

## ***THE SERVICE MEDAL OF THE ORDER***

### **PURPOSE**

1. This instruction provides the policy governing the award of the Service Medal of the Order and the procedures to be followed in obtaining the award.

### **GENERAL**

2. The award of the Service Medal shall be made in the name of the Sovereign Head by the Grand Prior on the recommendations of Priory Chapter.
3. If any medal recipient is deemed unworthy of the award due to subsequent conduct, Priory Chapter may recommend to the Grand Prior that the individual's name be erased from the Register, and the individual will then cease to be entitled to wear the medal.

### **ELIGIBILITY**

4. Volunteers and staff who perform not less than twelve years satisfactory service on behalf of St. John, in accordance with Regulation 35 of the Royal Charters, Statutes and Regulations (1993), and according to the service criteria below, will be eligible for the Service Medal of the Order.

### **SERVICE CRITERIA**

5. The period of service qualifying for the award of the medal shall be not less than twelve years satisfactory service on behalf of St. John, defined as follows:
  - a) Service in one qualifying capacity may be added to service in any other qualifying capacity, provided they are not simultaneous;
  - b) Service need not be twelve continuous years, and therefore may be cumulative;
  - c) "Not less than twelve years satisfactory service" would normally apply to any individual who contributed the equivalent of sixty hours voluntary service on behalf of St. John per year for which compensation has not been received. Compensation refers specifically to staff pay or compensatory leave, and does not refer to honoraria paid to volunteers.

## **BARS TO THE SERVICE MEDAL**

6. Silver and Gilt Bars may be awarded for each five years of satisfactory service, subject to the same criteria and application process as for the Service Medal. The Medal and Bars to the Medal are awarded as follows:
  - 12 years - Service Medal;
  - 17 years - Service Medal and 1 silver Bar;
  - 22 years - Service Medal and 2 silver Bars;
  - 27 years - Service Medal and 3 silver Bars;
  - 32 years - Service Medal and 1 gilt Bar;
  - 37 years - Service Medal and 2 gilt Bars;
  - 42 years - Service Medal and 3 gilt Bars;
  - 47 years - Service Medal and 4 gilt Bars.
7. These awards will be presented free of charge, but if they are lost there will be a charge for replacement. Miniatures may be purchased through the Stores Section at National Headquarters.

## **INSTRUCTIONS**

8. Officers and members of the Brigade must qualify as “efficient”, as defined in Brigade General Regulations 7.02, for each year of service towards the Service Medal. Upon attainment of twelve years “efficient” service, receipt of the award will be automatic.
  9. Everyone with qualifying service which is not comprised solely of twelve years efficient service as a Brigade member may make application, using the *Application for the Service Medal of the Order* (attached at Annex A) to the appropriate Council. The Council will review the application and, if acceptable, forward it to the Order Committee at National Headquarters with a recommendation for the award of the Medal. Potential recipients not attached to a Council may make application directly to the Order Committee at National Headquarters. Application forms are available from your Council or from the Secretary of the Order at National Headquarters.
  10. The *Application for the Service Medal of the Order* should include the nominee’s name, address and positions held within St. John. Every section for each year of service on the application form must be completed in full. *Details of Service* must include the number of hours of service for that year and the type of service rendered.
  11. *Corroborating Signature* on the form refers to the signature of an individual who is able to confirm the details of service for that year (i.e, Committee Chairperson, Branch Chairperson). These signatures should not be the same as the Council President’s signature appearing on the last page.
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12. Completed application forms must be sent to the Council in which the applicant last served. The Honours and Awards Committee of each Council will review each application, exercising judgement in interpreting the criteria for eligibility. The Council President's signature will indicate approval for recommending the award of the Service Medal.
13. Applicants not attached to a Council may apply directly to the Order Committee at Priory, providing their service was totally with the national body. In these circumstances, *Council President Signature* on the last page must be the signature of a member of Priory Chapter, but not the same as any of the *Corroborating Signatures*. Indicate "Priory" for *Nominating Council*.
14. Completed applications must be sent to National Headquarters, c/o the Secretary of the Order.

### **RESPONSIBILITY**

15. The final recommendation for awards of the Service Medal of the Order to Brigade members whose twelve years efficient service is comprised solely of Brigade service will rest with the National Commissioner. The final decision for all awards will rest with the Order Committee.
16. The Order Committee or the National Commissioner may request written documentation to help make final decisions regarding awarding of the Service Medal.

### **DATE OF EFFECT**

17. These conditions will be retroactive to 1 January 1980. Before that date, the conditions outlined in the St. John Canada Instructions dated 19 March 1989 will apply.