

Imperial Manual of Ministry

Version 3.0

Revised in Anno Imperium XVI, being 2006 in the Common Era

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SECTION I. DUTIES OF ESTATE HOLDERS AND OFFICERS

- A. It is not necessary to award ministry points every month. Only those members who exceeded expectations should be awarded points.
- B. Sovereign
 1. To approve ministry points for his/her Kingdom on a monthly basis, and send them to the Crown Rolls/Lists Officer.
 2. To award a maximum of 25 ministry points per month to members he/she feels deserves them by completing an Estate Ministry Point Submission Form (pg 9).
 3. To award a maximum of 10 monthly ministry points per office held by a member by completing an Estate Point Submission Form (pg 9).
 4. To award Territorial Estate Heads a minimum of 10 and a maximum of 50 ministry points per month by completing and Estate Point Submission Form (pg 9).
 - a. If five (5) landed estates reside in a territory, these points may be awarded through a blind vote of the estates averaged together.
 5. To award monthly ministry points to autocrats by completing an Estate Vote Submission Form (pg 11).
 - a. See Section II.A.1. of this Manual for how many points an autocrat may receive.
 - b. The Estate holder may only award points for events he/she attended within his/her own Kingdom; otherwise, he/she must abstain.
 6. To be present or represented by proxy at all Imperial Estates and Kingdom Estates meetings.
 - a. The vote of a Sovereign is representative of the majority vote of his/her populace
 - b. See Section III.C. of the L.I. for information on proxies
- C. Territorial Estate Heads
 1. To award a maximum of 10 ministry points per month to members he/she feels deserves them by completing an Estate Point Submission Form (pg 9).
 2. To award a maximum of 10 monthly ministry points per office held by completing an Estate Point Submission Form (pg 9).
 3. To award monthly ministry points to autocrats by completing an Estate Vote Submission Form. (pg 11).
 - a. See Section II.A.1. of this Manual for how many points an autocrat may receive.
 - b. The Estate holder may only award points for events he/she attended within his/her own Kingdom; otherwise, he/she must abstain.
 4. To award a minimum of 10 and a maximum of 50 ministry points per month to the Sovereign(s) by completing the Sovereign portion of the Estate Vote Submission Form. (pg 11).
 5. To ensure that all Estate Point Submission Forms and Estate Vote Submission Forms are collected for his/her Territory every month, and passed on to the Territorial Rolls/Lists Officer, and the Sovereign for approval.
 6. To be present or represented by proxy at all Kingdom Estates meetings.
 - a. The vote of a Ruler is representative of the majority vote of his/her populace.
 - b. See Section III.C. of the L.I. for information on proxies.
- D. Landed Estate Holders
 1. To officially form his/her Household, Barony, or County by swearing an oath at an official Court.

- a. Ceremonies may be as loose or rigid as the estate wishes.
 2. To award a maximum of 10 ministry points per month to members he/she feels deserves them by completing an Estate Point Submission Form (pg 9).
 3. To award monthly ministry points to autocrats by completing an Estate Vote Submission Form (pg 11).
 - a. See Section II.A.1. of this Manual for how many points an autocrat may receive.
 - b. The Estate holder may only award points for events he/she attended within his/her own Kingdom; otherwise, he/she must abstain.
 4. To award a minimum of 10 and a maximum of 50 ministry points per month to the Sovereign(s) by completing the Sovereign portion of the Estate Vote Submission Form (pg 11).
 5. To award a minimum of 10 and a maximum of 50 ministry points per month to the Territorial Estate head if five (5) landed estates reside in the Ruling Noble's territory by completing and Estate Vote Submission Form (pg 11).
 6. To ensure that his/her Estate Point Submission Form and Estate Vote Submission Form reaches his/her direct superior.
 - a. If he/she is the Lord/Lady of an independent Household, forms go to the Territorial Estate Holder.
 - b. If he/she is the Lord/Lady of a Household within a Barony, forms go to the Baron/Baroness.
 - c. If he/she is a Baron/Baroness of an independent Barony, forms go to the Territorial Estate Head.
 - d. If he/she is the Baron/Baroness of a Barony within a County, forms go to the Count/Countess.
 - e. If he/she is the Count/Countess, forms go to the Territorial Estate Head.
 7. To be present or represented by proxy at all Kingdom Estates meetings.
 - a. The vote of a Landed Estate Holder is representative of the majority vote of the members of his estate.
 - b. See Section III.C. of the L.I. for information on proxies
- E. Non-Landed Estate Holders
1. To award monthly ministry points to autocrats by completing an Estate Vote Submission Form (pg 11).
 - a. See Section II.A.1. of this Manual for how many points an autocrat may receive.
 - b. The Estate holder may only award points for events he/she attended within his/her own Kingdom; otherwise, he/she must abstain.
 2. To be present or represented by proxy at all Estates Meetings he is eligible to vote at.
 - a. See Section V.C.5. of the L.I. to see which ranks and titles makes one eligible for a personal vote.
 3. To award a minimum of 10 and a maximum of 50 ministry points per month to the Sovereign(s) by completing the Sovereign portion of the Estate Vote Submission Form. (pg 11).
 4. To award a minimum of 10 and a maximum of 50 ministry points per month to the Territorial Estate Head if five (5) landed estates reside in the Ruling Noble's territory by completing the Estate Vote Submission form (pg 11).
- F. Castellans
1. To recommend a maximum of 10 points for members of his populace to the Sovereign.

G. Officers

1. To recommend a maximum of 5 ministry points per month for deputies to his/her superior if he/she feels that points are deserved.
2. If the Chronicler, to recommend a maximum of 5 ministry points per article or piece of artwork submitted for publication.

SECTION II: EVENT MINISTRY POINTS

A. Autocrats

1. Autocrats are awarded ministry points by an averaged blind vote of Kingdom Estates members who attended the event.
 - a. Points for an autocrat will only be entered upon the autocrat's completion of the Autocrat's Event Packet, and its reception by the Territorial/Kingdom Rolls/Lists Officer. The packet includes:
 - i. Autocrat's Event Financial Report (pg 13).
 - ii. Event Rolls Submission Form (pg 14).
 - b. 35 to 50 points for a passed War, Feast, or Collegium Ministry Project.
 - c. 0 to 50 points for a War, Feast, or Collegium.
 - d. 0 to 10 points for a Tournament, Demonstration, Class, or Event not listed.

B. Event Participants

1. Event participants are recommended ministry points by the event autocrat on the Event Point Submission Form. It is not necessary to always award the maximum amount; only give what is deserved.
 - a. Demonstrations
 - i. 0 to 10 points for participating in a demonstration
 - ii. 2 points per 10 minutes of lecture with a maximum of 10 points
 - b. Feasts
 - i. 0 to 2 points for serving
 - ii. 0 to 5 points for prep work
 - iii. 0 to 10 points for cooking
 - c. Collegiums
 - i. 0 to 10 points for teaching a class
 - d. Marshalling
 - i. 0 to 2 for one list
 - ii. 0 to 5 for a full day
 - iii. 0 to 10 for a war.
 - e. Arts Judging
 - i. 0 to 2 for one item
 - ii. 0 to 5 for a full competition
 - iii. 0 to 10 for a war competition
 - f. Field Heraldry
 - i. 0 to 2 for one Court
 - ii. 0 to 2 for one list
 - iii. 0 to 5 for a full day
 - iv. 0 to 10 for a war
 - g. Water bearing
 - i. 0 to 1 per melee
 - ii. 0 to 2 for one list
 - iii. 0 to 5 for a full day
 - iv. 0 to 10 for a war
 - h. Setup and Teardown
 - i. 0 to 5 for setup or teardown of a tournament, demonstration, or class

- ii. 0 to 10 for setup or teardown of a War, Feast, or Collegium
- i. Miscellaneous
 - i. 0 to 3 points for fee collection
 - ii. 0 to 3 points for transporting people or items to/from the site

SECTION III: OFFICES NOT OTHERWISE DISCUSSED IN THE LEGIS IMPERIUM

- A. Ministry of the Hospitaller
 - 1. The Hospitaller shall:
 - a. Be the public face of the ECS.
 - i. Speak with persons interested with the ECS.
 - ii. Speak with media sources to promote the ECS.
 - b. Maintain an archive of flyers, pamphlets, or other information that helps enlighten both members and non-members about the ECS.
 - c. Keep a public garb box to help clothe the populace, if available.
 - d. Perform the duties of the Minister/Mistress of Regalia if that office is vacant.
- B. Ministry of Regalia
 - 1. The Regalia Officer shall:
 - a. Be a deputy of the Kingdom or Territorial Hospitaller.
 - b. Be in charge of storing the property of the Kingdom or territory.
 - c. Be in charge of insuring the transportation of Kingdom or Territorial events to and from events.
- C. Ministry of Lists
 - 1. The Minister/Mistress of Lists shall:
 - a. Be a deputy of the Kingdom/Territorial Minister/Mistress of Rolls (See Section IV.D. of the L.I.).
 - b. Be present or represented at all official events.
 - c. Be in charge of recording and archiving points for the territory and/or Kingdom.
- D. Court Herald
 - 1. The Court Herald shall:
 - a. Be a deputy of the Kingdom Sovereign of Arms.
 - b. Handle the itinerary and ceremony of courts.
 - c. Be the voice of the Crown at courts.

SECTION IV: MINISTRY PROJECTS

- A. Definition of Ministry
 - 1. Ministry is an act which furthers or promotes the mandate of the ECS. As a result, Ministry covers a broad spectrum of activities and contributions to Territories, Kingdoms, and the Empire.
- B. Definition of a Ministry Project:
 - 1. A Ministry Project is defined as a sanctioned, documented service to the Empire judged to be sufficient by the Crown, Ministry Peerage, and judges of the activity.
- C. Activities Eligible as Ministry Projects
 - 1. Autocrating Events
 - a. Autocrating a War, Feast, or Collegium with an attendance of:
 - i. 25 paid members of a Territory, or
 - ii. 70% of the paid members, but no less than ten (10) paid members of a Subject Territory
 - b. The autocrat must be the sole autocrat of the event.

2. Offices
 - a. The officer must hold the office for at least 6 months.
 - b. Intention to have the Office judged as a Ministry Project must be made known to the Crown and Ministry Peerage before the start of the officer's term.
 3. Reigns
 - a. The ruling noble must have a reign of at least 6 months.
 - b. Intention to have the reign judged must be made known to the Crown and Ministry Peerage before the start of the reign.
 - c. For reigns as Sovereign, the preceding Crown and Kingdom Estates must be made aware of the successor's intention.
 - d. Co-rulers may submit their reigns as individual Ministry Projects.
 4. Imperial Projects
 - a. Must be an activity that benefits the Empire as a whole.
 - b. Must be approved by a majority of the Imperial Estates.
 5. Other Activities as Ministry Projects
 - a. There are a myriad of activities which can qualify as a ministry project. Some examples include writing manuals, demonstrations, etc.
 - b. Must be approved by the Sovereign and Ministry Peerage.
 6. Use the Proposal for Ministry Project or Masterwork Consideration Form to submit any Ministry Project ideas (pg 21).
- D. Judging Process for Ministry Projects:
1. All potential Ministry Projects are judged on a Pass/Fail basis.
 2. Selection of judges
 - a. 3 judges will be chosen.
 - i. The Sovereign chooses a judge.
 - ii. The Ministry Peerage chooses a judge.
 - iii. The member to who is putting the potential Ministry Project forward chooses a judge.
 - b. The judges will all be Ministry Peers, unless:
 - i. No Ministry Peers are available. If this is the case, a judge with a rank of at least Rector may be selected with approval of the Crown and Ministry Peerage.
 - c. Judges with personal ties to the member who wishes to be judged should be avoided.
 - d. For a Sovereign's reign to be judged, the preceding Crown will pick the judge.
 - i. If this is impossible, the Kingdom Estates will pick the judge.
 - e. Imperial Projects will be judged by the Imperial Estates as a whole
 3. Judging a Project
 - a. Judges will each fill out a Ministry Project Judging Form (pg 19).
 - i. Judges will work independently, and will not discuss their opinions with one another.
 - ii. Each judge must include with the form a report explaining why he gave the scores he/she did.
 - iii. Judges will give their scores to the Senior Knight Minister, who will:
 1. Report to the candidate whether a Ministry Project has passed or failed.
 2. Report passed ministry projects to the Crown Rolls/Lists Officer on the

Notification of Ministry Project or
Masterwork Passage Form (pg 20).

- b. Scoring
 - i. A score of 0 in any category means the Ministry Project candidate did an average or satisfactory job.
 - ii. A score of +1 or +2 means the Ministry Project candidate did an exceptional job.
 - iii. A score of -1 or -2 means the Ministry Project candidate did a less than satisfactory job.
 - iv. The individual categories are totaled.
 - 1. A score of a +4 or better constitutes a passed Ministry Project.
 - 2. A Ministry Project that fails may still be awarded ministry points in the standard fashion.

APPENDIX A: FORMS

The following pages are the forms used for Ministry purposes within the ECS:

Estate Ministry Point Submission Form
Empire of Chivalry and Steel, Inc.™



Estate Name:		For the Month of :			Page #
Persona Name:		Mundane Name:		ID:	
Reason for Points:					
- Points -	Household:	Barony:	Territorial:	Kingdom:	Total:
Persona Name:		Mundane Name:		ID:	
Reason for Points:					
- Points -	Household:	Barony:	Territorial:	Kingdom:	Total:
Persona Name:		Mundane Name:		ID:	
Reason for Points:					
- Points -	Household:	Barony:	Territorial:	Kingdom:	Total:
Persona Name:		Mundane Name:		ID:	
Reason for Points:					
- Points -	Household:	Barony:	Territorial:	Kingdom:	Total:
Persona Name:		Mundane Name:		ID:	
Reason for Points:					
- Points -	Household:	Barony:	Territorial:	Kingdom:	Total:
Persona Name:		Mundane Name:		ID:	
Reason for Points:					
- Points -	Household:	Barony:	Territorial:	Kingdom:	Total:
Persona Name:		Mundane Name:		ID:	
Reason for Points:					
- Points -	Household:	Barony:	Territorial:	Kingdom:	Total:
Signature:					Date:

Estate Registration Form
Empire of Chivalry and Steel, Inc.™



Estate Information:

Print or Type Clearly, No Calligraphy Please!

Estate Name: _____ Estate Type: _____
 (Note: if estate type is above household level please include a form for **each** estate below)

Membership of Estate:

Membership Number	Persona Name	Legal Name
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
Minimum Number Required for Household		
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Estate Head:

2nd Representative:

3rd Representative:

Date of Estate Formation: _____

Type of Oath Sworn (Circle One):

Homage Political Fealty Personal Fealty

Please submit this form to your Kingdom Level Rolls Officer.

Estates are formed under the approval of the Sovereign of a territory. Sovereign approval is required for inclusion in the rolls.

KINGDOM ROLLS OFFICER: A copy of this form must be sent to the Imperial Level to be input in the Imperial Rolls.

Sovereign Approval:

 Sovereign Signature

Date: _____

Estate Vote Submission Form
Empire of Chivalry and Steel, Inc.™



Estate-holder or Estate Name:	Date :	Pg #
Event Name:	Date:	Point Range:
Autocrat Name:		Points:
Event Name:	Date:	Point Range:
Autocrat Name:		Points:
Event Name:	Date:	Point Range:
Autocrat Name:		Points:
Event Name:	Date:	Point Range:
Autocrat Name:		Points:
Event Name:	Date:	Point Range:
Autocrat Name:		Points:
Event Name:	Date:	Point Range:
Autocrat Name:		Points:
Event Name:	Date:	Point Range:
Autocrat Name:		Points:
Sovereign Name:	Point Range: 10 - 50	
Comments:		
Signature:		Date:

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P.O. Box 77223
Tucson, Arizona 85703-7223

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**Warrant of Appointment to Office
Empire of Chivalry and Steel, Inc.™**



Be it known to all who read these letters that:

_____ (Legal Name)

Of _____ (Legal Mailing Address and Telephone Number)

Known in the Empire of Chivalry and Steel, Incorporated as

_____ (Medieval Title and Name)

Is hereby appointed as: _____ (Office/Branch)

For a period of: _____ (Term of Office or Position)

Or Until: _____ (Date).

This Warrant shall become effective upon: _____ (Date)

And supersedes any existing or previous Warrant for this Office.

Signed:

Date:

Required Signatures:

- A. Imperial Officers and Sovereigns: Three Board members
- B. Kingdom and Principality Officers: Sovereign and the corresponding Imperial Officer, if any
- C. Lesser Officers: Sovereign and the corresponding Kingdom or Principality Officer, if any
- D. Other Officers: As Established by Territorial Law and customer. Must include more than one signature, and must include one landed noble of baronial rank, and a superior officer, if any

This Warrant Form supersedes all previous versions. Once it has been completed, copies must be sent to all parties involved in the execution of the warrant. This executed document will serve as legal and formal proof of appointment for any officer.

**Autocrat's Event Financial Report
Empire of Chivalry and Steel, Inc.™**



Name of Event: _____ Date: _____

Autocrat(s): _____

Kingdom Tax (if applicable) \$ _____ . _____

Revenue:

Site Fees Collected: \$ _____ . _____

Other Revenue Collected: \$ _____ . _____

Total Revenue \$ _____ . _____

Expenses: All Expenses must be documented with a receipt

Hall / Site Rental: \$ _____ . _____

Food: \$ _____ . _____

Prizes: \$ _____ . _____

Other: \$ _____ . _____

Total Expenses \$ _____ . _____

Net Income / <Loss>: Revenue Minus Expenses \$ _____ . _____

Autocrat Reimbursement (If Applicable): Expenses less Advances

Expenses Paid by Autocrat \$ _____ . _____

Less Advance paid by Territory \$ _____ . _____

Total Reimbursement due: \$ _____ . _____

Received By: _____

Date: _____

Sovereign Approval : _____

Date: _____

Date of Estates Approval (If Necessary): _____

**Event Rolls Submission Form
Empire of Chivalry and Steel, Inc.™**



Event: _____

Date: _____

Autocrat: _____

Member #	Persona Name	Mundane Name	Type (Arts, Ministry, Shinai, Rapier, Steel)	Regular	War/ Feast/ Demo	Total Points	KL



Event Volunteer Sign In Sheet
Empire of Chivalry and Steel, Inc.™

Event: _____ Date: _____ Autocrat: _____

Name	Set up	Marshal	Water Bearer	Gofer	Arts Judge	Children's Activities	Kitchen Help and Clean up	Feast Server	Entertainer	Trash Cleanup	Tear down	Other	Final walk around

**Limitation of Liability Waiver
Empire of Chivalry and Steel, Inc. ™**



All attendees of any official Empire of Chivalry and Steel, Inc. event are required to read the Limitation of Liability Waiver requirements noted in the body of this document and then signify their acknowledgement by affixing their signature in the appropriate section below.

Limitation of Liability Waiver

I hereby acknowledge that I am fully aware of the nature and purpose of the Empire of Chivalry and Steel, Inc. (E.C.S.). I understand that these activities are potentially dangerous and I agree to waive any claim for liability for any injury to myself or damage to my property as a result of my participation in E.C.S. activities, and to hold harmless, The E.C.S., its officers, officials and members. I further agree to be bound by the rules and regulations of the E.C.S. and to obey the direction of the governing officials at E.C.S. events. In the event of any legal action arising from my participation I agree to be bound by the laws of the State of Arizona and subject to its jurisdiction. The undersigned affirms: 'I have read and understand this statement and acknowledge that I waive all claims arising from my participation in E.C.S. events to the extent permitted by law.'

Member #	Legal Name	Persona Name	Date

Parental Consent Form
Empire of Chivalry and Steel, Inc.™



I, _____, hereby give my full consent
for _____, whose date of birth is the _____ day of
_____, _____ to participate in the Medieval Re-creation Activities and
Martial Combat Arts sponsored by the Empire of Chivalry and Steel, Inc. (ECS).

I declare that I am fully cognizant of the dangers to my minor child and property by
authorizing participation in these activities and do fully and completely assume the
responsibility of such risks solely to myself, holding harmless all others from any liability
for such damages or injury as my child may incur thereby. I further hold harmless the
ECS and all of its Officers and Participants from any liability for such damages or injury
as my child may incur thereby.

I fully understand that the ECS shall not assume any responsibility or liability for any
damages resulting from the participation of my child in the event of an accident. The
undersigned hereby agrees to hold harmless the ECS and its participants against any
claim for damages, compensation or otherwise, that may be brought on the part of the
minor. I further agree to reimburse any loss, damage or costs that the ECS, Officers or
Participants may suffer from any litigation arises in connection with the participation of
my minor child in ECS events.

Signed and Dated this _____ day of _____, _____

Signature of Legal Parent/Guardian _____

Signature of Witness _____

Signature of Witness _____

-Or-

Signature of Notary Public _____

Commission Expires _____ Stamped:



**Request for Monies
Empire of Chivalry and Steel, Inc.™**



Mundane Name : _____

Persona Name: _____

Membership Number: _____

Date: _____

Amount Requested: \$ _____ . _____

Reason: _____

Sovereign Approval: _____ Date: _____

Date of Estates Approval (If Necessary): _____

Signature of Requestor: _____ Date: _____

Signature of Exchequer: _____ Date: _____

Signature of Witness: _____ Date: _____

Date of Funds Release: _____



**Ministry Project Judging Form
Empire of Chivalry and Steel, Inc.™**

Judging System for Events

Each Area shown shall be judged to determine if that item was accomplished in a "Better than Average", "Average", or "Less than Average" fashion. If an item is determined to be Better than Average, it received a score of +1 or +2. An Average item receives a score of 0, and a Less than Average item receives a score of -1 or -2. After all items have been scored, the resulting scores are totaled. If the score is +4 or better, it has "Passed" as a Ministry Project. If the score is less than +4, it has "Failed" as a Ministry Project. Two out of three Judges must give a Pass for it to be entered into the Rolls as a successful Ministry project.

Event: _____ **Autocrat:** _____ **Date:** _____

Feasts

Event Announcement	Site Preparation and Acquisition	Event Theme and Atmosphere	Activities for Populace Entertainment	Event Volunteer Coordination	Feast Preparation and Delivery	Event Cleanup and Accounting	Submission of Volunteer Ministry Points	Was the Event Fun	Total Score

Halls

Event Announcement	Site Preparation and Acquisition	Event Theme and Atmosphere	Activities for Populace Entertainment	Event Volunteer Coordination	Scenario Preparation and Delivery	Event Cleanup and Accounting	Submission of Volunteer Ministry Points	Was the Event Fun	Total Score

Officers and Leadership **Office Held:** _____ **Dates of Service:** _____

Length of Service (6 Month Minimum)	Event Attendance	Were the duties fulfilled	Communication	Was the position turn over in Good Condition	Level of Effort for size of Territory and duties	Overall Job Performance	Total Score

Judges Signature: _____ **Date:** _____

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P.O. Box 77223
Tucson, Arizona 85703-7223

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**Notification of Ministry Project or Masterwork Passage
Empire of Chivalry and Steel, Inc.™**



Be it known to all who read these letters that

(Persona Name)

Mundanely Known As

(Legal Name and Membership Number)

Has successfully completed a _____

And the Peers have awarded _____ Points

SIGNED:

DATE:

The Signatures of the Knights and Judges are required before this notification can be accepted.

Knights / Judges: Please provide one copy of this form to the member, one to the Kingdom Rolls Officer, and one to the Kingdom Chronicler.

Kingdom Chronicler: Please include this announcement, minus the points, in the next monthly newsletter for publication.

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Tucson, Arizona 85703-7223

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**Proposal for Ministry Project or Masterwork Consideration
Empire of Chivalry and Steel, Inc.™**



Be it known to all who read these letters that

 (Persona Name)

Mundanely Known As

 (Legal Name and Membership Number)

Hereby request that the

_____ **Peers**

(Ministry or Artisan)

Consider the following proposal for a

 (Ministry Project or Masterwork)

Description and purpose: _____

Date of Submission: _____

Submitter: Please submit one copy of this form to the Kingdom Sovereign, and copy to the senior Knight. Please keep one copy for yourself.