

## 4.0 Ceremonial

### 4.2 Investitures

#### 4.2.1 *Background*

There are two Investiture Services held each year, usually in June (normally close to the Feast of St John the Baptist on 24 June) and November, but dependent on the Prior's availability. They are hosted by Regions on behalf of the National Office and are the principal event of a weekend of activities.

#### 4.2.2 *The Weekend's Activities*

The weekend's activities are usually:

Saturday afternoon	Meeting of Priory Chapter – including lunch Social activity for visitors to the area e.g. bus trip
Saturday evening	Postulants Dinner
Sunday morning	Investiture rehearsal Lunch
Sunday afternoon	Investiture Service Afternoon Tea

#### 4.2.3 *Allocation and Dates*

Investiture weekends are allocated to Regions on a rotation basis.

The first Investiture following the swearing-in of a new Governor-General will be held in Wellington, so that the Governor-General can be Installed as Prior.

#### 4.2.4 *Responsibility*

The Region may invite an Area Committee to host the Investiture on its behalf and the local Committee should establish an Investiture Committee.

The Region and National Office share responsibilities and costs according to a Matrix available from the National Office.

When deciding which Area Committee should host the Investiture weekend, the following should be considered:

- Any significant event that can be tied to the occasion such as a jubilee or centennial of a St John Area
- Ability to accommodate and cater for the Postulants, guests and St John members who will attend the weekends activities
- Access to and from the locality concerned, for all persons attending, with particular regard to travel by air and suitability of the flight timetables.

St John Area Committees are welcome to discuss the hosting of an Investiture Weekend with the Regional Chief Executive Officer.

#### **4.2.5     *The Organising Committee's responsibilities***

The organising committee is responsible for:

- Recommending to the Region for approval:

Venues for all functions – The Region will agree the Investiture Service Venue in consultation with the Director of Ceremonies.

- Recommending to the Regional Office for approval by National Office:

Hymns and any musical items and accompaniment  
Scripture reading

- Undertaking:

Publicity and Registrations  
Securing block booked accommodation  
Transport between venues if required  
Contracting catering

No commitments should be entered into without appropriate signoff.

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#### **4.2.6      *Choosing venues***

When choosing venues for the various functions you should take into account the following:

- Costs to St John and individuals attending
- Disability access
- Proximity between venues
- Transport to and from venues
- Car parking

#### **4.2.7      *Social Activity***

The organisers may wish to consider an activity on the Saturday afternoon for spouses of Chapter Members, Postulants and other guests. Suggestions include a bus trip incorporating shopping, or a visit to a gallery or museum, local attractions or cottage industries.

#### **4.2.8      *Newsletters***

An initial newsletter should be issued three months before the weekend to announce the weekend's activities and invite registrations.

National Office will supply the Organising Committee with mailing lists for Postulants, Members of Priory Chapter, the Priory Trust Board, and the Executive Management Group. Regional Office will supply mailing lists for the Regional Trust Board and St John Members within the host Region. The organisers must ensure that all St John Members (not just Order Members) in the Region are advised of the activities.

It might also be appropriate to consider inviting St John Members from neighbouring Regions to the weekend's activities and this can be discussed with Regional Order Matters Functional Co-ordinators.

A second newsletter should be issued four weeks prior to the weekend, to those who have registered. This should include all tickets for all events.

Suggested draft newsletters can be obtained from the National Office.

## Meeting of Priory Chapter

Priory Chapter is the governing body of the Order in New Zealand, and advises the Prior on all matters relating to the immediate general control of the Priory.

### **4.2.9**      *Composition of Priory Chapter*

Priory Chapter comprises the Prior, Chancellor, Bailiffs and Dames Grand Cross, Three Members of the Order of the Grade of Commander or above from each Region (two elected by their peers and one appointed by the Regional Trust Board) and other persons appointed by Priory Chapter as may be required.

Priory Officers (appointed by Priory Chapter) hold offices of responsibility such as Registrar, Hospitaller and Director of Ceremonies and attend and report to Priory Chapter.

### **4.2.10**    *Presiding Officer*

The Meetings are presided over by the Prior, unless delegated to the Chancellor. Any Member of the Order may observe a meeting of Priory Chapter, and may speak to the meeting, if invited to do so by the presiding officer, but they may not vote. Observers are provided with a copy of the meeting Agenda, and their attendance is recorded in the Minutes of the Meeting.

### **4.2.11**    *Venue*

The following needs to be taken into account when considering a suitable venue:

- Robing Room - which can be made secure (for leaving bags, coats etc)
- Lunch and afternoon tea area
- Meeting Room
- Reception area – only required for the second Investiture each year, when the Cadet of the Year is introduced to the Chancellor. You will find the format for that ceremony in the Youth Manual.

The meeting room configuration should be discussed with the National office.

#### **4.2.12 Meeting Format**

The usual format is:

11.00 am	Set up by organisers and National Office
Noon	Lunch for members and spouses
1.00 pm	Prior's procession
	Prayers
	Agenda
	Closing prayers
	Prior withdraws
	Afternoon tea

Meetings are conducted in accordance with Priory Rules and Priory Regulations.

Should Priory Chapter agree to go into committee, observers may be required to leave the meeting room.

#### **4.2.13 Prior's Procession**

At the commencement of the Meeting, The Prior, accompanied by the Chancellor (or Chancellor alone if he is the presiding officer) preceded by the Sword Bearer carrying the Great Sword, are announced by the Director of Ceremonies and process to the head table. All Members stand for the procession.

At the completion of the meeting, The Prior and Chancellor preceded by the Sword Bearer and followed by the Director of Ceremonies retire. All Members stand for the procession.

#### **4.2.14 Sword Bearer**

One of the Members of Priory Chapter from the host Region is required to carry the Great Sword. The Bearer will wear white gloves while carrying the Sword.

#### **4.2.15 Prayers**

The Priory Dean (or delegate if not in attendance) reads the opening and closing Prayers of the Order.

#### **4.2.16    *Dress for Members of the Order attending meeting of Priory Chapter***

The dress for all Members of the Order attending a meeting of Priory Chapter is dark lounge suit or Day Wear or St John Formal Uniform.

Order Neck Badges are worn (but not decorations and medals mounted on a brooch or breast stars) and Mantles by those Members entitled to wear them, including observers. Refer to Section 7.6.5 for instructions.

The Priory Dean and other Chaplains attending the meeting may wear the clerical dress appropriate to their denomination. Refer to Section 4.6 for information concerning this.

### **Postulants Dinner**

The concept of meeting collegially before an investiture is not new. Members of the medieval Order of St John would meet the night before an Investiture for dinner and then an all night vigil.

Our Postulants are the guests of honour at the dinner and are welcome to invite guests.

#### **4.2.17    *Venue***

When choosing a venue, availability of car parking and transport to and from accommodation should be taken into consideration. About 150 people usually attend, so a buffet style dinner is recommended.

#### **4.2.18    *Format***

The following is a suggested format:

7.00 pm for 7.30 pm

Welcome – Regional Chair (and Mayor or other special invitee)

Grace – The Dean of the Priory or a St John Chaplain

First course

Main course

Toasts

The Queen, Sovereign Head of the Order – Proposed by a senior Order Member (this toast is not responded to)

The Order – proposed by a Postulant and responded to by the Chancellor (The Chancellor's response will also be the address to the Postulants)

Dessert

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Withdrawal of the official party

The dinner should conclude by 10.30 pm.

#### **4.2.19    *Master of Ceremonies***

A Master of Ceremonies should be appointed to ensure the dinner follows the prescribed format and timing.

#### **4.2.20    *VIP Guests***

The organising committee, in consultation with the Regional Office may wish to invite the local Member of Parliament and Mayor to attend the dinner as guests.

When inviting VIP guests, make sure that they are made fully aware of any expectations, such as being asked to say a few words of welcome, in which case background material on St John should be sent to them. The St John Profile (item STJ 11296) or the St John honours system brochure, are both ideal publications.

It is essential that car-parking is set aside for VIP guests and that someone is detailed to meet them and to introduce them to St John principal guests.

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#### 4.2.21 Dress Code

It is essential that the dress code for the dinner is made clear on the invitation. The dress is formal wear to reflect the special nature and significance of the occasion of receiving a royal honour:

Term	Definition	Decorations & Medals.
Formal Black tie (male)	Dinner / Black suit with bow tie or black tie	Neck Badges, Stars and <b>miniature</b> medals mounted on a bar – worn in accordance with the policy contained in Order Matters Manual Section 7.6
Formal Evening Wear (female)	Evening wear suitable for formal dinner	
Highland (male)  Highland (female)	Kilt, Argyle style jacket, business shirt and tie Day wear (female) as above with the addition of a tartan plaid	
St John Formal Uniform (male and female)	Black Formal Uniform	Neck Badges, Stars and <b>full sized</b> medals mounted on a bar – worn in accordance with the policy contained in Order Matters Manual Section 7.6

Members and guests attending Postulants Dinners are requested to abide by the dress code. Mess kit and black tie are not the prescribed dress for the Postulants dinner.

A suggested draft dinner ticket is available from the National Office.

#### 4.2.22 Dress Code for Children

The dress code for children is St John Youth Uniform (general wear option), or collar and tie for boys, and frock, blouse and trousers, or blouse and skirt for girls. Tee shirts and jeans are not acceptable dress.

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#### **4.2.23    *Seating Arrangements***

Consideration should be given to the seating of principal guests who include the Chancellor, Bailiffs Grand Cross, Regional Chairman, and Chief Executive and their spouses as well as any VIP guests such as the local Mayor and Member of Parliament.

The seating plan should be discussed with the National Office.

#### **4.2.24    *Entertainment***

A short entertainment programme makes an excellent interlude after the Toasts - as long as time management will allow. Entertainment should of course be tasteful and take into account the age range of the audience.

#### **4.2.25    *Menu Card***

A suggested menu template can be obtained from the National Office. This can be printed in-house onto the generic card item STJ19100. It is usual to include the names of the Postulants in the menu and this may require an insert page.

### **Investiture Service**

The most important of the Order's ceremonies, the Investiture Service takes its form from the medieval Order of St John.

#### **4.2.26    *Director of Ceremonies***

Investitures are held under the direction of the Order's Director of Ceremonies who finalises procedures in consultation with the organising committee, the venue organisers and the National Office. The Director may visit the venue well beforehand, to then be able to prepare draft seating plans and offer advice on the configuration of the Investiture etc.

It is absolutely essential that all involved in the Investiture Service observe any instructions given by the Director (and/or Assistant Director) of Ceremonies.

#### **4.2.27    *Choosing the Investiture Service Venue***

When choosing a venue for the Investiture Service the following must be considered:

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Capacity – Can the venue seat 500 people comfortably and will the sanctuary comfortably accommodate the principal officers and the Order's Regalia and allow adequate room for investing the Postulants?

Vision – Will everyone be able to observe the service?

Proximity to the venues of other functions

Car parking availability

Appropriate atmosphere

#### **4.2.28**    *Timeframe*

The time that the Investiture Service will commence will be dependant on the Prior's availability, and will be advised by National Office. Airline timetables should also considered.

#### **4.2.29**    *Invitations*

National Office will prepare the invitation in consultation with the organising committee and arrange printing. The organising committee issues the invitations on behalf of the National Office. A draft invitation is available from the National Office.

#### **4.2.30**    *Dress Code*

The dress for all Members of the Order (including Postulants) and guests is dark lounge suit, day wear or St John Formal Uniform.

Orders, Decorations and Medals approved for wear (refer to Section 7.6.17) are worn, except by Postulants who do not wear any previously conferred insignia or headdress at the Investiture.

Members of Priory Chapter (ie Members of the Order of Grade III or above) also wear Mantles. Refer to Section 7.6.5 for instructions.

The Priory Dean and other Order Chaplains wear the clerical dress appropriate to their Christian denomination and may also wear the Tippet. Refer to section 4.6.

#### **4.2.31**    *Investiture Rehearsal*

It is essential that a rehearsal be held so that the venue can be set up and the Postulants, principal and ceremonial officers can be briefed on the

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procedures to be followed during the Investiture Ceremony. The venue should be available to the organisers by 11.00 am (certainly no later than 11.30 am). The rehearsal should take no more than an hour.

Only the officials involved in the service and the Postulants are to attend the rehearsal.

#### **4.2.32 Lunch**

A lunch for Postulants, guests and St John members attending the Investiture is held at noon, usually in the Church Hall or other venue close to where the Investiture Service will be held. A prepaid ticket system should be used. Care should be taken to ensure that lunch is available for Postulants who will be attending the rehearsal.

It is probable that the organisers (who need to register for lunch) will be unable to leave the Investiture venue, so lunch should be taken to them.

#### **4.2.33 Photographer**

The organising committee should ensure that the photographer is briefed on requirements (including the requirement to be appropriately dressed) and is positioned so that he does not interrupt the programme.

#### **4.2.34 Support**

It is essential that the organising committee make people available to help set up and to assist during and after the Investiture Service – Senior Youth Members are ideal for these tasks. The tasks are:

- Assist with setting up, moving furniture, placement of banners
- Ushers
- Offertory collectors
- Assist with replacing furniture, ensuring venue is clean and tidy, and packing regalia ready for transport back to National Office.

A room, or discrete space, for storing the regalia boxes during the Investiture Service should be provided.

#### **4.2.35 Ushers**

There should be sufficient ushers to enable all guests to be taken to their seats as soon as they arrive. Ushers must understand the colour coding system used on tickets to identify where guests should sit.

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#### **4.2.36    *Colour Coding of Invitations***

Colour coding invitations ensures that guests are shown to the appropriate seating.

#### **4.2.37    *Seating Plan for VIPs and Guests***

The venue seating plan is finalised by the organising Committee in consultation with the Director of Ceremonies. When registering for the weekend Members will advise their status, eg Member of Priory Chapter, Postulant, spouse or partner of Chapter Member. This will assist in deciding the number of seats needed for guests and will save any embarrassments. VIPs and guests are usually seated in the front of the nave on the left side, although this will depend on venue layout. VIP seating is typically:

- Row 1 - VIPs – This includes Central and Local Government representatives, the Prior's spouse should they prefer not to process, Chancellor's spouse, Chief Executive and spouse, Regional Chairman's spouse, spouses of Bailiff's Grand Cross and the Prior's ADC.
- Row 2+ – Spouses of Members of Priory Chapter, Priory Officers, Priory Trust Board
- Row 3 - Members of Regional Trust Boards and their spouses and Regional Chief Executive Officer and spouse
- Row 4+ Postulants guests

#### **4.2.38    *Postulant Seating***

Postulants are usually seated in the front of the nave on the right side, although this is dependent on venue layout and agreement by the Director of Ceremonies.

#### **4.2.39    *Robing Room***

A lockable room must be made available for principal Officers and Senior Members of the Order who will be wearing robes at the Investiture Service. This room should be within the confines of the area where the Investiture service is being held.

#### **4.2.40    *Musical Accompaniment***

While the organising committee is welcome to consider arranging a trumpet fanfare for the commencement of the service, this may be costly, and an organ fanfare will suffice.

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There should be musical accompaniment for the hymns - usually the church organ. The Church may also have a choir who can be engaged for the service, remembering that both the organist and Choir may need to be paid for attending.

An interlude (usually a soloist) is traditionally included to break the investing of Postulants. The length of any item will depend on the time available, and organisers must consult the Director of Ceremonies before engaging any performer.

#### **4.2.41 Hymns**

The organising committee should consult with their St John Chaplain and venue officials (which may include the organist and choir master) to decide on hymns, which will then be approved by the Priory Dean through the National Office.

#### **4.2.42 Youth Inspection**

If the Prior's availability allows, an Inspection of Youth Members immediately before the Investiture might take place. Organisers will need to discuss the proposed format with the Director of Ceremonies, before any approval is given for an Inspection to be held.

#### **4.2.43 Procession**

Presiding Officers and Senior Members of the Order process in accordance with the Order of Precedence (refer to section 4.10). It is essential that Members follow the Processional Order and sit where directed.

#### **4.2.44 Order of Service**

The Order of Service follows a standard template and is agreed by the Director of Ceremonies in conjunction with the Priory Dean, National Office and the organising committee:

- Fanfare
- Processional Hymn
- National Anthem – God Save The Queen
- Welcome
- Bidding
- The Prayers of the Order
- Scripture Reading
- Offertory Hymn and collection
- Investiture

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- Rededication and Blessing
- National Anthem – God Defend New Zealand
- Recessional Hymn

There may also be musical items introduced in the service

It is essential that the correct name for the church and local clergy and any individuals or groups who should be thanked are provided to National Office for inclusion in the Order of Service. A draft Order of Service can be obtained from the Order Matters Director.

#### **4.2.45 Welcome**

This is usually offered by the host minister of the church. The Minister should be given notes about St John and the Investiture Service to help in composing the welcome.

#### **4.2.46 Bidding**

The Priory Dean usually gives this.

#### **4.2.47 The Prayers**

These prayers are prescribed and are taken by Regional St John Chaplains.

#### **4.2.48 Scripture Reading and Offertory Hymn**

The organisers will recommend a reading and Offertory Hymn to the National Office for approval by the Priory Dean. The Regional Chairman or delegate usually reads the Scripture reading.

#### **4.2.49 Offertory Collection**

There should be sufficient collectors so that the collection is gathered promptly and taken up to the Chaplains for dedication. It may be that the Hymn is finished before the collection is taken up and, if this is the case, the organist will need to play appropriate interlude music.

The Region is responsible for the offertory collection following the service. They should liaise with the organising committee (who are responsible for the offertory's security), to ensure this takes place. The Regional Office should send a cheque for the proceeds to the National Office promptly after the weekend.

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Members of the Order who will be processing are invited to contribute to the offertory collection before the commencement of the service and the organising committee should take this into account when organising ushers. This is usually taken up in the Robing Room.

#### **4.2.50 Investiture**

This part of the Service is the most formal and involves the postulants declaring that they promise to be faithful and obedient to the Order. After this declaration the Prior invests the Postulants.

Life Saving Awards are also presented at Investiture Services.

#### **4.2.51 Conferring the Accolade**

This is the formal investiture of Knights of the Order. The Knight kneels on the faldstool before the Prior, who taps the Knight on the left shoulder three times with the dubbing sword. The Prior then invests the Knight with his insignia and he is clothed in his Mantle.

Knights who have already received the accolade of knighthood (through the New Zealand honours system) do not receive the accolade again.

Knights may defer their investiture until the Investiture held by the Grand Prior, at Kensington Palace, London. This event is held every five years.

#### **4.2.52 Rededication and Blessing**

These prayers are prescribed and are taken by the Priory Dean.

#### **4.2.53 Recessional Hymn**

During the singing of the Recessional Hymn, the Presiding Officers, Senior Members of the Order and the newly invested Postulants will retire in Recessional Order under the directions of the Director and Assistant Director of Ceremonies.

The Prior's staff who may be seated in row 1 will join this procession at the appropriate point.

#### **4.2.54 Regalia**

You will find information about the Order's Regalia at Section 6.

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The Director of Ceremonies and the Region will be responsible for ensuring that Senior Order Members from the Host Region are given the opportunity to carry the following Regalia in the processions:

- Sword Bearer – A representative of Priory Chapter
- Crucifer – A senior Member of the Order
- Banner Bearer for the Bailiff Grand Cross – An Order member (this is only carried if the Bailiff is attending the Investiture)

These people must attend the Investiture rehearsal, and are required to wear white gloves (which are provided) while carrying Regalia. All Regalia must be carried with dignity and respect.

#### **4.2.55**     *Colour Parties*

The Region needs to provide two Colour Parties, for the Order Standard and the St John Standard.

Each Colour Party should consist of a bearer (the Order Standard must be carried by an Order Member) and two escorts, and they are under the command of a Guard Commander who will usually be Region's Cadet of the Year.

Members of the Colour Parties must attend the Investiture rehearsal.

#### **4.2.56**     *Cadet of the Year*

At the second Investiture Service each year, the Cadet of the Year is introduced to the Prior. You will find more information on the Cadet of the Year ceremonies in the Youth Manual.

#### **4.2.57**     *Afternoon Tea*

Afternoon tea follows the Investiture Service. If the Prior and Vice Regal Party are available to attend (the organising committee will be advised of this before the Investiture), they will be escorted to the venue by the Chancellor. A separate table should be arranged so that the Prior, Vice Regal Party and VIP guests are given their refreshments promptly.

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