

**The Most Venerable Order of the
Hospital of
St John of Jerusalem**



**INTERNATIONAL ORDER INSTRUCTION 1/19:
CHANGES TO THE SERVICE MEDAL OF THE ORDER OF ST JOHN**

1. Authority

This Instruction is issued by the International Office on behalf of the Order Honours and Awards Committee pursuant to The St. John (Order) Regulations 1999 to 2003.

2. Commencement

This Instruction shall come into force on 1 January 2020.

3. Revocation

This Instruction will be incorporated into The St John (Membership, Honours and Awards) Regulations of The Most Venerable Order of the Hospital of St John Jerusalem and shall be revoked upon the coming into force of that Regulation.

4. Construction

4.1 In this Instruction the expression:

- a. "Active Person" means an Eligible Person who renders Qualifying Service on or after Appointed Day;
- b. "Appointed Day" means 1 January 2020;
- c. "Bar" means a strip of decorative metal bar added to a medal ribbon to signify a repeat award;
- d. "Emblem" means a small Maltese cross added to a ribbon to signify the award of a Bar;
- e. "OHAC" means the Order Honours and Awards Committee;
- f. "Qualifying Service" means service which meets the conditions prescribed by Regulation 11;
- g. "Relevant Authority" means:
 - (i) in the case of an Eligible Person who is an officer, volunteer or employee of the Order or a member of the British Royal Family, a

Commonwealth Royal Family, a Foreign Royal Family or another Head of State, the Secretary-General;

(ii) in the case of an Eligible Person who is an officer, volunteer or employee of an Establishment, that Priory, Commandery, Association, or the St John Eye Hospital Group.

h. "Requisite Period of Years" means the number of years of service required to qualify for either the Medal, the Ultra Long Service extension, or a Bar;

i. "Ribbon" means a length of cloth, in various colours, used to suspend a medal, or worn alone on undress uniform when the medals are not worn; and

j. "Ultra Long Service" extension means the gilt version of the Medal with a distinctive ribbon.

4.2 In this Instruction:

a. expressions defined in the St John Statutes 2018 have the same meanings in this Instruction; and

b. references to paragraphs are references to paragraphs of this Instruction.

SECTION A: CONDITIONS FOR THE AWARD OF THE SERVICE MEDAL OF THE ORDER

5. Conditions for the award of the Service Medal

5.1 The Order Honours and Awards Committee, as a Standing Committee of the Grand Council, is responsible for implementing the conditions for the award of the Service Medal.

5.2 The Service Medal of the Order is awarded to:

a. an Eligible Person;

b. who performs Qualifying Service in each year, which is properly recorded and certified;

c. for a Requisite Period of Years.

6. Conditions for the award of the Ultra Long Service extension

6.1 The Ultra Long Service extension is awarded to:

a. an Eligible Person;

b. who performs Qualifying Service in each year; which is properly recorded and certified;

c. for a Requisite Period of Years.

7. Eligible Persons

7.1 Eligible Persons are:

- a. Eligible Officers;
- b. Eligible Volunteers; and
- c. Eligible Employees.

8. Eligible Officers

8.1 Eligible Officers are:

- a. members of British and other Commonwealth Royal Families, members of Foreign Royal Families, and other Heads of State;
- b. the Great Officers, Principal Officers, Honorary Officers and other officers (including Deputy and Assistant Officers) of the Order;
- c. the Officers (including Deputy and Assistant Officers) of an Establishment;
- d. members of the Grand Council;
- e. members of the Trustee Executive Committee and other standing committees and sub-committees of the Grand Council;
- f. as may be prescribed by the Priory or Commandery rules of that Priory or Commandery to include, such as: Deputy and Assistant Officers, members of Priory and Commandery councils, other governing bodies, and Principal Officers;
- g. as prescribed by the Secretary-General to include members of councils or governing bodies of St John Associations;
- h. as prescribed by the Chair of the St John Eye Hospital Group to include the Board and committee members of the St John Eye Hospital Group, or any of its formal committees;
- i. other persons who undertake work in furtherance of the objects and purposes of the Order in accordance with directions given by an Establishment; and
- j. such other persons as may be prescribed by the Honours and Awards Committee

9. Eligible Volunteers are:

9.1 Eligible Volunteers are:

- a. members of St John Ambulance;

- b. members of St John Ambulance Cadets (subject as provided in Regulation 12.2;
- c. members of an Establishment;
- d. members of the St John Fellowship;
- e. volunteer members of The St John and Red Cross Defence Medical Welfare Service;
- f. members of the ceremonial staff of the Order, a Priory or Commandery;
- g. such other persons as may be prescribed by the Honours and Awards Committee.

10. **Eligible Employees are:**

- a. remunerated members of staff of St John of Jerusalem Eye Hospital Group;
- b. remunerated members of The St John and Red Cross Defence Medical Welfare Service;
- c. remunerated members of the Priory in New Zealand; and
- d. such other persons as may be prescribed by the Honours and Awards Committee.

11. **Qualifying Service**

11.1 Service by an Eligible Officer is Qualifying Service if:

- a. as members of the British and Commonwealth or Foreign Royal Families or Heads of State if their service satisfies such criteria as may be prescribed by OHAC;
- b. as chaplains or others holding ecclesiastical office within the Order or an Establishment if it satisfies such criteria as may in the case of a Priory or Commandery be prescribed by the Senior Ecclesiastical Officer of the Priory or Commandery or in any other case by the Prelate; and
- c. they have efficiently completed their duties to a standard and efficiency laid down by the Secretary-General, Establishments, or as prescribed by Grand Council; and
- d. such service is properly recorded and certified by the Relevant Authority.

11.2 Service by an Eligible Volunteer is Qualifying Service if:

- a. that Eligible Volunteer has provided a minimum of 60 hours of service in each year, except as authorised by the OHAC or that as laid down by Regulation 11.3 and Regulation 11.4 below (ie Committee Members and Ceremonial Staff);

- b. in respect of each year of service that Eligible Volunteer has undertaken his or her duties to a standard and level of efficiency specified by the Relevant Authority; and
 - c. such service is properly recorded and certified by the Relevant Authority.
- 11.3 Service by an individual committee member as described by Regulation 11.2(a) above is Qualifying Service if in respect to a year in service they will have:
- a. attended the number of meetings in a year as laid down by the Relevant Authority; and
 - b. performed their duties to a standard and efficiency as laid down by the Relevant Authority; and
 - c. such service is properly recorded and certified by the Relevant Authority.
- 11.4 Service by an individual of the Order, Priory or Commandery ceremonial staff is Qualifying Service if in respect to each year of service:
- a. it is performed to the criteria and standard as may be prescribed by the Order Director of Ceremonies, the Director of Ceremonies of that Priory or Commandery, or prescribed by the Grand Council; and
 - b. such service is properly recorded and certified by the Relevant Authority.
- 11.5 Service by an Eligible Employee is Qualifying Service if, in respect to each year of service:
- a. they will have been continuously employed (subject as provided in Regulation 11.7);
 - b. they will have efficiently completed their duties as specified by the Relevant Authority; and
 - c. such service is properly recorded and certified by the Relevant Authority.
- 11.6 In considering the Qualifying Service of an Eligible Person such service should not be confined to the term of office, volunteer role, or employment position served. Service in one qualifying capacity may be added to service in any other qualifying capacity, provided that such service is not concurrent, in order to make up the total number of requisite period of years for the award of the Service Medal or Bar.
- 11.7 In considering the Qualifying Service of an Eligible Person such service should be continuous, but gaps in service of a limited period are permitted.
- 11.8 In considering a year of Qualifying Service, the measuring period shall be a calendar year ending 31 December, or such other periods as may be specified by the Relevant Authority;

- 11.9 Activity by a member of the St John Fellowship shall only be capable of being Qualified Service if that activity constitutes service performed in the furtherance of one or more of the objects and purposes of the Order. The undertaking of an activity which is wholly or mainly of a social nature shall not be capable of being Qualified Service.
- 11.10 Save as provided in this Regulation, service is only capable of being Qualified Service if it is performed voluntarily, that is, without remuneration or other consideration.
- 11.11 In considering whether service is performed by an individual voluntarily, no account shall be taken of:
- a. reimbursement of expenses which that individual incurs in attending or in the course of performing his or her service;
 - b. the payment to the individual of an allowance which is reasonably intended to cover such expenses; or
 - c. the payment to an individual of an honorarium which shall not exceed 20% of the remuneration which he or she could reasonably be expected to receive were he or she employed in a transaction negotiated at arm's length to carry out such service.

12. **The Requisite Period of Years**

- 12.1 Subject to the following provisions concerning cadets the Requisite Period of Years is:
- a. in respect of the Service Medal, 10 years;
 - b. in respect of the Ultra Long Service extension, 50 years;
 - c. in respect to a silver or gilt Bar, 5 years.
- 12.2 Service by a cadet
- a. service by a cadet who is qualified to carry out public duties counts in all respects as it does for an adult;
 - b. one year's service performed by a cadet (not below the minimum age of 10) who is not qualified to carry out public duties counts as 6 months. Accordingly, such a cadet must serve for 2 years (and satisfy all other conditions) in order to be credited with 1 year of Qualifying Service;
 - c. the minimum age is the age of 10 or such higher age as may be prescribed by the Relevant Authority of the territory in which the cadet is resident. Such an authority shall also determine the nature or level of the qualification for the carrying out of public duties by cadets resident in that territory.

13. Recommendations for award of the Service Medal and Ultra Long Service extension.

13.1 Subject to any direction which may be given by the Grand Council, the OHAC is responsible for overseeing the award of the Service Medal, the Ultra Long Service extension, and Bars.

13.2 The OHAC has delegated to the Establishments, (and the Secretary-General for those appearing in the Central and General Divisions), authorisation to award the Service Medal, the ULS extension, and Bars to those persons who satisfy the conditions of the award pursuant to these Regulations.

13.3 Recommendations for the award of the Service Medal, the Ultra Long Service extension, and Bars should be forwarded to the Relevant Authority.

13.4 The edge of the Service Medal and Ultra Long Service extension is suitable for engraving the name of the recipient but there is no requirement for the Relevant Authority to do so.

14. Award of Bars

14.1 As regards the Service Medal:

- a. A silver Bar may be awarded for each additional 5 years of Qualifying Service, and an additional silver Bar for each additional 5 years up to 15 additional years;
- b. a gold Bar may be awarded for 30 years of Qualifying Service (20 years additional service) and an additional gold Bar for each additional 5 years of Qualifying Service above 30 years of Qualifying Service, up to 45 years of Qualifying Service.

14.2 As regards the Ultra Long Service extension:

- a. the Service Medal will be exchanged for the Ultra Long Service extension after 50 years of Qualifying Service. The Service Medal may be retained by the recipient but not worn;
- b. a gold Bar may be awarded for each additional 5 years of Qualifying Service.

14.3 As regards the Emblem:

- a. a silver or gold Maltese Cross emblem, as appropriate corresponding to the Bar, may be awarded with each Bar to be worn on the undress ribbons of the relevant medal.
- b. the undress ribbon of the ULS extension shall replace the ribbon of the Medal in silver.

15. The Annex shows the progression of the Service Medal and Ultra Long Service extension awards.

16. Forfeiture

- 16.1 If the holder of a Service Medal or the ULS extension is convicted of any offence punishable by imprisonment then the OHAC or the Relevant Authority may formally cancel the award by writing to the recipient.
- 16.2 All such cases should be notified to the OHAC and recorded by the Relevant Authority.
- 16.3 The OHAC or the Relevant Authority (notifying the OHAC) may, at its discretion, restore any award it has previously revoked.

SECTION B: WEARING OF THE SERVICE MEDAL OF THE ORDER

17. Wearing of the Service Medal and Ultra Long Service extension.

- 17.1 The Service Medal and the Ultra Long Service extension are authorised for left breast wear in the UK Order of Wear and, subject to national rules, regulations or instructions issued by a Government or other official body in territories or Establishments having jurisdiction to prescribe such matters should be worn on the left breast.

18. Miniatures

- 18.1 Miniatures of the Service Medal or the Ultra Long Service extension and any Bars thereto, may be worn by holders of the medals on occasions on which miniatures are worn.

19. Posthumous awards

- 19.1 Where a person satisfies in his lifetime all of the conditions for the award of the Service Medal or the Ultra Long Service extension or a Bar, but dies before the medal or bar is presented, the presentation may be made posthumously to his next of kin or other member of his or her family.

20. On Appointed Day

- 20.1 The conditions for the award of the Service Medal relate to Active Persons on the Appointed Day. From the Appointed Day:
- a. Service of a person who is active on the Appointed Day, which prior to the Appointed Day was not Qualifying Service shall be capable of being Qualifying Service if it satisfies the foregoing provisions of these Regulations;
 - b. Service Medals awarded prior to the Appointed Day may continue to be worn, until such time as the recipient qualifies for the award of the ULS extension;
 - c. Service Medals issued after the Appointed Day from manufacturers stock bearing the pre 1999 Latin circumscription may continue to be worn, until such time as the recipient qualifies for the award of the ULS extension;

- d. Each Relevant Authority will, in the case of their own personnel, update the lists for Service Medals, ULS extension, Bars and Emblems for their active personnel to the criteria set out in these Regulations;
- e. Previously awarded Emblems such as Laurel Leaf, Oak Leaf, or Rosettes for long service or additional service are not to be worn and are to be replaced by the versions authorised by these Regulations;
- f. Locally designed or unauthorised Service Medals, Bars or Emblems for Qualifying Service are not to be worn and are to be replaced by the versions authorised by these Regulations;
- g. Eligible Persons who are not active on the Appointed Day and do not subsequently become Active Persons, will continue to have their service assessed and recognised in terms of the 2003 Regulations.

21. Non-duplication of awards

- 21.1 The Service Medal or a Bar is not to be awarded to a person who for the same service has received a national long service or similar medal.

SECTION C: PROVISIONS RELATING TO THE DESIGN AND MEDAL SPECIFICATIONS OF THE SERVICE MEDAL OF THE ORDER

22. Design of the Service Medal and Ultra Long Service extension

- 22.1 The design of the Service Medal and ULS extension are as follows:

- a. The obverse of the Service Medal depicts the effigy of Her Late Majesty Queen Victoria derived from a bust carved by her daughter, The Princess Louise, Duchess of Argyll with the circumscription:

“VICTORIA+D+G+BRITT+REG+F+D+IND+IMP”

- b. The reverse of the Service Medal depicts, between sprigs of St John’s Wort, five circles showing (i) the Imperial Crown (ii) the Royal Arms (iii) the Arms of The Prince of Wales who was the first Grand Prior under the Royal Charter of 1888 (iv) the Crest of that Prince of Wales and (v) the Arms of the Order as they were immediately prior to 1926. It bears the circumscription:

“THE MOST VENERABLE ORDER OF THE HOSPITAL OF ST JOHN OF JERUSALEM”, and “FOR SERVICE”

- c. In the Priory of Canada the circumscription will be:

“VENERABILISSIMI ORDINIS HOSPITALIS SANCTI JOHANNIS HIEROSOLYMITANI”

- d. The Service Medal is struck in base metal with a silver, or similar plate finish.
- e. The ULS extension is of the same design with a gold, or similar plate finish.

23. Design of Ribbon

23.1 The ribbon of the Service Medal is 38mm wide and has three black and two white stripes of equal width.

23.2 The ribbon of the ULS extension is 38mm wide and has three black and two white stripes of equal width. The central black stripe is dissected by a 3mm gold stripe.

24. Design of Bars

24.1 Bars to the Service Medal are in silver or gold, or similar plate finish.

24.2 Bars to the ULS extension are in gold, or similar plate finish.

25. Design of Ribbon Emblems

25.1 The Maltese cross Ribbon Emblem of the Service Medal is in silver or gold, or similar plate finish.

25.2 The Maltese cross Ribbon Emblems of the ULS extension are in gold, or similar plate finish.

26. Design of the Undress Ribbon

26.1 The ribbon of the Service Medal when worn without the medal (undress ribbons) by a person to whom one or more Bars have been awarded shall bear silver or gold, or similar plate Maltese crosses corresponding to the number and type of bars awarded.

















26.2 The ribbon of the ULS extension when worn without the medal (undress ribbons) by a person to whom Bars have been awarded shall bear gold or similar plate Maltese crosses corresponding to the number of bars awarded.

27. Specifications for the Service Medal and Ultra Long Service extension

27.1 Detailed design specifications of the Medal, the Ultra Long Service extension, Bars and Emblems are held by the St John International Office.

International Office
29 October 2019

Annex to INTERNATIONAL ORDER INSTRUCTION 1/19: Table of the Progression of the Service Medal and Ultra Long Service extension awards

Qualifying Period	Service Medal and Bars	Undress and Emblems
10 years: Service Medal		
15 years: with silver Bar		
20 years: with 2 silver Bars		
25 years: with 3 silver Bars		
30 years: with gold Bar		
35 years: with 2 gold Bars		
40 years: with 3 gold Bars		
45 years: with 4 gold Bars		

Qualifying Period	Service Medal and Bars	Undress and Emblems
50 years: Ultra-Long Service Extension		
55 years: Ultra Long Service extension with gold Bar		
60 years: Ultra Long Service extension with 2 gold Bars		
65 years: Ultra Long Service extension with 3 gold Bars		
70 years: Ultra Long Service extension with 4 gold Bars		