standards of professionalism, transparency and accountability in business practices is in conformity with the growing trend in matters of law and business ethics in North America to have business organizations (whether for-profit or not-for-profit) comply with business practices which are generally understood and accepted as “best practices.”

The following is a list of basic standards of practice which are to be adopted by the North Central Lieutenancy with the recommendation that they might also be considered for adoption by other Lieutenancies and regional organizations of the Order covering North America.

4. BASIC STANDARDS OF PRACTICES

1. *Officers and Section Presidents:* The duties and responsibilities of officers and section presidents are to be clearly defined and delineated in writing and updated and revised as necessary.
2. *Executive Committee and Lieutenancy Council:* The composition, duties and responsibilities of the Executive Committee and the Lieutenancy Council are to be clearly defined and delineated in writing and updated and revised as necessary.
3. *Policies and Procedures:* Any and all corporate policies and procedure and/or directives which might be promulgated, adopted or issued by leadership are to be published, made available to members, maintained in a comprehensive format and be in conformity with the EOHSJ Constitution and NCL Corporate Bylaws.
4. *Council Meetings:* Council meetings are to be held twice a year (normally in the spring and fall). Council meetings may be convened remotely or held in-person. If held in-person the Council members are responsible for the personal costs of travel, food and lodging. Agendas for the Council meetings are to be prepared by the Lieutenant and distributed to Council members in advance of the meetings. Minutes of the meetings are to be retained and distributed to Council members within a reasonable time period after the meetings.

5. *Financial Management*: Reasonable internal controls should be put in place to prevent fraud or waste, including but not limited to an audit of the financial records of the Lieutenancy at reasonable intervals.
6. *Public Accounting*: The Lieutenancy is to render an annual accounting to members concerning general income and expenses.
7. *Conflict of Interests*: Officers and Council members are to avoid any activity, arrangement or agreement by which an Officer or Council member 1) receives directly or indirectly (through family or friends) a financial benefit or monetary interest from the Lieutenancy and/or Order, excluding reimbursement for reasonable expenses and costs actually incurred in carrying out assigned responsibilities and/or 2) does not act in the best interests of the Lieutenancy because of competing loyalties of a personal or organizational nature. In assessing the reasonableness of reimbursement expenses and whether those expenses are incurred are essential in carrying out assigned responsibilities those expenses relating to travel (car mileage, airfare, food and/or lodging) are to be given a high level of scrutiny. Private benefits or inurements are prohibited.
8. *Annual Meetings/Investitures/Sectional Dinners*: All meetings or gatherings of the Lieutenancy and/or its Sections, including but not limited to annual meetings, investitures, sectional dinners and/or retreats are, as nearly as possible, to be funded by the members attending those events without recourse to funds intended and restricted for the benefit of the Order's mission. In preparation for Investitures budgets are to be submitted to the Lieutenancy for approval and following each Investiture there is to be a financial reconciliation of the income and expenses.
9. *Bequests and Gifts*: Any and all unrestricted gifts and/or bequests received by the Lieutenancy are to be forwarded to the Grand Magisterium. The Lieutenancy should not invite or solicit gifts and/or bequests which are restricted for use by the Lieutenancy. However, if a gift or bequest is unrestricted the Lieutenancy may apply the gift or bequest to a special use approved by the Grand Magisterium.
10. *Archival of Records*: Membership records and records of meetings (Secretary's minutes and reports, including the Treasurer's and Lieutenant's Reports are to be archived.
11. *Summary of Administrative Operating Procedures*: Summary of Administrative Operating Procedures, issued December 2000, revised and updated March 2012 and incorporated in the North Central Lieutenancy Member Operations is to be followed. The directives pertain to compulsory fees paid by members, search for alternative sources, Lieutenancy expenditures, money transfers to the Holy Land, annual budget closing, complementary legal structures and audited financial statements.

[APPROVED: May 1, 2021; North Central Lieutenancy Council]

D. Document and Data Retention Policy

1. DEFINITIONS

Financial Records – all documents or other records dealing with the Lieutenancy's income and expenditures, including bank statements, returned Annual Dues cards, returned cancelled checks, and audit reports, as well as data files produced by any accounting program used to maintain these records.

Membership Records – all documents or other formal records dealing with the names, contact information, Investiture, Promotion, or Membership status of individual Members, as well as data files produced by any database application used to maintain or store these records.

Other Records – email messages, other correspondence, miscellaneous documents or other records, not included in one of the two previous categories.

2. PRINCIPLES

- 1) The Lieutenancy's financial documents and membership records, or digital images thereof, should be retained securely according to the attached Record Retention Schedule.
- 2) Where feasible and legally permissible, retained documents and data should be stored in a digital form, and original documents (where relevant) securely destroyed.
- 3) At least two copies of the media containing the current archival copies of stored data files and/or documents should always be in existence and should be kept in different locations.
- 4) Data files containing current working records which are maintained in an electronic form should be securely backed up, continuously or at frequent, regular, intervals, to removable media or (preferably) to a second computer system in a location remote from that on which the data is normally entered and processed.
- 5) Original documents should not be destroyed until their scanned images have been verified and backed up.
- 6) Older versions of media containing archival copies of stored data files and/or source documents should be securely destroyed when they have been replaced by updated versions.
- 7) The Lieutenancy's Data Manager shall be responsible for the maintenance and implementation of the data management aspects of these policies and procedures. If there is no individual specifically assigned to that role, the responsibility will transfer to the Lieutenancy's Secretary. Under these circumstances, all references to the Data Manager in this document shall be understood to refer to the Secretary.
- 8) Access to any records of identifiable individual Members other than themselves shall generally be restricted to the Lieutenant, the Secretary, the Treasurer, the Data Manager, Auditors and their staff, and any consultants or other personnel employed to maintain the

records. Any Member may, on request and with reasonable notice, be supplied with a report showing the content of his/her own personal records, held by the Lieutenancy.

3. POLICIES

a. Financial Records

- 1) All financial records shall be retained securely **in their original form** (whether paper or digital) until the annual audit for the year to which they apply has been completed.
- 2) The system and procedures used to back up the data files containing the Treasurer's accounting records shall be reviewed and approved annually by the Lieutenancy's Data Manager.
- 3) The Treasurer, with the advice of the Executive Committee, shall determine what other financial records should be retained after the completion of the annual audit for the year to which they apply.

b. Membership Records

- 1) The system and procedures used to back up the working data files containing the Lieutenancy's Membership database and the working copy of the data archives shall be reviewed and approved annually by the Lieutenancy's Data Manager.
- 2) All Membership records shall be retained securely while the Member to whom they apply is a Member in Good Standing in this Lieutenancy, and for the length of time specified in the Record Retention Schedule following his/her death, transfer to another Lieutenancy, or resignation from the Order.
- 3) If a Member transfers permanently to another Lieutenancy, any Membership records held as hard copy shall be sent to the receiving Lieutenancy, together with a copy of all records stored in digital form.

c. Other Records

- 1) An archival copy of any version of the Lieutenancy's Member Operations Manual that is published to its website and remains available there for more than 7 days shall be securely retained for at least 2 years after its publication date.
- 2) Individual Officers and Members of Council (including the Lieutenant and Treasurer for material other than Membership Records and Financial Records, as defined above) are responsible for securely maintaining appropriate records of their own activities and routine correspondence. Where possible, these records should be kept in searchable digital form.

4. PROCEDURES

a. Membership Records

- 1) Applications for Membership and proposals for Promotion shall be copied after receipt and approval by the Lieutenant and scanned and stored in digital form as soon as is reasonably convenient after the originals have been submitted to the Grand Magisterium. The paper copies shall normally then be securely destroyed.
- 2) All other documentation submitted to the Grand Magisterium in connection with the Investiture or Promotion of individual Members or with the awarding of Decorations to individual Members by the Order shall be copied. These copies shall be scanned and stored in digital form as soon as is reasonably convenient after the originals have been submitted to the Grand Magisterium. The paper copies shall normally then be securely destroyed.
- 3) With the exception of diplomas and similar documents that will be passed on to the individual Member, all documentation received from the Grand Magisterium connected with the Investiture or Promotion of individual Members or with the awarding of Decorations to individual Members by the Order shall be scanned and stored in digital form as soon as reasonably convenient after receipt. The paper originals shall normally be retained until after the Investiture or Promotion has taken place or the Decoration has been awarded, and then securely destroyed.
- 4) Records of any other administrative actions taken by Council or the Lieutenant affecting an individual's Rank or Membership shall be scanned and stored in digital form as soon as possible after the action is taken or (if this is necessary) confirmed by the Grand Magisterium.

5. RECORD RETENTION SCHEDULE

TYPE OF RECORD	RETENTION PERIOD
Accounting	
Auditors' reports & work papers	Permanent (scanned)
Bank deposit slips	3 years
Bank statements, reconciliations	7 years
Budgets	3 years
Cancelled checks	7 years
Donations to Grand Magisterium	Permanent
Donations from individual members	Permanent
Donations to individual Holy Land charities	Permanent
Financial reports (Grand Magisterium)	Permanent (scanned/digital)
Financial statements (annual)	Permanent (scanned/digital)
Inventory lists	Current as updated
Invoices	3 years
Volunteer expense reports	3 years

Corporate Records

Annual report (State of Illinois)	3 years
Articles of Incorporation	Permanent
Constitution of Order	Current as updated
Bylaws	Permanent
Contracts (generally)	10 years
Membership Directory	Permanent
Membership Operations Manual	2 years
Minutes (annual and council)	Permanent (scanned/digital)
Treasurer's Reports	Permanent (scanned/digital)

General

Correspondence (general)	1 year
Correspondence (personal)	As necessary for reference
Newsletters	Permanent (digital)

Insurance

Insurance Claims	6 years after settlement
Insurance Policies	Permanent

Membership Files

Investiture, Promotions, Retirement, Resignation, Death	Permanent (scanned/digital)
--	-----------------------------

[APPROVED: September 9, 2015; H.E. Sir Max Douglas Brown, KC*HS, Lieutenant]

E. Dress Protocol for the North Central Lieutenancy

See "North Central Lieutenancy Dress Protocol," a pictorial guide maintained outside of the *Member Operations Manual* and made available on the lieutenancy website.

F. Guidelines for Conferring Palms of Jerusalem

Former Vice Governor General Patrick Powers issued the guidelines below for awarding Palms of Jerusalem, but there is little apparent difference between the criteria for the Bronze and Silver, and they do not recognize the contributions of members who have not yet attained the rank of Grand Cross. The practice established by Lieutenant Max Brown was to nominate recipients from the state in which that year's investiture is held.

PALMS OF JERUSALEM

GUIDELINES FOR CONFERRAL

Vice Governor General Patrick Powers, REV: 140528

From the Constitution of the Equestrian Order of the Holy Sepulchre of Jerusalem (as amended):

The following are special distinctions of the Order:

The Palm of Jerusalem (of gold, silver and bronze) can be conferred by the Cardinal Grand Master to persons of exemplary moral conduct, especially meritorious on behalf of the Order or the Holy Land.

The Palms of Jerusalem are reserved for Members of the Order.

The Grand Prior shall approve all Palm requests in writing which shall be forwarded to the Vice Governor for his review and approval. The Vice Governor shall forward his written approval to Rome.

The Gold Palm is reserved for exceptional cases and there can be a gradualness in the awarding of Palms.

The Silver Palm is the highest award for Clergy.

In the event a higher level of palm is given to one who has already been awarded a palm, the previous award will be superseded and only the highest level of the award will be worn.

The Lieutenant will propose that the Cardinal Grand Master confer Palms of Jerusalem upon deserving persons, as agreed with the Grand Prior, after the candidate has been reviewed and nominated by a special Review Committee comprised of 3-5 senior members of the Lieutenancy (usually current and emeritus Lieutenants and Chancellors).

The determination of the specific class of Palm to be conferred shall remain the prerogative of the Cardinal Grand Master, however, the Lieutenancy will observe the following criteria in proposing the conferral of the decoration:

1. **For the conferring of all Palms**, the criteria of “exemplary moral conduct, especially meritorious on behalf of the Order or the Holy Land” will be strictly adhered to by the Lieutenancy.
2. **Bronze Palm of Jerusalem –**
 - a. The member has made regular Annual Contributions in support of the mission and works of the Order;
 - b. The member has attended a minimum of 75% of all Annual Meetings since Investiture;
 - c. The member has been otherwise active by frequently attending other events and meetings of the Order;
 - d. The lay member has attained the rank of Grand Cross, a clergy member has attained his highest achievable rank;
 - e. The member has received the Pilgrim Shell, unless waived due to special circumstances;

- f. The member has completed service to the Lieutenancy or Order as an officer or councilor, with distinction, and has served a minimum of one full term, or,
- g. The member has served the Lieutenancy with distinction in some other capacity, or,
- h. The member has been especially generous in the support of the mission and works of the Order.

3. Silver Palm of Jerusalem –

- i. The member has made regular (almost without interruption) Annual Contributions in support of the mission and works of the Order;
- j. The member has attended a minimum of 75% of all Annual Meetings since Investiture;
- k. The member has been otherwise active by frequently attending other events and meetings of the Order;
- l. The lay member has attained the rank of Grand Cross, a clergy member has attained his highest achievable rank;
- m. The member has received the Pilgrim Shell unless waived due to special circumstances;
- n. The member has been an active member of the Order for a minimum of 25 years, which term will be reduced by one year for each year the member has served the Lieutenancy *with distinction* as an officer or councilor, or, *with distinction* in some other capacity;
- o. In addition, upon the recommendation of the Lieutenant, the guideline of 25 years of active service can be reduced for a member who has been *especially generous* in support of the mission and works of the Order, or, who has *otherwise distinguished their self*, but in no case with less than 15 years of active service.

4. Gold Palm of Jerusalem –

- p. The member has made regular (almost without interruption) Annual Contributions in support of the mission and works of the Order;
- q. The member has attended a minimum of 75% of all Annual Meetings since Investiture;
- r. The member has been otherwise active by frequently attending other events and meetings of the Order;
- s. The lay member has attained the rank of Grand Cross, a clergy member has attained his highest achievable rank;

- t. The member has received the Pilgrim Shell unless waived due to special circumstances;
- u. The member has been an active member of the Order for a minimum of 25 years and -
 - i. has completed service to the Lieutenancy or Order as an officer or councilor *with special distinction* (the 25 year requirement may be reduced by one year for each year of such service), and has served a minimum of one full term, or,
 - ii. the member has served the Lieutenancy or the Order *with special distinction* in some other capacity (with each year of service reducing the 25 year requirement by one year), or,
 - iii. the member has been *extraordinarily generous* in support of the mission and works of the Order.
- v. Conferring of a Gold Palm of Jerusalem is in recognition of extraordinary service to the Lieutenancy or the Order and therefore will be conferred infrequently.

VI. APPENDICES

Appendix 1: Bylaws

BYLAWS

North Central Lieutenancy
Equestrian Order of the Holy Sepulchre of Jerusalem

BYLAWS

EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM

NORTH CENTRAL LIEUTENANCY

Article I

ORGANIZATION

Section 1. Name. The name of the corporation is the Equestrian Order of the Holy Sepulchre of Jerusalem, North Central Lieutenancy (the "Lieutenancy").

Section 2. Nature of the Organization. The Lieutenancy is a subordinate regional organization of the Equestrian Order of the Holy Sepulchre of Jerusalem (the "Order") with responsibility for the mission and life of the Order in the states of Illinois, Indiana, Kentucky, Michigan, Ohio and Wisconsin. The lay head of the Lieutenancy is the Lieutenant and the ecclesiastical head of the Lieutenancy is the Lieutenancy Prior. The Lieutenancy is subdivided into Sections which are directed by Section Presidents. The headquarters of the Order is located in the Vatican City State. The Order is guided and governed by a Grand Master, usually a Cardinal, appointed by the Supreme Pontiff and assisted by a Governor General, the Vice Governor General for North America and the Grand Magisterium.

Section 3. Civil Incorporation. The corporation is incorporated in the State of Illinois and is organized under Chapter 805 ILCS 105 of the General Not For Profit Corporation Act of 1986, as may be now or otherwise amended (the "NFP Act").

Section 4. Canonical Juridical Personality. The Order, as an institution of the Holy See, is a legal person under the canon law of the Catholic Church and is recognized as such in the Vatican City State.

Section 5. Constitution of Order Deemed Incorporated. Unless otherwise provided by the laws of the State of Illinois, by the Certificate of Incorporation of the corporation, by the general law, or by these Bylaws, the Bylaws of the Lieutenancy are deemed to incorporate the provisions of the Constitution of the Order as may be now or as otherwise amended.

Section 6. Purpose.

(a) The corporation is organized exclusively for charitable, educational and religious purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), or the corresponding provision of any future United States Internal Revenue law, subject thereto:

To provide for the education of those who commit themselves to studies in the arts and sciences, including religious, medical and nursing educational, as well as social services in the Holy Land, in terms of loans and grants;

To foster, promote, support, develop, encourage and solicit gifts, grants and contributions, and to maintain receive and accept funds, gifts, grants and contributions for and on behalf of the Latin Patriarchate of Jerusalem and Magisterium of the Equestrian Order of the Holy Sepulchre of Jerusalem, as well as the above-stated educational endeavors; and

To operate such other programs, entities and activities which, as permitted by the NFP Act.

(b) No part of the net earnings of the corporation shall inure to the benefit of any private individual; no part of the income of the corporation shall be distributed to its directors or officers, provided, however, that the payment of reasonable compensation for services rendered shall not be deemed a distribution of income. No substantial part of the activities of the corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation. The corporation shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of or against any candidate for public office.

(c) The corporation shall possess all powers which a corporation organized under the NFP Act, including the power to use, distribute, contribute, expend, donate, apply and appropriate all of its property and assets, and all process and avails thereof, and income and profit derived therefrom, exclusively for charitable, educational or scientific purposes; provided, however, the corporation shall not engage in any business which would disqualify it from being exempt from taxation under Section 501(c)(3) of the Code, or the corresponding provision of any future United States Internal Revenue law.

(d) Anything herein contained to the contrary notwithstanding, no assets of the corporation shall be donated, distributed, applied to, paid over or otherwise used or employed in any manner which would disqualify the corporation from being exempt from taxation as an organization described in Section 501(c)(3) of the Code, or the corresponding provision of any future United States Internal Revenue law.

Section 7. Mission of the Order. The specific mandate to the Order from the Supreme Pontiff is to strengthen among its members the practice of Christian life and to support the Catholic Church and Christian presence in the Holy Land, in accordance with the norms of Canon Law and the Order's own Constitution, Statutes and General Regulations.

Section 8. Goals of the Order.

(a) **Self-Renunciation.** Members of the Order are called to develop a specific form of self-discipline and witness: zeal for self-renunciation in the midst of societies of abundance. This includes cultivating an interior disposition of detachment, a willingness to subordinate one's personal interests to the needs of others and the common good, and a notable generosity in the utilization of one's material and spiritual resources, talents, influence, time and energy for others.

(b) **Generosity.** The mandate of the Order requires its members to deepen their generous aid to the most vulnerable and less fortunate, especially their concern for and solidarity with the people of the Holy Land. The exercise of this virtue includes material, moral, and spiritual assistance to the poor, to those without resources, voice, or means, and to those who are oppressed and lacking the means to defend themselves and their rights.

(c) **Courage.** The Order's mission challenges its members to be engaged in a courageous struggle for justice and peace. Exercising this virtue includes activities involving education in all its forms and advocating recognition and respect for the dignity and human rights of every person, especially freedom of religion and worship, equal justice under law, and a reasonable security of life for all the people of the Holy Land.

(d) **Solidarity.** Through the prayers and generous assistance of its members, the Order is in solidarity with the Church in the Holy Land, aiding and collaborating with the local Catholic churches, especially the Latin Patriarchate of Jerusalem with which the Order maintains close traditional ties. It contributes to the support of their religious, charitable, educational, cultural, and social institutions and of their programs and activities.

(e) **Presence.** Members of the Order are committed to sustaining the Christian presence in the Holy Land. This includes not only defending the rights of the Church there, supporting the Holy Places, and ensuring the continuance of living Christian communities, but also praying for and advocating mutual understanding, dialogue, forgiveness, reconciliation, and other fundamental values as integral to the peaceful coexistence of all the people of the Holy Land.

(f) **Engagement.** Members of the Order should be actively engaged and participate fully and generously in the charitable, evangelizing, and ecumenical activities of their local churches, be conscious of the spiritual and ecclesial

significance of their membership in the Order, and witness to its bonds not only with the universal Church and the Holy See but also with their local dioceses and parishes.

(g) Collaboration. The Order and its members collaborate with other agencies and organizations, whether religious or secular that share similar aims and objectives in the Holy Land. They seek to interest Catholics, other Christians, and people of other religions and of good will throughout the world in the Order's good work in the Holy Land and to promote the union of Christians and interreligious understanding and collaboration.

Section 9. Corporate Offices. The corporation shall have and continuously maintain offices within or without the State of Illinois as the Lieutenantcy Council may from time to time determine. The Registered Agent shall be as designated in the Articles of Incorporation.

Article II

MEMBERS

Section 1. Members. The corporation shall have no members for purposes of the NFP Act, and the members of the Lieutenantcy Council (also known as the Board of Directors) shall be selected as provided in these Bylaws. In both legal and ecclesiastical terms the organization is understood to be a part of an international public association of the Christian faithful and the Catholic Church and in all respects obedient to the Supreme Pontiff. When these Bylaws and other documents of the corporation refer to "members" of the corporation those references shall be deemed to designate individuals who have been invested in the North Central Lieutenantcy of the Equestrian Order of the Holy Sepulchre of Jerusalem, but no reference shall be deemed to confer voting or other rights on any such individual for purposes of these Bylaws or the NFP Act for any other purpose in connection with the governance of the corporation unless such voting or other rights are specifically granted in these Bylaws.

Article III

BOARD OF DIRECTORS: LIEUTENANCY COUNCIL

Section 1. Role. The corporation's board of directors is customarily referred to by the Order and in these Bylaws as the Lieutenantcy Council. Except as otherwise provided in Section 5 below the Lieutenantcy Council is a consultative body that assists the Lieutenant and members of the Executive Committee and other officers in the general direction of the Lieutenantcy, including but not limited to the spiritual life of its members, guiding its charitable activity and caring for its administration.

Section 2. Membership. The Lieutenant establishes the Lieutenancy Council and appoints members of the Lieutenancy to the Council, of which at least three-quarters must be lay members of the Order, in addition to the following who are members of the Lieutenancy Council *ex officio*: Chancellor, Secretary and Treasurer. In addition to the Lieutenant and the aforementioned officers the members of the Lieutenancy Council shall consist of the Section Presidents and such other officers as may be appointed by the Lieutenant to exercise such responsibilities as the Lieutenant may determine. Section Presidents are appointed by the Lieutenant. The Lieutenancy Prior and, if applicable, Coadjutor Lieutenancy Prior serve on the Lieutenancy Council as *ex officio* members. *Ex officio* members of the Lieutenancy Council shall have seat, voice and vote at all meetings of the Lieutenancy Council.

Section 3. Meetings. The Lieutenant convenes and presides over the meetings of the Lieutenancy Council and determines its agenda in consultation with Council members. The Lieutenancy Council must be convened at least two times each year and may be convened as often as the Lieutenant judges it appropriate.

Section 4. Term of Appointment. The Lieutenant, for serious and well-founded reasons, and with the approval of the Executive Committee, can revoke the appointment of any member of the Lieutenancy Council. A vacancy for any reason, including but not limited to death, disability, removal or resignation may be filled by the Lieutenant, provided that a vacancy in any *ex officio* seat shall be filled by the person appointed in the corresponding office as described in these Bylaws.

Section 5. General Duties and Responsibilities. The Lieutenancy Council approves the minutes of the Lieutenancy Council meetings; determines the fees for annual contributions as well as for admission and promotion; approves the creation of official positions; assists the Lieutenant in setting the agenda for Council meetings and annual meetings of the membership; approves any and all policies of the Lieutenancy and any revision thereof, including but not limited to a conflicts of interest policy; advises the Lieutenant on special contributions to the Holy Land; and approves any amendment to the Articles of Incorporation and/or these Bylaws.

Section 6. Voting Process and Requirements.

(a) **Quorum.** A majority of the Council members in office immediately before a meeting shall constitute a quorum for the transaction of business at the meeting of the Council. No business shall be considered at Council meetings where a quorum is not present.

(b) **Majority Vote.** Except with regard to approving amendments to the Bylaws (see subsection (d) below) and as otherwise required by law, the act of the majority of the members present shall be the act of the Council.

(c) **Participation.** Except as required otherwise by law, members may participate in a regular or special meeting through the use of a means of

communications by which all members participating may simultaneously hear and speak with each other during the meeting, including in person, internet video meeting or telephone conference call.

(d) Special Voting Requirements. A two-thirds vote of the Council is required to approve Bylaws for a vote by general members at the annual meeting of the Lieutenancy, amendments to the Bylaws and Articles of Incorporation. A detailed notice of such proposed amendments must be communicated to each Council member at least thirty days before the voting occurs; provided that no such amendment shall be approved if it contradicts the Constitution and Statutes of the Order and the Canon Law of the Catholic Church.

Article IV

EXECUTIVE COMMITTEE

Section 1. Role. Except as otherwise provided for in Section 5 below, in addition to the other duties and authority described in these Bylaws, the Executive Committee is a consultative body of Lieutenancy officers and key leaders that assists the Lieutenant and each other in fulfilling assigned duties on behalf of the Lieutenancy.

Section 2. Membership. The Lieutenant establishes the Executive Committee and appoints members of the Executive Committee. The members of the Executive Committee include, *ex officio*, the Lieutenant, the Chancellor, Secretary, Treasurer, such Assistant Secretaries and/or Assistant Treasurers as may be appointed, the Immediate Past Lieutenant, Legal Counsel, the Ecclesiastical Master of Ceremonies, the Assistant Ecclesiastical Master of Ceremonies, the Editor of *The Page*, the Director of Technology, and such Vice Chancellors as may be appointed by the Lieutenant, including but not limited to a Vice Chancellor of Membership, Vice Chancellor of Formation, Vice Chancellor of Investitures, Vice Chancellor of Education and Vice Chancellor of Development. *Ex officio* members of the Executive Committee have seat, voice and vote at all meetings of the Executive Committee.

Section 3. Meetings. The Lieutenant convenes and presides over the meetings of the Executive Committee and determines its agenda in consultation with members of the Executive Committee. Meetings may be held at such places as may be designated by the Lieutenant and except as required otherwise by law, members may participate in a regular or special meeting through the use of a means of communications by which all members participating may simultaneously hear and speak with each other during the meeting, including in person, internet video meeting or telephone conference call. A quorum consisting of a majority of members is required to convene a meeting.

Section 4. Term of Appointment. The Lieutenant may revoke the appointment of any member of the Executive Committee. A vacancy for any reason, including but

not limited to death, disability, removal or resignation may be filled by the Lieutenant, provided that a vacancy in any *ex officio* seat shall be filled by the person appointed to the corresponding office as described in these Bylaws. Members of the Executive Committee may serve no more than two four-year terms except in the case of *ex officio* members, who may serve on the Executive Committee as long as they hold the corresponding office entitling to *ex officio* membership.

Section 5. General Duties and Responsibilities. The Executive Committee assists the Lieutenant in establishing strategic priorities, setting both short-term and long-term goals, approves the creation of such permanent and *ad hoc* committees as may be necessary to direct and manage areas of responsibility and operation of the Lieutenancy, setting the agenda for meetings and by reviewing and approving any and all policies and/or amendments to the Articles of Incorporation and/or Bylaws before submission to the Lieutenancy Council. Inasmuch as each member serves on the Executive Committee in an official capacity with his/her own defined responsibilities, it is incumbent upon all members of the Executive Committee, including the Lieutenant, to keep other members of the Executive Committee generally informed of matters in their respective areas of responsibility.

Article V

OFFICERS

Section 1. Lieutenant. The customary title conferred on the corporation's President by the Order is that of Lieutenant.

(a) **Appointment.** Lieutenants are appointed from among the lay members of the Order by the Governor General, after consulting the Presidency of the Grand Magisterium and the appropriate authorities of the local church and with the confirmation of the Grand Master. Lieutenants serve for a term of four years and may be reappointed once.

The Governor General, for serious and well-founded reasons, after consulting the Presidency of the Grand Magisterium and with the confirmation of the Grand Master, can revoke the appointment of a Lieutenant.

(b) **Responsibilities.** Lieutenants direct the Lieutenancy entrusted to them in the spirit of service, exercising their authority according to the norms of Canon Law and the Statutes and General Regulations of the Order. Lieutenants are responsible for the life, spiritual growth, and activities of their Lieutenancies; the selection of new members; the ongoing formation of members; the promotion of charitable assistance to the Holy Land; the implementation of the Statutes and General Regulations of the Order and the directives of the Grand Master, Grand Magisterium, and Governor General; and the representation of their Lieutenancies to local ecclesiastical and civil authorities.

(c) Collaborators. Lieutenants are assisted in carrying out their responsibilities by a Lieutenancy Prior and a Lieutenancy Council, which they chair.

(d) Regents. A Regent can be appointed by the Governor General, after consulting the Presidency of the Grand Magisterium and with the confirmation of the Grand Master, from among the lay members of the Order temporarily to exercise the responsibility of a Lieutenant in the event of the death, resignation, incapacity to act, or extended absence of the Lieutenant or for other serious and well-founded reasons. When a Regent has been appointed for the office of Lieutenant, all references to the Lieutenant herein shall be deemed to include a reference to said Regent.

(e) Financial Administration. The Lieutenant, in collaboration with the Lieutenancy Treasurer, is responsible for the administration of the temporal goods of the Lieutenancy in accordance with the norms of Canon Law, the Statutes and General Regulations of the Order, and civil law.

(f) Reporting. The Lieutenant must send the Governor General a detailed annual report on the activities, general administration, and financial management of the Lieutenancy and its subordinate Sections and Local Delegation.

Section 2. Lieutenancy Priors.

(a) Appointment. Lieutenancy Priors are appointed from among the ecclesiastical members of the Order, preferably of episcopal rank and the highest ecclesiastical dignitary in the Lieutenancy, by the Grand Master after consulting the Assessor, the Governor General, and the Lieutenant and informing the appropriate authorities of the local church. Lieutenancy Priors serve for a term of four years and may be reappointed.

The Grand Master, for serious and well-founded reasons, after consulting the Assessor, the Governor General, and the Lieutenant, can revoke the appointment of a Lieutenancy Prior.

(b) Responsibilities. The Lieutenancy Prior assists and cooperates with the Lieutenant in the spiritual direction of the Lieutenancy, serves as its spiritual leader, and instructs and monitors the work of the Section and Local Delegation Priors as enumerated below:

1. Directs all religious and spiritual activities of the North Central Lieutenancy.
2. Participates with the Lieutenant in the governance of the Lieutenancy and appointment of the clerical members of the Council, including but not limited to Section Priors.
3. Approves candidates for investiture and members for promotion

4. May appoint with the approval of the Cardinal Grand Master a Coadjutor Lieutenancy Prior in the person of an Archbishop or Bishop to assist him.
5. Guides the activities of the Ecclesiastical Master of Ceremonies.
6. Appoints a Knight or Dame to act as Lieutenant in the event of a vacancy in the office until a formal appointment of a successor.
7. If available, attends the annual meeting and invests such candidates and promotes such members as may be put forth for membership and promotion.

The Lieutenancy Prior carries out the other tasks and assignments given to him by the Constitution, Statutes and General Regulations of the Order

(c) Coadjutor Lieutenancy Prior. When circumstances so require, the Grand Master, after consulting the Assessor, the Governor General and the Lieutenant, may appoint a Coadjutor Lieutenancy Prior to assist the Lieutenancy Prior. The Coadjutor Lieutenancy Prior assists the Lieutenancy as enumerated below:

1. Under the general oversight of the Lieutenancy Prior, directs all religious and spiritual activities of the North Central Lieutenancy.
2. Participates with the Lieutenant in the governance of the Lieutenancy and appointment of the clerical members of the Council, including but not limited to Section Priors.
3. Approves candidates for investiture and members for promotion.
4. Guides the activities of the Ecclesiastical Master of Ceremonies.
5. Attends the annual meeting and invests such candidates and promotes such members as may be put forth for membership and promotion.
6. Carries out the other tasks and assignments given to him by the Constitution and Regulations of the Order.

The Grand Master, for serious and well-founded reasons, after consulting the Assessor and the Governor General and informing the Lieutenant, can revoke the appointment of a Coadjutor Lieutenancy Prior.

Section 3. Chancellor. The customary title conferred on the corporation's Vice President by the Order is that of Chancellor.

(a) Appointment. The Chancellor is appointed by the Lieutenant from among the lay members of the Lieutenancy, after consulting the Lieutenancy Prior or Coadjutor Lieutenancy Prior and with the confirmation of the Presidency of the Grand Magisterium.

(b) Responsibilities. The Chancellor is accountable to the Lieutenant and responsible for assisting the Lieutenant in the administration of the Lieutenancy, overseeing applications for membership in the Order, overseeing the status and

promotion of members of the Lieutenancy, and coordinating the publications of the Lieutenancy.

(c) Substitution. The Chancellor temporarily exercises the responsibilities of the Lieutenant in the event of the death, resignation, incapacity to act, or extended absence of the Lieutenant, unless a Regent is provided.

Section 4. Treasurer.

(a) Appointment. The Treasurer is appointed by the Lieutenant from among the lay members of the Lieutenancy.

(b) Responsibilities. The Treasurer is accountable to the Lieutenant for the administration of the financial affairs of the Lieutenancy. The Treasurer's responsibilities include managing the assets of the Lieutenancy, preparing the Lieutenancy's annual budget, administering the Lieutenancy's financial resources in accordance with the Lieutenancy's approved annual budget, and preparing the financial statements of the Lieutenancy.

(c) Assistant Treasurers. Such Assistant Treasurer(s) may be appointed by the Lieutenant as may be necessary to assist the Treasurer in his/her duties.

Section 5. Secretary.

(a) Appointment. The Secretary is appointed by the Lieutenant from among the lay members of the Lieutenancy.

(b) Responsibilities. The Secretary is accountable to the Lieutenant and responsible for recording and archiving the acts of the Lieutenancy, maintaining its membership records, and providing administrative assistance to the Lieutenant and the Chancellor.

(c) Assistant Secretaries. Such Assistant Secretary(ies) may be appointed by the Lieutenant as may be necessary to assist the Secretary in his/her duties.

Section 6. Other Officers on Executive Committee. In addition to those officers identified above, the following officers of the Lieutenancy are recognized and serve as members of the Executive Committee: the Immediate Past Lieutenant, Legal Counsel, the Ecclesiastical Master of Ceremonies, the Assistant Ecclesiastical Master of Ceremonies, the Editor of *The Page*, the Director of Technology and such Vice Chancellors as may be appointed by the Lieutenant, including but not limited to a Vice Chancellor of Membership, Vice Chancellor of Formation, Vice Chancellor of Investitures, Vice Chancellor of Education and Vice Chancellor of Development. With the exception of the Immediate Past Lieutenant, the aforementioned officers are appointed and may be removed by the Lieutenant.

Section 7. Additional Officers. The following additional officers are recognized and are appointed and may be removed by the Lieutenant: Medal Master and Mistress, Assistant Medal Master and Mistress, Pilgrim Master and Assistant Pilgrim

Master, Hotel Contract Negotiator and Bereavement Officer. The Lieutenant, after consulting the Executive Committee and with the approval of the Lieutenancy Council, may create other officials from among the members of the Lieutenancy to exercise such responsibilities as the Lieutenant may determine.

Section 8. Compensation. No officer of the Lieutenancy may be an employee of the Lieutenancy nor receive any compensation for his or her services, except reimbursement for legitimate and approved out-of-pocket expenses occurred in carrying out the business of the Lieutenancy.

Section 9. Term of Office. Officers may serve no more than two four year terms in any one office.

Article VI

COMMITTEES

Section 1. Creation of Committees and Appointment of Members. With the approval of the Executive Committee the Lieutenant may create such additional standing or permanent and special or *ad hoc* committees as may be necessary to direct and manage areas of responsibility relating to the operation of the Lieutenancy and appoint or remove the lay or clerical members to those committees.

Section 2. Duties and Responsibilities. The written duties and responsibilities of such committees created should be posted in the on-line version of the Members Operations Manual which appears on the website of the North Central Lieutenancy.

Section 3. Term of Office. Members of committees created may serve no more than two four-year terms.

Article VII

SECTIONS

Section 1. Establishment. Upon proposal of the Lieutenant, the Governor General, after consulting the Presidency of the Grand Magisterium, may authorize the subdivision of the Lieutenancy into Sections; similarly, the Sections may be subdivided into Local Delegations.

Section 2. Section Presidents and Local Delegates. Sections are directed by Section President(s) and Local Delegations by Local Delegates. Section Presidents are appointed by the Lieutenant. A husband and wife, both of whom are members of the Order, may be jointly appointed to the position of Section Presidency. Section Presidents may serve no more than two four-year terms in office.

The Lieutenant, for serious and well-founded reasons can revoke the appointment of a Section President and, after also consulting the appropriate Section President, a Local Delegate.

Section 3. Regents. A Regent can be appointed from among the lay members of the Lieutenancy by the Lieutenant, after informing the Presidency of the Grand Magisterium, temporarily to exercise the responsibility of a Section President or Local Delegate in the event of the death, resignation, incapacity to act, or extended absence of that official. When a Regent has been appointed for the office of Section President or Local Delegate, all references to the Section President or Local Delegate (as the case may be) herein shall be deemed to include a reference to said Regent.

Section 4. Section and Local Delegation Priors. Section and Local Delegation Priors are appointed by the Lieutenant, with the agreement of Section President.

Section and Local Delegation Priors assist and cooperate with their respective Section President or Local Delegate and serve as the spiritual leaders of the Section or Local Delegation, directing all the religious activities.

The Lieutenant, for serious and well-founded reasons, with the agreement of the Section President(s), can revoke the appointment of a Section Prior and, after also informing the appropriate Section President, a Local Delegation Prior.

Section 5. Section and Local Delegation Councils. Section and, if instituted, Local Delegation Councils assist the Section President or Local Delegate in guiding the activities of the Section or Local Delegation.

The Section President(s) or Local Delegate determines the number of members and appoints the members of the Section or Local Delegation Council, with the agreement of the Lieutenant. The Lieutenant, for serious and well-founded reasons, after consulting the Lieutenancy Council, can dissolve a Section Council and, after also consulting the appropriate Section President, a Local Delegation Council or revoke the appointment of any of their members.

Article VIII

GENERAL MEMBERS

Section 1. General Members. General Members are Catholic lay, clerical or religious men and women who 1) are accepted into the Order as provided for in Sections 2 and 3 below; 2) make a life time commitment to witness to the faith, practice a Christian life, and carry forward charitable works for the moral and material support of the Christian communities in the Holy Land; 3) steadfastly support the Mission and Goals of the Order as enumerated in Article I, Sections 7

and 8 above; and 4) fulfill the obligations enumerated in Section 4 below as well as such other obligations which might be prescribed by the Grand Magisterium. Any reference in these Bylaws to the term "members" should be understood to mean "General Members" and not to members as contemplated by the NFP Act (as more fully described in Article II above).

Section 2. Candidacy for Admission.

(a) Selection. The right to select candidates for admission to the Order belongs primarily to Lieutenants; it is exercised in close cooperation with the Lieutenancy Prior and the Lieutenancy Council. This responsibility includes not only evaluating the suitability of candidates but also recruiting people within the territory of the Lieutenancy who have the necessary moral, religious, and personal qualities to join the Order.

(b) Qualifications. Candidates for admission to the Order must be Catholics of exemplary faith and moral conduct, who are actively involved in and generously support the activities of their local church, and who are willing to commit themselves to the mission and goals of the Order.

(c) Petition. Candidates for admission to the Order must provide a written commitment of their readiness and desire to be admitted into membership in the Order and of their willingness to accept all the obligations of membership.

(d) Formation. Candidates for admission to the Order must undergo a period of formation, customarily at least one year, guided by an experienced senior member of the Order.

Section 3. Admission.

(a) Competent Authority. The ordinary right to admit candidates into the Order and invest them belongs to the Grand Master in accordance with the Statutes and General Regulations of the Order; it is exercised normally upon the proposal of a Lieutenant, exceptionally upon the proposal of the Grand Magisterium, and occasionally *motu proprio*.

(b) Faculty of the Grand Prior. An extraordinary right to admit candidates into the Order belongs to the Grand Prior. He has the faculty to admit into the Order Canons of the Patriarchal Chapter of the Basilica of the Holy Sepulchre with a rank corresponding to their dignity. He also has the faculty to admit into the Order members of the secular and religious clergy, each having obtained beforehand permission from his own diocesan bishop (if he is not the Patriarch himself) or major superior, and lay men and women, in every case provided that the clergy or lay person has permanent residence in the patriarchal territory and is especially meritorious on behalf of the patriarchate itself, its works, or its institutions.

The aforementioned admissions, effectuated with a letter of nomination from the Lieutenancy Prior, must be submitted with the appropriate documents to the Grand Master, who confirms them with the issuance of the usual diploma.

(c) Ceremony of Investiture. The celebration of the ceremony of investiture of new members into the Order is the prerogative of the Grand Master; in his absence, authority to celebrate the ceremony of investiture is delegated to the Lieutenancy Prior or Coadjutor Lieutenancy Prior and may be subdelegated by the Lieutenancy Prior or Coadjutor Lieutenancy Prior to another ecclesiastical authority who is a member of the Order.

Section 4. Obligations.

(a) General Obligations. Members of the Order are required to participate actively both individually and collectively in the Order's activities in fulfillment of the goals of the Order; to observe faithfully the norms of the Statutes and General Regulations of the Order; and to obey completely and loyally the directives imparted by the Grand Master, Grand Magisterium, and Governor General or by other members of the Order delegated to do so on their behalf.

(b) Pilgrimage. Members of the Order should make a pilgrimage to the Holy Land at least once in their lifetime, preferably by taking part in a pilgrimage officially organized by the central or a local authority of the Order.

(c) Local Activities. Members of the Order are expected to participate in the life of the Order especially through participation in the religious, charitable, and organizational initiatives proposed by the Lieutenancy, including the funeral rites of deceased members and, unless expressly excused by the Lieutenant, the annual meeting of the Lieutenancy.

(d) Financial Support. Members of the Order are expected to make an annual financial contribution to the Order as is customary in their Lieutenancy. They are also expected to pay the customary contributions on the occasions of admission and promotion.

(e) Conflicts of Interest. Members of the Order are prohibited from belonging to or participating in the activities of organizations whose nature, purposes, or programs contradict the teachings of the Catholic Church or of institutions claiming a chivalrous nature that are not recognized by the Holy See or sovereign states.

(f) Behavior. Members of the Order are to refrain from any behavior which, in the judgment of the competent authority of the Order, constitutes grave public violation of divine or ecclesiastical law, seriously threatens ecclesial communion, or significantly harms the reputation of the Order. The determination of the Lieutenant as to any of the above-described types of behavior shall control.

(g) Failure to Comply. The unjustified failure to comply with one or more of the obligations of membership, accepted by each candidate upon admission to the Order, can result in loss of membership in the Order. The determination of the Lieutenant as to any failure to comply shall control.

Section 5. Spiritual Benefits. Members of the Order may acquire special indulgences by disposition of the Supreme Pontiff as described in the General Regulations of the Order.

Section 6. Promotion.

(a) Competent Authority. The right to promote members of the Order to higher rank belongs to the Grand Master in accordance with the Statutes and General Regulations of the Order; it is exercised normally upon the proposal of a Lieutenant and occasionally *motu proprio*.

(b) Requisites. Promotion of a member of the Order to higher rank is in recognition of the length, type, extent, and quality of the member's service in the current rank.

(c) Ranks. Members of the Order are ranked as follows:

1. Knights and Dames
2. Knight and Dame Commanders
3. Knight and Dame Commanders with Star
4. Knights and Dames Grand Cross
5. Knights and Dames of the Collar

(d) Initial Rank. Normally a candidate is admitted into the Order with the rank of Knight or Dame.

(e) Uniforms and Insignia of Rank. Members of the Order wear uniforms and insignia appropriate to their rank in accordance with the General Regulations of the Order.

Section 7. Separation from Membership.

(a) Resignation. Any member of the Order may resign membership in the Order at any time by giving written notice to the appropriate Lieutenant. Unless otherwise specified in the notice, the resignation takes effect upon receipt thereof by such official; acceptance of the resignation is not necessary to make it effective.

(b) Revocation for Non-Support and/or Abandonment of Membership. The membership of any member who fails to make their annual contribution for two or more consecutive years and/or who moves without providing notice or leaving a forwarding address, telephone number or email address is subject to revocation. After reasonable efforts have been made to reactivate and/or

locate the member without success the member may be administratively discharged from the Order without further recourse or appeal.

(c) Revocation for Violation of Other Obligations and Duties. In the case of the violation of the obligations and duties that drive from the membership of the Order other than those noted in Article VIII, Section 7.(b) of these Bylaws, the sanctions are as follows:

1. Admonition. This is usually issued by the Lieutenant and/or Section President in the form of a written communication.
2. Suspension. This is usually issued by the Cardinal Grand Master, and in case of especial gravity and urgency, by the Lieutenant involved.
3. Expulsion. The Cardinal Grand Master has the faculty to revoke membership of the Order for serious and well-founded reasons, according to the rules of canon law, the Constitution and the General Regulations. This faculty is normally exercised in response to a proposal made by a Lieutenant in exceptional cases in response to a proposal made by the Presidency of the Grand Magisterium, always after carrying out in-depth inquiries and engaging in the necessary consultation with the Presidency of the Grand Magisterium. Among the causes for expulsion there can be violation of the obligations of members cited in Article VIII, Section 4, subsections (a), (d), (e), and/or (f) of these Bylaws and/or Article 36, paragraphs 1, 4, 5 and/or 6 of the Constitution of the Order as may be now or as otherwise amended. The member subject to inquiry must be immediately informed and placed in a condition to present their own defense by the date assigned to them, which must be congruous.

(d) Confidentiality. The Cardinal Grand Master, or any officer acting in his place, is not obliged to communicate to anyone else who is not the interested party the reasons why the disciplinary action has been initiated in relation to them.

Article IX

CONFLICTS OF INTEREST

Conflicts of interest, whether real or apparent, are to be avoided by any and all individuals in a leadership position in the North Central Lieutenancy. No family member of any officer of the Lieutenancy or any officer of any Section or Local Delegation shall perform work for compensation on behalf of the Lieutenancy, Section or Local Delegation. Officers, Council members and all others holding leadership positions in the Lieutenancy shall comply with such conflicts of interest policy and/or directives as may be promulgated by the Lieutenancy Council.

Article X

ADOPTION AND AMENDMENT

Section 1. Adoption. These Bylaws shall be deemed adopted if approved by a majority of the General Members of the North Central Lieutenancy in attendance at an annual meeting. The proposed Bylaws shall be made generally available to active General Members in digital or print form prior to the vote. Voting at the annual meeting will be by a showing of hands with the affirmative vote of a majority of those present required to adopt the Bylaws. The results of the vote will be recorded in the minutes of the annual meeting.

Section 2. Amendments to Bylaws or Articles of Incorporation. Any amendment to the Bylaws or the Articles of Incorporation may be approved by the Lieutenancy Council provided for in Article III, Section 5 above without a vote by General Members, unless the Lieutenant in his or her discretion deems the amendment to have such an impact on the functioning of the Lieutenancy as to warrant adoption by the General Members.

Article XI

INDEMNIFICATION

Section 1. Indemnification of Directors and Officers. The corporation shall, to the fullest extent to which it is empowered to do so by the NFP Act or any other applicable laws as may from time to time be in effect, indemnify any person who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigation (other than an action by or in the right of the corporation), by reason of the fact that he or she is or was a director or officer of the corporation, including, but not limited to, members of the Lieutenancy Council, members of the Executive Committee, *ex officio* officers, other officers on the Executive Committee, additional officers of the Lieutenancy, members of standing or permanent and special or ad hoc Lieutenancy committees, Section officers and priors and/or such other person or persons serving the Lieutenancy in an approved leadership role, or is or was serving at the request of the corporation as director or officer of another corporation, partnership, joint venture, trust or other enterprise (including, but not limited to, an employee benefit plan) against all expenses (including reasonable attorneys' fees), judgments, fines (including, but not limited to, excise taxes assessed with respect to an employee benefit plan) and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interest of the corporation, and, with

respect to any criminal action or proceeding, had no reasonable cause to believe his her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interest of the corporation or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

The Corporation may, to the fullest extent to which it is empowered to do so by the NFP Act or any other applicable laws as may from time to time be in effect, indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that he or she is or was a director or officer of the corporation, or is or was serving at the request of the corporation as a director or officer of another corporation, partnership, joint venture, trust or other enterprise (including, but not limited to, an employee benefit plan), against all expenses (including reasonable attorneys' fees) actually and reasonably incurred by him or her in connection with the defense or settlement of such action or suit, if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interests of the corporation, provided that no indemnification shall be made with respect to any claim, issue, or matter as to which he or she has been adjudged to have been liable for negligence or misconduct in the performance of his or her duty to the corporation, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, he or she is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 2. Contract with the Corporation. The provisions of this Article XI shall be deemed to be a contract between the corporation and each director or officer who serves in any such capacity at any time while this Article XI and the relevant provisions of the NFP Act or other applicable laws, if any, are in effect, and any repeal or modification of any such law or of this Article XI shall not affect any rights or obligations then existing with respect to any state of facts then or theretofore existing or any action, suit or proceeding theretofore or thereafter brought or threatened based in whole or in part upon such state of facts.

Section 3. Indemnification of Employees and Agents. The corporation may indemnify any person not covered by the foregoing provisions of this Article XI who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the corporation), by reason of the fact that he or she is or was an employee or agent of the corporation, or is or was serving at the request of the corporation as an employee or agent of another

corporation, partnership, joint venture, trust or other enterprise, against some or all expenses (including reasonable attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him or her in connection with such action, suit or proceeding, if he or she acted in good faith and in a manner he or she reasonably believed to be in, or not opposed to, the best interest of the corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in, or not opposed to, the best interests of the corporation or, with respect to any criminal action or proceeding, that the person had reasonable cause to believe that his or her conduct was unlawful.

The corporation may indemnify any person not covered by the foregoing provisions of this Article XI who was or is a party, or is threatened to be made a party, to any threatened, pending or completed action or suit by or in the right of the corporation to procure a judgment in its favor by reason of the fact that he or she is or was an employee or agent of the corporation, or is or was serving at the request of the corporation as an employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against some or all expenses (including reasonable attorneys' fees) actually and reasonably incurred by him in connection with the defense or settlement of such action or suit, if he or she acted in good faith and in a manner he reasonably believed to be in, or not opposed to, the best interests of the corporation, provided that no indemnification shall be made with respect to any claim, issue or matter as to which he or she has been adjudged to have been liable for negligence or misconduct in his or her performance of his or her duty to the corporation, unless, and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability, but in view of all the circumstances of the case, he or she is fairly and reasonably entitled to indemnity for such expenses as the court shall deem proper.

Section 4. Determination of Propriety of Indemnification. Any indemnification under this Article XI (unless ordered by a court) shall be made by the corporation, only as authorized in the specific case, upon a determination that indemnification of the present or former director, officer, employee or agent is proper in the circumstances because he or she has met the applicable standard of conduct set forth in this Article XI. Such determination shall be made with respect to a person who is a director or officer at the time of the determination by the majority vote of the directors who are not parties to such action, suit or proceeding, even if less than a quorum.

Section 5. Advancing Expenses. Expenses (including reasonable attorneys' fees) incurred by an officer or director in defending a civil or criminal action, suit or

proceeding may be paid by the Corporation in advance of the final disposition of the action, suit or proceeding upon receipt of an undertaking by or on behalf of the director or officer to repay such amount if it shall ultimately be determined that such person is not entitled to be indemnified by the Corporation as authorized in this Article VIII. Such expenses (including reasonable attorneys' fees) incurred by former directors and officers or other employees and agents may be so paid on such terms and conditions, if any, as the Corporation deems appropriate.

Section 6. Other Rights of Indemnification. The indemnification and advancement of expenses provided by or permitted under this Article XI shall not be deemed exclusive of any other rights to which those indemnified may be entitled by law or otherwise, and shall continue as to a person who has ceased to be a director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such person.

Section 7. Liability Insurance. The corporation shall have the power to purchase and maintain insurance on behalf of any person who is or was a director, officer, employee or agent of the corporation or is or was serving at the request of the corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise against any liability asserted against him or her and incurred by him or her in any such capacity or arising out of his status as such whether or not the corporation would have the power to indemnify him or her against such liability under the provisions of this Article XI.

Section 8. Merging Corporations. For purposes of this Article XI, references to "the corporation" shall include, in addition to the surviving corporation, any merging corporation (including any corporation having merged with a merging corporation) absorbed in a merger which, if its separate existence had continued, would have had power and authority to indemnify its directors, officers and employees or agents, so that any person who is or was a director, officer, employee or agent of such merging corporation or is or was serving at the request of such merging corporation as a director, officer, employee or agent of any corporation, partnership, joint venture, trust or other enterprise, shall stand in the same position under the provisions of this Article XI with respect to the surviving corporation as he would have with respect to such merging corporation if its separate existence had continued.

Article XII

CORPORATE DISSOLUTION

In the event of the dissolution or liquidation of the Corporation, and after payment of its just debts and liabilities, all remaining assets shall be distributed to such organization or organizations as the Lieutenantcy Council may determine are organized and operated exclusively for charitable, education or

scientific purposes and shall at the time qualify as an exempt organization or organizations under Sec. 501(c)(3) of the Code or the corresponding provision of any future United States Internal Revenue Law, or to an organization listed within The Official Catholic Directory; provided that to the extent the Grand Magisterium of the Equestrian Order of the Holy Sepulchre of Jerusalem (the "Grand Magisterium") qualifies under the foregoing provision, the Lieutenancy Council shall distribute the remaining assets to the Grand Magisterium.

APPROVED: October 21, 2018 at the Annual Meeting of the North Central Lieutenancy of the Equestrian Order of the Holy Sepulchre of Jerusalem held in Milwaukee, Wisconsin

AMENDED: May 1, 2021 at the Spring Council Meeting of the North Central Lieutenancy of the Equestrian Order of the Holy Sepulchre of Jerusalem held remotely via Zoom

Appendix 2: North Central Lieutenancy Vendors

Medals

Stange Company
2324 Weldon Parkway
St. Louis, Missouri
314-432-2000
Dave Bouchein (dbouchein@stangecompany)

Photography

Ken Snow Photography
237 East Northwood Avenue
Columbus, Ohio 43201
614-270-2397
ken.snow@sbcglobal.net

Pope Pius IX Awards

Crystal Cave
1946 Lehigh Avenue, Unit E
Glenview, Illinois
847-251-1160
Margo (engraving@thecrystalcave.us) or Jenny (jenny@thecrystalcave.us)

Vestment Berets

House of Hansen
4223 W. Irving Park Road
Chicago, Illinois 60641
773-736-5858
Gary Arens (sales@thehouseofhandsen.com)

Vestment Capes

Perpetual Adoration Sisters of the Blessed Sacrament
Mater Ecclesiae Monastery
707 W. Fourth Street
Sioux Falls, South Dakota 57104
605-336-2374
Adoratrices571@yahoo.com
Sister Angelica Morales or Sister Maria Ramos

Vestment Stoles

Tonini Church Supply
966 Breckenridge Lane
Louisville, Kentucky 40207

502-897-7100