Nomination Criteria for Laity

1. The Equestrian Order of the Holy Sepulchre of Jerusalem is not a fraternal organization.
2. A person may not apply to become a Dame or Knight of the Order.
3. A nominee should 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 and parish level, and in voluntary work within their own community.
4. A nominee should have reached the age of thirty-five at the time of nomination.
5. A person cannot be considered to become a Dame or Knight of the Order without an invitation from the Order through the Lieutenant.
6. Consideration of nominees should be only those who are deemed worthy of this ecclesiastical honor and nominated by a Dame or Knight of the Order in good standing - and not nominated just because they want to join.
7. All nominations are confidential, and both the nominee and nominator are to remain anonymous until the nominee is notified by the Lieutenancy office.
8. The focus of nominees should be on quality, not quantity.
9. The nominee must be a practicing Catholic who:
    a. is noted for their charitable works on a parish and diocesan level,
    b. is loyal to the Supreme Pontiff and the teachings of the Church,
    c. has sufficient interest in the works of the Order,
    d. is financially stable and able to accept the lifetime financial commitment, and
    e. is free of any known canonical or juridical impediments.
10. All Dames and Knights of the Order are asked to pledge their loyalty and obedience to the Supreme Pontiff and the magisterial teaching of the Church.
11. A nominee will be asked to publicly profess their loyalty and obedience to the Supreme Pontiff and Magisterium, thereby allowing a nominee the opportunity to reflect on the serious nature of such a commitment and turn down the nomination if so inclined.
    a. It would be imprudent to nominate a person who, because of his opposition to Church teaching, cannot or would not be able to keep such a pledge.
12. Persons who have taken public positions contrary to the Church's teaching on contraception, abortion, same sex marriage, and other social or theological teachings are not suitable nominees and should not be considered for admission.
13. When both a husband and wife are proposed as nominees, a separate Proposal for Admission of Laity form must be submitted for each.
14. The completed Proposal for Admission of Laity form should be submitted to the Section President for review and concurrence. *The Section President will submit the nomination to the Lieutenant.*
15. 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 Proposal for Admission of Laity form is submitted by the Section President to the Lieutenant.
    a. A letter is sent to the Pastor who is asked to write a letter on behalf of the nominee that is a personal assessment of the nominee's suitability to undertake the responsibility of admission to the Order, and that the person is someone the Pastor would willingly propose 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 such as the Knights of Columbus, Knights of St. John, Saint Vincent DePaul, Sodality, Ladies of Charity, etc., and
        v. is able to sustain the financial obligations of the Order.
    b. The letter from the pastor is not shared with the nominee and is confidential to the extent that it is reviewed only by the Lieutenant, Chancellor, Secretary, the Ordinary of the nominee, and members of the Admissions Committee of the Presidency of the Grand Magisterium in the Vatican.
    c. When both a husband and wife are proposed as nominees, a separate letter for each is required indicating, independent of the spouse, the individual's qualities, and merits for admission to the Order.
    d. Each nominee is considered individually according to his or her own merits by the Lieutenant and the Admissions Committee of the Presidency of the Grand Magisterium in the Vatican.
2. The letter of the Pastor is sent to the Ordinary of the approval of the nominee.
3. Upon receipt of the approval of the Ordinary, the nominee is sent a Letter of Invitation which requests the following:
    a. Completion of Nominee Information Form
    b. Currently dated Baptismal Certificate
    c. Currently dated Profession of Faith if baptized outside the Catholic Church
    d. Currently dated Marriage Certificate
    e. Currently dated Confirmation Certificate, if not married
    f. Curriculum Vitae, not longer than two pages in length
    g. Acceptance of Nomination Form by Nominee
    h. Cape Order Form
    i. Request for Honorarium
4. Nominees must attend a three-part formation and discernment program.
5. The formation program is part of the formation and discernment period as prescribed by the Grand Magisterium.
6. The nominee will not be invested if he or she does not attend the full three-part formation program.
7. Nominees who accept must continue the discernment process by attending the scheduled events of the Section.