

THE EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM  
EASTERN LIEUTENANCY OF THE UNITED STATES

H.E. VICKI DOWNEY, DGCHS, *Lieutenant*

March 2021

Dear Knights and Dames:

Thank you for your interest in proposing a candidate(s) for membership in the Equestrian Order of the Holy Sepulchre of Jerusalem. Enclosed please find the following:

- Instructions for Proposing Candidates – for the Sponsor to review
- Nomination packet– for the Proposed Candidate to complete
- Sponsor Endorsement form – for the Sponsor to complete

Candidates who are interested in becoming members of the Order will need to complete and sign the Application for Membership Form. **As their sponsor, you will be responsible for reviewing and signing the Application**, completing the Sponsor Endorsement form and ensuring that all of the required documents are sent to the Eastern Lieutenancy's office. If the application is accepted by the Lieutenancy, you are expected to become a mentor to your candidate throughout the formation and Investiture process.

If you're unable to fulfill the responsibility as a sponsor and wish to nominate an eligible candidate, please contact the office.

The enclosed forms and supporting documents **must** be completed and returned **no later than March 31, 2021**. Applications received after this date may be considered applications for the 2022 Investiture Weekend. Married candidates must each fill out his or her own application.

We appreciate your proposing new members and look forward to receiving the completed forms and supporting documents.

Sincerely,

H.E. Vicki Downey, DGCHS  
Lieutenant



## **INSTRUCTIONS FOR PROPOSING CANDIDATES FOR ADMISSION TO THE EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM EASTERN LIEUTENANCY**

Candidates for Investiture must be people you believe will embrace the mission of the Order and be willing to enthusiastically serve in the fulfillment of its mission. We encourage the nomination of worthy Candidates who can bring energy, passion and vitality to the Order. Whenever appropriate, we encourage bringing married couples into the Order together. As a sponsor, you will have an ongoing responsibility for mentoring and nurturing Candidates you sponsor.

Candidates you are proposing for membership in the Order must satisfy the following:

- Be active, practicing Catholics in good standing;
- Be of sufficient resources to assume the financial obligations of membership in the Order;
- Have a distinguished record of service to the Catholic Church, diocese, and parish;
- Be personally known to the Sponsor.
- Accept and hold all that is proposed definitively by the Catholic Church regarding faith and morals and must be known by their acts, affiliations and charity to give witness to their beliefs.

*If a husband and wife are being nominated, please submit a separate form for each and detail the reason the individual who is being nominated.*

*Priests and deacons can only be nominated by their Ordinary.*

### **Important Dates:**

March 31, 2021 – deadline for all candidate applications

\*June 12, 2021 – Day of Formation

\*June 26, 2021– Day of Formation

October 15, 2021 – Investiture Weekend – Vigil Service

October 16, 2021 – Investiture Weekend – Investiture Ceremony & Mass

**\*Candidates for membership must attend one Day of Formation, but are welcome and encouraged to attend both, if they wish. Sponsors are also encouraged to attend with the candidate.**

**\*These events will be either virtual or in person depending on the status of the Covid-19 regulations.**

## STEPS FOR MEMBERSHIP

**STEP 1**            **Sponsor** explains membership in the Order to the Candidate.

**STEP 2**            **Candidate** completes Application for Membership Form and obtains Certificate of Baptism, Certificate of Confirmation and for married candidates, a certificate of religious marriage recognized by the Catholic Church, and provides a current Curriculum Vitae or Resume.

**STEP 3**

- a. **Sponsor** reviews candidate's Application for Membership Form for completeness and accuracy.
- b. **Sponsor** completes Sponsor Endorsement Form.
- c. **Sponsor** obtains required copies of documents from candidate:
  1. Certificate of Baptism
  2. Certificate of Confirmation
  3. If candidate is married, a Certificate of Religious Marriage recognized by the Catholic Church
  4. Current Curriculum Vitae OR Resume
- d. **Sponsor** signs both Application for Membership and Sponsor Endorsement.
- e. **Sponsor** mails the Application for Membership, copies of all Sacramental Certificates and Sponsor Endorsement to:

Equestrian Order of the Holy Sepulchre of Jerusalem  
Eastern Lieutenancy  
Nominations Committee  
1011 First Avenue, 7<sup>th</sup> Floor  
New York, NY 10022

**Please note you may also email completed applications to:  
[HolySepulchreny@archny.org](mailto:HolySepulchreny@archny.org)**

**STEP 4**

Once the above forms and documents are received, the Lieutenancy will request:

- Endorsement from the *Candidate's Pastor*
- Endorsement from the *Candidate's Bishop*
- Approvals from the
  - *Lieutenant*
  - *Lieutenancy Prior*
  - *Grand Magisterium in Rome*

*All required forms and documents **MUST** be received by our office no later than **March 31, 2021** in order to be processed in time for the 2021 Investiture weekend.*

***Please contact the office directly if you have any questions 212-371-1050 or email [holysepulchreny@archny.org](mailto:holysepulchreny@archny.org).***



## **Financial Obligations**

### **Knight Chaplains**

#### **CONTRIBUTIONS**

**Initial One-time Fee – \$800.00**

Includes cost for the Investiture Dinner.

**Ongoing Annual Contribution starting 2020– \$300.00 per member**

Members of the Order are expected to support projects in the Holy Land. This financial support includes a minimum Annual Contribution of \$300.00 per member, which will be invoiced at a later date. This is in addition to the Initial One-Time Membership fee and is forwarded to our Grand Master, Fernando Cardinal Filoni, to benefit works in the Holy Land as designated by the Grand Magisterium. Contributions to the Order are tax deductible to the extent allowed by law.

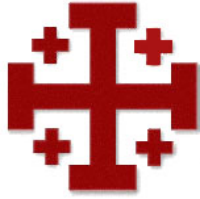
#### **UNIFORMS**

Knight Chaplains of the Order are required to purchase a mozetta. The mozetta will be worn at the Investiture ceremony and future events of the Order when directed. This item is an additional expense and further details will be provided to candidates at a later date.

Additional information regarding ordering a mozetta will be given to the candidate prior to the Days of Formation

**Prices below are subject to confirmation:**

|         |              |
|---------|--------------|
| Mozetta | <b>\$345</b> |
|---------|--------------|



Equestrian Order of the Holy Sepulchre of Jerusalem  
Eastern Lieutenancy of the United States

**APPLICATION FOR MEMBERSHIP**  
**To be completed by the Applicant ONLY**

Date: / /

Title \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ Cell-phone (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_ Date of Birth \_\_\_\_\_  
*Month/Day/Year*

Place of Birth \_\_\_\_\_  
\_\_\_\_\_  
*City State Country*

Status \_\_\_\_\_ If Married, Spouse's Name \_\_\_\_\_  
( *Single, Married\**, *Widowed*) **\*Marriage recognized by the Catholic Church**

*Is your spouse a candidate for membership?* \_\_\_\_\_ (yes) \_\_\_\_\_ (no) \_\_\_\_\_ (already a member)

Profession/Occupation \_\_\_\_\_ Company Name \_\_\_\_\_

Company Address \_\_\_\_\_  
\_\_\_\_\_  
*Street Suite No*

\_\_\_\_\_  
*City State Zip Code*

**RELIGIOUS & CHARITABLE ACTIVITIES AND AFFILIATIONS**

(Please use Sample Page as guide and use additional paper if necessary)

**PLEASE LIST & DESCRIBE IN DETAIL ALL** of your activities, involvement and affiliations in your Parish, Diocese and other religious organizations and associated dates

**PLEASE LIST & DESCRIBE IN DETAIL ALL** of your activities, involvement and affiliations in other Charitable, Community, Civic or Social Organizations and associated dates

**RELIGIOUS & NON-RELIGIOUS DEGREES & AWARDS**

Please provide Curriculum Vitae/Resume

Academic History

High School:

College:

Advanced:

Honorary Degrees, Titles or Awards (Please list)

**PARISH DETAILS**

Parish Name\* \_\_\_\_\_ Diocese \_\_\_\_\_  
\*Parish of Registration

Parish  
Address \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

Current Pastor's Name \_\_\_\_\_ Tele # (\_\_\_\_) \_\_\_\_\_

Previous Parish if moved within 5 years

Parish Name \_\_\_\_\_ Diocese \_\_\_\_\_

Parish  
Address \_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip Code

Pastor's Name \_\_\_\_\_ Tele # (\_\_\_\_) \_\_\_\_\_

***I promise to be faithful to the Constitution of the Equestrian Order of the Holy Sepulchre of Jerusalem***

Applicant Name  
**(PRINT CLEARLY)** \_\_\_\_\_

Applicant **(SIGNATURE)** \_\_\_\_\_  
Date \_\_\_\_\_

Sponsor Name  
**(PRINT CLEARLY)** \_\_\_\_\_

Sponsor **(SIGNATURE)** \_\_\_\_\_  
Date \_\_\_\_\_

Lieutenancy Approval:  
\_\_\_\_\_  
*Lieutenant's Signature* Date

Ecclesiastical Approval:  
\_\_\_\_\_  
*Lieutenancy Prior's Signature* Date

Grand Magisterium  
\_\_\_\_\_  
Date

**IMPORTANT - Before submitting this application, please make sure you have included the following support documents:**

- ✓ Certificate of Baptism for Applicant
- ✓ Certificate of Confirmation for Applicant
- ✓ A current Curriculum Vitae or Resume
- ✓ For married applicants, a certificate of Religious Marriage recognized by the Catholic Church.

Once complete, the Sponsor will include his/her endorsement form and mail the completed application to :

**Equestrian Order of the Holy Sepulchre of Jerusalem  
Eastern Lieutenancy  
Nominations Committee  
1011 First Avenue, 7<sup>th</sup> Floor  
New York, NY 10022**

You may also email application to:  
**HolySepulchreny@archny.org**





In what ways do you feel the Candidate can help further the mission and works of the Order?

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Is the Candidate a member of any secular, papal or fraternal order? (e.g. Opus Dei, Order of Malta, St. Gregory, Knights of Columbus) Please list rank and level of involvement.

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To the best of my knowledge, the above candidate satisfies the requisites for membership in the Equestrian Order of the Holy Sepulchre of Jerusalem and I agree to be responsible for educating him/her about the Order's mission, emphasizing his/her responsibilities as a potential new Knight or Lady and to mentor to him/her throughout the formation and Investiture process.

Sponsor Name  
(PRINT CLEARLY) \_\_\_\_\_ Rank \_\_\_\_\_

Sponsor (SIGNATURE)

\_\_\_\_\_  
Date

Mailing  
Address \_\_\_\_\_

Email Address \_\_\_\_\_

Tele # (\_\_\_\_) \_\_\_\_\_ Cell Phone # (\_\_\_\_) \_\_\_\_\_