

GUIDELINES AND PROCEDURES
FOR
INVESTITURE OF LADIES OF CHARITY

1. ORIENTATION

The president should talk with her Pastor and Sister Moderator for suggestions and recommendations for future Ladies of Charity.

She should talk to these individuals concerning the organization; invite them to attend a meeting; and possibly have them attend some of your special activities. After working with these individuals for a period of six months, ask them their intentions. If they are interested in joining, then proceed to step two.

2. APPLICATION

As president, you will receive a sample application. Duplicate this form so that you have a supply for your use.

Have the prospective member complete the application form and return same to the parish president who is personally responsible to see that the application is completed correctly. The application fee of \$10.00, which covers the cost of the manual and the crucifix, must accompany the application.

If you have more than one candidate, one check may be enclosed to cover all of the candidates.

Send the completed application and the Investiture fee to The following address:

Ladies of Charity
Diocese of Pittsburgh
2900 Noblestown Rd.
Pittsburgh, PA 15205

Attention: Diocesan Spiritual Chairman

3. LETTER OF ACKNOWLEDGEMENT

When the application and fee is received, the Spiritual Chairman of the Diocesan Ladies of Charity will send a letter to the candidate acknowledging her as a future Lady of Charity. This letter will be sent approximately six (6) weeks prior to the Investiture. This letter will also give her the details concerning the date, time and place of the Investiture, along with the luncheon information.

4. PERTINENT INSTRUCTIONS FOR THE PRESIDENT:

Around the first of February, the Diocesan Spiritual Advisor sends a letter to the parish spiritual advisor inviting him to concelebrate the Investiture mass and also to attend the luncheon (this is at the parish expense). Please check with your advisor to see if he plans to attend. A luncheon reservation is required.

5. POST CARD

Approximately one (1) week prior to the Investiture, a post card will be sent to the candidate instructing her to bring the post card with her on the morning of the Investiture. The candidate is to complete the post card with the requested information.

The card should be given to the Diocesan Spiritual Chairman who will be in front of the center aisle the morning of the investiture mass.

This card becomes a very important part of our file. It represents that the candidate was in attendance and the date of which she was invested as a Lady of Charity.

6. SEATING AT THE INVESTITURE MASS

Candidates to be invested are seated by the Diocesan Spiritual Chairman in the front Center pews of St. Paul Cathedral. All others (members and visitors) are seated behind the candidates.

7. MANUAL AND CRUCIFIX

The newly invested member will receive her crucifix, manual and membership card at the Investiture mass.