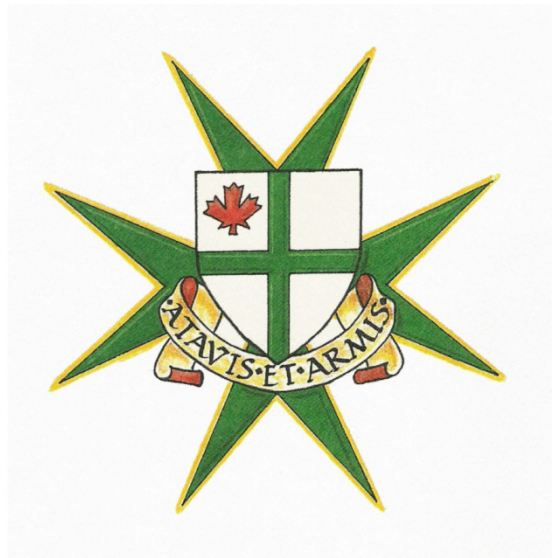


THE MILITARY AND HOSPITALLER ORDER OF  
ST. LAZARUS OF JERUSALEM



RECIPIENTS GUIDE AT  
CHAPTERS GENERAL

GENERAL INSTRUCTIONS FOR THOSE TO BE  
DECORATED, PROMOTED, POSTULANTS TO BE INVESTED,  
AND MEMBERS OFFICIATING AT INVESTITURES

PRODUCED BY  
THE LEGION OF MARSHALS

INFORMATION FOR THOSE BEING DECORATED, PROMOTED, OR  
POSTULANTS TO BE INVESTED  
CHAPTERS GENERAL

From: The Marshal

To: Those to be decorated, promoted, or Postulants to be invested.

Greetings cheres Consoeurs et chers Confreres:

1. I trust that these instructions will be of assistance to those to be **DECORATED, PROMOTED OR POSTULANTS TO BE INVESTED**. There have been some changes in sequence from the Book of Service. Therefore, I would ask you to please read these instructions with the hope that your participation will be both memorable and enjoyable.

No set of written instructions can cover all contingencies and it is requested that any practical questions or suggestions be brought to the Marshal's attention as soon as possible. Common sense must dictate in other circumstances.

2. In order to keep the solemnity and dignity of the services taking place this weekend, as well as to ensure that the time frame does not exceed acceptable limits, it is mandatory that the logistics be effectively organized.

**3. PRIOR TO THE INVESTITURE:**

Please check at the Reception desk. Make sure your name is on the roll of those to be **DECORATED, PROMOTED OR POSTULANTS TO BE INVESTED** and is correct in **ALL** respects. Please make a note to the Marshal on the exact way **YOU** wish to be announced. For Example: Dr., Col., etc., or by your full name Major Clifford James Smith, or by usage Major Jim Smith; also any special pronunciation. Your wish will be respected. It is **YOUR** day.

**4. THE CUSTODIAN OF INSIGNIA**

You may direct inquiries with respect to insignia by contacting:

The Custodian of Insignia      Telephone: 613-746-5280  
The Chancery  
100-1435 Sanford Fleming Ave  
Ottawa ON K1G 3H3

**5. THE VIGIL**

The location of the current Vigil will be provided in Appendix A.

**The Vigil is for the POSTULANTS. It is YOUR service.** Please be seated in the church 15 minutes beforehand. You will assemble in the lobby of the designated hotel to await transportation, 30 minutes before the Vigil start time, or you may make your way to the church earlier for a time of contemplation. The **Postulants** will sit with their sponsors and friends in the church. At the appropriate time in the service, the **Postulants** will be called forward to **the Retreat**. They will be led by the Marshal(s) to the front pews for **the symbolic Retreat**.

6. **At the Vigil**, the **Postulants**, who have chosen to obtain mantles, will **drape** them over their left arm prior to their induction. Members shall wear their mantles. (Mantles are mandatory for ranks of KLJ and DLJ or above.)

7. There will be a **freewill offering** during the Vigil.

8. **POSTULANTS' BREAKFAST.**

Early on the Saturday morning, at the designated location, the **Postulants**, their sponsor (if in attendance), their Commander and the National Executive will join in a relaxed gathering to meet, greet and have breakfast.

Dress: Business suit/blazer, Ladies as appropriate. If you have any questions for the Marshal, this is your time to ask them. The Chair of the National Ecumenical Commission will present you with your parchment, for safe keeping.

9. Immediately after Saturday's luncheon, **if time allows** there will be an orientation meeting in the foyer outside the lunch area for all those being **Decorated, Promoted or Postulants to be invested** to be shown the protocol for the receiving of their insignia and to answer questions you may still have. You will have a limited time to dress for the Investiture. Please find the Marshal if you have any questions at any time.

10. **THE INVESTITURE:**

The location of the current Investiture will be provided in Appendix A.

11. Please assemble in the lobby of the designated hotel 30 minutes beforehand, to await transportation to the church. The members will go directly from the buses to be formed up for the procession.

12. Those to be **Promoted or Decorated** will line up in alphabetical order according to the instruction on the special list that will be provided.

13. If you are to be both **Promoted and Decorated**, first form up with those to be **Decorated**. Note where you would fit in with those to be **Promoted**, and inform the persons ahead and behind that you will be in that place after you have received your decoration. On returning to your pew, try to situate yourself so that you can move easily into sequence when it is time to be **Promoted**.

14. Those to be **Decorated and/or Promoted** must remove their mantle to receive their insignia. Please give your mantle to your guide, who will present it to the Vice-Chancellor, who will replace it on your shoulders on the completion of the Grand Prior's presentation.

15. The **Postulants to be invested** will line up in alphabetical order, according to the list that will be provided.

16. The **Postulants to be invested** who have obtained a mantle will wear it during the procession. It will be necessary to remove your mantle to receive your insignia. Please give your mantle to your guide who will present it to the Vice-Chancellor who will replace it on

your shoulders on the completion of the Grand Prior's presentation. As it is not mandatory for Postulants to purchase a mantle, those who do not have one will have a mantle placed on their shoulders, by the Vice-Chancellor, during the presentation and removed upon completion.

17. Those to be **Decorated, Promoted, or Postulants to be invested** will proceed with a guide through the five stations.

**18. STATION I:**

An Assistant Marshal (Records) will ensure your position is correct. You will wait with the Assistant Marshal. A guide will accompany you through the next three stations.

**STATION II:**

Those to be **Decorated, Promoted, or Postulants to be invested** will be led by your guide to STATION II. The Herald will announce the recipient's name.

**STATION III:**

Those to be **Decorated, Promoted, or Postulants to be invested** will then be led to STATION III in front of the Grand Prior, or his designate. You will bow your head in recognition. The Grand Prior will wish to bring you greetings and shake your hand. A Vice-Chancellor will present the insignia on a pillow to the Grand Prior.

- A. The Grand Prior will decorate, create or confirm you in your new dignity.
- B. The Chancellor will assist the Grand Prior in the securing of your insignia.
- C. A Vice-Chancellor will place the mantle over your shoulders.
- D. A Knight or Dame will kneel on the prie dieu (clergy and ladies may stand if they wish).
- E. The member will be led to the Chairpersons of Commissions at Station IV.

**STATION IV:**

The Chairpersons of Commissions will greet you with a handshake and direct you to Station V.

19. If you have not received your certificate beforehand it will be presented at this time.

20. Due to the variety of church layouts, you may have your insignia clip retrieved and your insignia pinned on you at Station V, after the presentation, or you may wish to do this on your own. You will be instructed on how to retrieve your presentation box on the day of the Investiture.

**STATION V:**

You will be guided up the side aisle to the pew where you had previously been seated.

21. The recessional will be in reverse order to the processional and on the direction of the Marshal. The flags and banners will retire after the members of the Order.

22. The details of the reception of the Grand Prior will be provided in Appendix A.

23. On Sunday, there will be an Ecumenical Service. The Members of the Order with their spouses, family and friends will form up in the lobby of the designated hotel 30 minutes beforehand, to board the buses to the service. Members, spouses, family, and friends will

proceed and sit together as one group. The Order will process into the church under the direction of the Marshal (see Appendix A).

24. A farewell luncheon may be served, further details will be provided in Appendix A.

Members will be returned to the Hotel by the same transportation that was provided to the Service.

I trust you will have a wonderful experience and a most enjoyable time. If you have any questions, comments or concerns, please feel free to bring them to my attention through the Chancery.

Yours in Christ and Saint Lazarus,

Marshal of the Grand Priory in Canada

## INFORMATION FOR THOSE MEMBERS OFFICIATING AT INVESTITURES AND THE RECIPIENTS

### **Conferring of Insignia at Investiture**

The Honours and Awards insert will be prepared, printed and conveyed to the Chapter General by the Chancery. Six large print, double spaced, copies will also be provided to: (1) Executive Director; (2) Custodian of Insignia; (3) Marshal; (4) Assistant Marshal (Records); (5) Reception desk (working copy); (6) Herald.

**The Executive Director and the Marshal will update 5 copies for the Investiture.**

**AFTER THE INVESTITURE, the Assistant Marshal (Records) and the Custodian of Insignia will confer and update a final copy to be provided to the Executive Director for the Chancery records.**

Miniatures for rank and decorations may be purchased through the Chancery or from the Custodian of Insignia at a specified time at the Chapter General.

**NOTE: Following the closing of the reception desk at 12 noon on Saturday:**

1. The Custodian of Insignia will check the correctness of the final Honours and Awards list and amend the inventory to reflect the presentations. Non-presented insignia will be placed back in inventory. The member's name will be recorded as having paid the passage fee. Each year, the Commander of that member will be notified of insignia being held for members not yet invested, by the Chancery. After a period of three years, the Custodian of the Insignia shall make a recommendation to the Executive on the status of the member and the action to be taken.
2. At the investiture, the Custodian of Insignia will retain custody of insignia until a Vice-Chancellor, via the pillow, conveys the insignia to the Grand Prior for presentation.
3. The Insignia for presentation will be placed in sequence on the insignia table at the front right of the church.
4. The empty presentation boxes will be available to the Recipients. The insignia clip may be retrieved and the Insignia may be securely pinned on the member at Station V, or the member may choose to pin it on themselves, after the presentation has been made. The member will then return to their pew by the side aisle. Please return any insignia clips to the Marshal after the Investiture.
5. A special table with chairs will be set up for the Custodian of Insignia and staff, to the right of the presentation position.
6. The Assistant Marshals (Records, Insignia Bearers) will work closely with the Custodian of Insignia.

7. The Assistant Marshal (Records) will check the Honours and Awards List for sequence and will assign a guide to each recipient. **THIS LIST WILL BECOME THE OFFICIAL LIST WHEN COMPLETE.**

### The Investing Party

8. The Banner Bearer stands to the rear of the Grand Prior and to his right one pace.

9. The Sword Bearer stands to the rear of the Grand Prior and one pace to his left, prepared to present the sword to the Grand Prior when a Knight or Dame is to be dubbed (page 28 #16 - 18).

10. The ADC will stand close to the left of the Grand Prior thus enabling him to carry out his duties having the Book of Service ready for the Grand Prior's use, handing the proper cards of investiture, prompting the sword bearer, assisting the Grand Prior in his many duties and ensuring the prie dieu is in place for dubbing.

11. A Vice-Chancellor will convey the appropriate insignia, placed on the pillow by the Custodian of Insignia, to the Chancellor, returning to the Custodian of Insignia for further duties.

12. The Chancellor will retrieve the insignia from the Vice-Chancellor and be prepared to place and secure the Insignia.

13. The Herald will announce the recipient's name.

14. The ADC will supply the proper card for the occasion to the Grand Prior and retrieve it so that the Grand Prior may greet the recipient.

15. The Grand Prior will greet the recipient.

16. The Grand Prior will then decorate, create or confirm the recipient in their new dignity. (Knight and Dame will kneel on the prie dieu)

17. The Chancellor will now secure the insignia to the recipient.

NOTE: When the Grand Master or other Senior Officer does the investing, the Grand Prior will step to the left and the Senior Officer will follow the Grand Prior's sequence. The Grand Prior will also greet the recipient.

18. A Vice-Chancellor will place the mantle upon the member's shoulders. This will be done immediately following the securing of the insignia. The Vice-Chancellor will be prepared to assist a Knight or Dame to rise. (It is wise to have a spare mantle, or use the Marshal's, but retrieve it as the member leaves). Guide the member to the next station.

19. The Chairs of Commissions will present the parchment (if appropriate) to the member and direct them to Station V. NOTE: Postulants' parchments will be presented at the Postulants' breakfast.

20. The insignia clip may be retrieved and the insignia may be securely pinned on the member. The member will be directed up the side aisle to their seat. The guide returns for further assignment. Please return any insignia clips to the Marshal.

21. **Any members assisting in the INVESTITURE** who are also to be invested, should note where they fit in line and inform the persons ahead and behind that their place is between them, then return to their duties.

### **Review of Sequence**

#### **Station I**

Assistant Marshal (Records) will check the Honours and Awards List for sequence and assign a guide.

#### **Station II**

Guide leads the Member/Postulant to be invested to a position in front of the Herald. The recipient's name will be announced by the Herald.

#### **Station III**

Guide leads the recipient to a position in front of the Grand Prior. The guide steps back and to the left. The insignia is presented. Vice-Chancellors complete the ceremony (mantle).

#### **Station IV**

Guide leads the member to the Chairs of Commissions to receive the parchment (if appropriate).

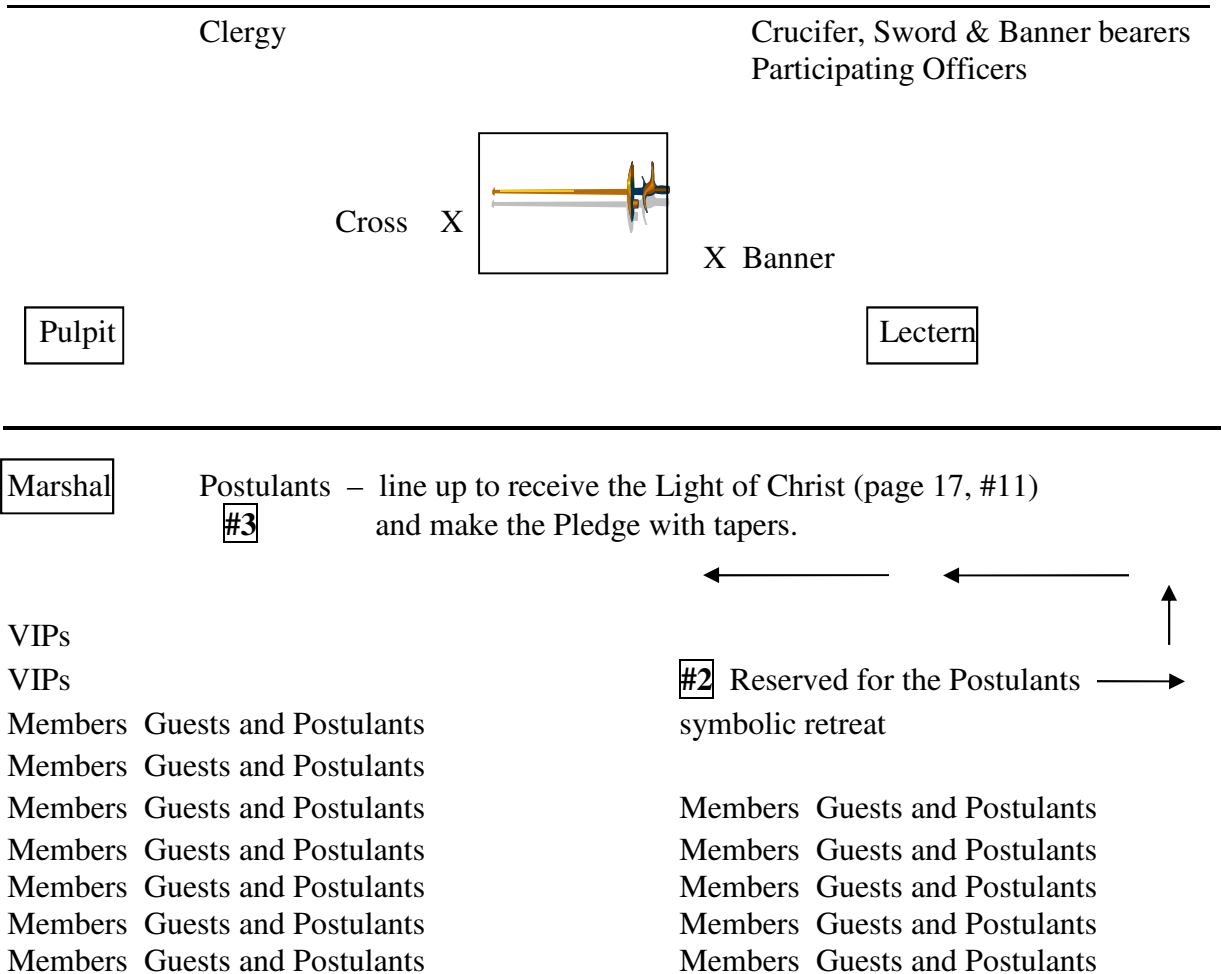
#### **Station V**

The member is directed down the center aisle to the rear of the church where the insignia clip may be retrieved and the insignia may be securely pinned on the member, or the member may choose to secure it themselves. The member will then be directed up the side aisle to their seat.

Marshal of the Grand Priory in Canada



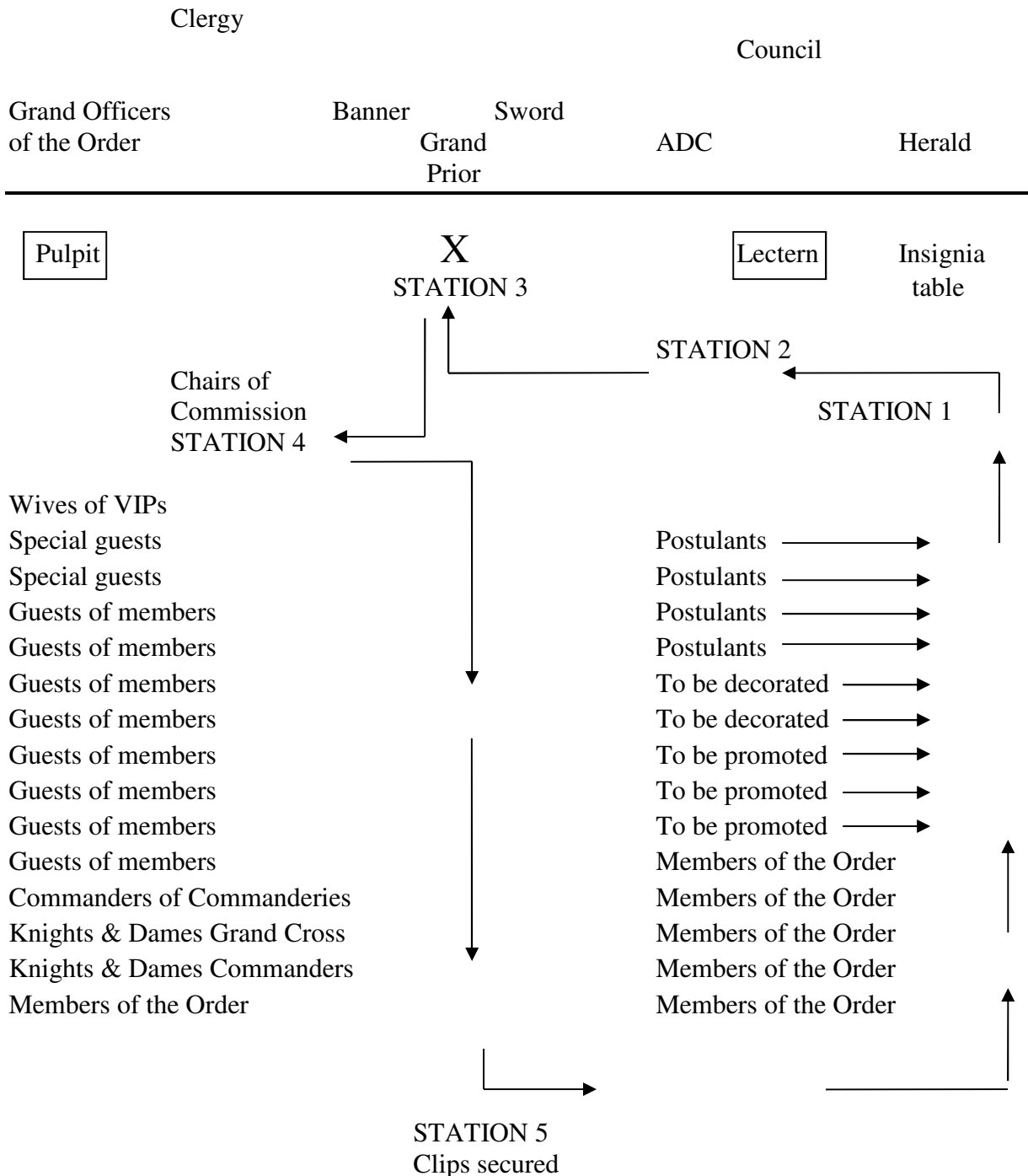
## GENERAL CHURCH LAYOUT TO BE USED FOR VIGILS



- #1 The Postulants will be seated with their sponsors and friends in the Nave of the Church.
- #2 The Postulants will be lead from their pews by one of the assisting marshals, to the front, for the symbolic retreat, during the singing of the Veni, Creator Spiritus. (Book of Service page 11, section 9)
- #3 The Marshal will lead the Postulants to their positions to receive the Lights of Christ and to recite the Pledge, with tapers. (Book of Service page 17, section 11)

The procession will form up in the foyer of the church: Crucifer, Marshal, Sword, Banner of the Order, Grand Prior, ADC, Grand Prior’s special guests, Chairs of Commissions, Deputy Marshal, and the Procession of the Clergy.

# GENERAL CHURCH LAYOUT TO BE USED FOR INVESTITURES



The procession will form up in the church hall by the Marshals, signs in place. Movement and seating will be guided by the marshals. All members of the Order will wear their mantles. Those to be decorated, promoted, or admitted will have a guide through the stations, following the arrows ———→ PLEASE REVIEW YOUR PERSONAL HANDOUT.