



Nomination Process and Criteria

1. Leadership and Understanding

- a. The Equestrian Order of the Holy Sepulchre of Jerusalem is an ecclesiastical Order of Knighthood, not a fraternal organization.
- b. A person may not apply to become a Dame or Knight of the Order but must be nominated by a Member who knows the potential candidate personally.
- c. The Lieutenant has the responsibility to assess the suitability of candidates to determine that they are people who possess the moral, religious, and personal requisites that are required for admission to the Order.
- d. A **nominee** becomes a **candidate** for admission to become a Dame or Knight after accepting the invitation from the Lieutenant.

2. Guidance for Nominations by Prelates and Priests

- a. Prelates and priests may submit a nomination on formal church stationery rather than complete the online nomination form directly to the Lieutenant by either USPS mail or email.
- b. Proposals of priest candidates requires approval of the priest's ordinary.

3. Guidance for the Nominator

- a. The nominator should only consider those who have demonstrated they want to deepen their faith and provide continued service to the Church, especially in the Holy Land.
- b. The nominator should know the nominee personally in terms of their:
 - i. Reasons for wanting to be in the Order
 - ii. Involvement in the life of the Church – for example, service and work in parish committees, school, ministries, or other services and activities and/or in diocesan committees and organizations, and/or involvement in Catholic associations recognized for good works and service
 - iii. Personal practice of the faith, such as Mass attendance, devotion to the Sacraments, and participation in public and private prayer
 - iv. Readiness to learn and practice the works and ministries of the Order, at home and in solidarity with the Christians in the Holy Land.
- c. The nominator is responsible for ensuring the nominee is engaged in the life of the Order both prior to and after investiture. A nominator must invite and attend with the nominee Order events and activities in the Section as part of the nominee formation, for example, Days of Recollection, special liturgies, and similar gatherings such as lectures, talks, and fellowship.
- d. It bears repeating for emphasis that a nominee becomes a candidate for admission to become a Dame or Knight after accepting the invitation from the Lieutenant.



4. Guidance Regarding A Candidate

- a. As recited in the Constitution, Art. 34, “candidates for admission to the Order must be Catholics of exemplary faith and corresponding moral conduct who actively take part in the life of their local Churches and generously support their spirituality. In addition, they must be animated by the wish to live the spirituality of the Order intensely and to contribute to the carrying out of its mission.”
- b. An aspiring candidate should also be a visible demonstration of lay Christian commitment in the activities of the local Church at the diocesan and parish level, and in charitable work within their own community.
- c. Under General Regulations, Art. 67, § 2, “an aspiring candidate must be selected from among those who meet the requirements listed below:
 - i. be a Catholic of exemplary faith and moral conduct;
 - ii. actively participate in the life of the local church and generously support its activities;
 - iii. be animated by a desire to live intensely the spirituality of the Order, to contribute to the fulfillment of its mission, and not to pursue mere honorific ends;
 - iv. have experience and seriousness of purpose and have already demonstrated competence and maturity in other fields of activity;
 - v. be willing to attend a period of training, lasting ideally one year, directed by a Member with proven experience and adequate seniority in the Order;
 - vi. be at least twenty-five years of age;
 - vii. submit a written commitment indicating a desire to be a member of the Order, accepting all of the obligations set forth in the Constitution and [the] General Regulations.”
- d. Candidates, like all members, are asked to publicly profess their loyalty and obedience to the Supreme Pontiff and Magisterium of the Church.

5. General Instruction

- a. A Proposal for Admission form is provided on the Lieutenancy website. When both a husband and wife are proposed as candidates, a separate Proposal for Admission of Laity form must be submitted for each.
- b. The completed Proposal for Admission of Laity form should be submitted to the Section President for review and concurrence. *When the Section President is satisfied that a candidate is suitable for further consideration, he or she will submit the nomination to the Lieutenant.*
- c. Nominations of clergy, including deacons, can only be made by their Ordinary and are addressed directly to the Lieutenant.



Steps in Nomination and Approval Process

1. The nomination form is completed online: [\[link to form\]](#)
2. A completed form is automatically sent to the Section Representative of the nominee's diocese for review. The Section Representative is responsible for assessing whether the person proposed can be nominated for admission.
3. After the Section Representative concurs with the nomination, the form will be sent to the Lieutenant for disposition and action. If the Section Representative *does not* concur, there should be further discussion with the Nominator and the Lieutenant.
4. After review, if the Lieutenant approves the nomination:
 - a. A letter will be sent to the Pastor who is asked to attest to the nominee's suitability to undertake the responsibility of admission to the Order and that the person is someone the Pastor would willingly endorse who:
 - i. is a public example of a Catholic lady or gentleman in word and deeds,
 - ii. has a personal practice of the spiritual life, such as Mass attendance, devotion to the sacraments, and participation in public and private prayer,
 - iii. participates in the life of the parish, such as parish committees, school, ministries, or other services,
 - iv. engages in the life of the diocese, such as diocesan committees, services, or recognition for good works, and involvement in Catholic associations, and
 - v. is able to sustain the financial obligations of the Order.
 - b. The Pastor's response is considered confidential and not shared with the nominee or Nominator, but for the use of the Lieutenant and his or her Council, and further review as needed by diocesan or Order authorities.
 - c. A letter is sent to the Ordinary, with the Pastor endorsement letter attached, requesting a nihil obstat confirming the non-existence of any reasons preventing the candidate's admission.
 - d. When both a husband and wife are proposed, a separate letter for each is required, indicating, independent of the spouse, the individual's qualities, and merits for admission to the Order
5. Upon receipt of the Ordinary's letter, the nominee is sent a Letter of Invitation which requests the following:
 - a. Acceptance of Nomination Form that recites that the candidate is
 - b. A written declaration that the person is ready and willing to become a part of the Order, accepting its obligations and works, especially support for and solidarity with the Christians in the Holy Land. See General Regulations, Art. 70 "Obligations".
 - c. Completion of Candidate Information Form
 - d. Currently dated Baptismal Certificate **OR**
 - e. Currently dated Profession of Faith if baptized outside the Catholic Church
 - f. Currently dated Marriage Certificate **AND** Decree of Nullity, if appropriate
 - g. Currently dated Confirmation Certificate
 - h. Curriculum Vitae, not longer than two pages in length
 - i. Cape Order Form
 - j. Honorarium, which can be paid by check or online via the Lieutenancy website
6. Candidates will be invited to participate in events and services of their diocesan section. In addition, candidates must complete a process of formation which includes the structure, governance, spirituality and ongoing works of the Order. The candidate will not be invested if he or she does not participate in formation.