

# Duchy of Chesapeake

Descriptions and Duties for:  
**Ministers**

# Table of Ministers

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## Chancellor

- Magistrate
- Executioner (*office of ministry*)

## Chronicler

## Hospitaler

- Child Care (*office of ministry*)
- Court Jester (*office of ministry*)

## Minister of Archery

## Minister of Arts & Sciences

- Judge (*office of ministry*)
- Scribe (*office of ministry*)

## Minister of Joust & War

- Crown Marshall
- Field Marshall (*office of ministry*)

## Minister of Physicks

- Water Bearer (*office of ministry*)

## Minister of Rolls & Lists

- Keeper of the Lists (List Mistress / Master) (*office of ministry*)

## Sovereign of Arms

- Herald

## Steward

## Viceroy

## Warden (Mistress / Master of Revels)

- Autocrat
- Serving/cleanup (*office of ministry*)
- Setup/teardown (*office of ministry*)

# Chancellor

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## What is it?

The leader of the Estates (bylaws article VII.F.1).

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## A Chancellor Answers to

The Crown

The Magistrate

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## Responsibilities

- ❖ Interpret the bylaws and writs on a local level (bylaws article VI.F.5.b.i).
  - ❖ Summons all meetings and chairs all agendas (bylaws article VII.F.1).
  - ❖ In the event of a tie vote at a meeting, the Chancellor shall cast the deciding vote. That is the only time the Chancellor gets to vote (bylaws article VII.F.1).
  - ❖ Sign resolutions and scrolls on behalf of the Estates (bylaws article VII.F.1).
  - ❖ The Chancellor must cause any Estate writs or codicils to be published.
  - ❖ Prepares a monthly report of activity for publication in the newsletter. The Minister is encouraged to also prepare articles for publication on related topics of interest.
  - ❖ Forward all writs and codicils to the Imperial Chancellor for review. (Bylaws article VI. D.)
  - ❖ Acts as magistrate for courts if Magistrate is unable. (Codex Adjudicata)
  - ❖ Acts as prosecutor if Crown files Charges. (Codex Adjudicata)
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## Before an Estates Meeting

- ❖ Coordinate with the Minister of Rolls and Steward to establish current estates standing
    - The Minister of Rolls will provide information on member's activity
    - The Steward will provide information on member's dues status
    - The Chancellor will provide information on estate structure and activity
  - ❖ Publish an agenda for the meeting (preferably at least 30 days in advance). This is not a requirement of the office, but a strong suggestion
  - ❖ Announce the meeting, preferably at least 30 days in advance. Meetings not notified 30 days in advance must have a waiver of notice by the Estates.
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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must be Chamberlain or above (bylaws article VII.F.1).

# Magistrate

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## What is it?

An official entrusted with the administration of the law. Acts as a branch of the Chancery.

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## A Magistrate Answers to

The Crown  
The Chancellor

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## Responsibilities

- ❖ To act as judge in Royal Courts if the Crown is not present and to submit any findings of a Royal Court to the Crown for dispensation.
- ❖ Advise the Crown in matters of law enforcement and to assist the Chancellor in the interpretation of the law.
- ❖ The Magistrate will conduct the “Court of Chivalry” without sitting in judgment. The Magistrate is not one of the three judges.
- ❖ If there is activity, prepares a report of findings/judgments for publication in the newsletter.
- ❖ The Minister is encouraged to also prepare articles for publication on related topics of interest.

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).



# Chronicler

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## What is it?

The person in charge of editing and publishing official Duchy publications (bylaws article VII.F.5). The official Duchy publication is a monthly newsletter, known as *the Chesapeake Tales*.

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## A Chronicler Answers to

The Crown

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## Responsibilities

- ❖ Publish any minister reports as submitted in the official Duchy publication
- ❖ Provide soft copy of publications to Duchy Webmaster and Crown (Word format) and others as requested
- ❖ Provide hard copies to members at scheduled Crown events
- ❖ Updates the Shadowlands bbs with event information

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must have the ability to publish information to the Imperial Chronicler (bylaws article VII.F.5).

# Hospitaler

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## What is it?

The Hospitaler shall be the conduit for new or prospective members to gain information on the Adrian Empire. (bylaws article VII.F.9)

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## A Hospitaler Answers to

The Crown

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## Responsibilities

- ❖ Keep a "lost and found" (bylaws article VII.F.9)
- ❖ Track items donated to the chartered subdivision (bylaws article VII.F.9)
- ❖ Maintains copies of all current manuals, guidelines and forms (bylaws article VII.F.9) (hard copy required, add'l soft copy preferred)
- ❖ Acts as the Greeter for new and prospective members, answering questions, providing information and introducing them to the members who can best help them (bylaws article VII.F.9)
- ❖ Provides new members with a copy of the current manuals, guidelines and forms. Soft copies are acceptable.
- ❖ Prepares a monthly report of activity for publication in the newsletter. The Minister is encouraged to also prepare articles for publication on related topics of interest.

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must be Rector or above (bylaws article VII.F.5).

# Minister of Archery

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## What is it?

The person in charge of enforcing archery rules and regulations.

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## A Minister of Archery Answers to

The Crown

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## Responsibilities

- ❖ Enforce the rules and regulations in relation to archery
  - ❖ Shall create (or enforce the existing) Manual of Archery that outlines weapon and armor standards (to be approved by the Crown)
  - ❖ Determines the scenarios, lists, and order of archery for events (at the pleasure of their Crown)
  - ❖ Supervises an equipment check for all archers before their participation in archery at each Crown event
  - ❖ Supervises the archery tournaments and reports archery activities to the Minister of Rolls
  - ❖ Prepares a monthly report of activity for publication in the newsletter. The Minister is encouraged to also prepare articles for publication on related topics of interest.
  - ❖ Administers the archer's oath (at the pleasure of their Crown)
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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C)
- ❖ Must be Marksman or above



# Minister of Arts & Sciences

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## What is it?

The person in charge of the arts and sciences tournaments (bylaws article VII.F.7).

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## A Minister of Arts & Sciences Answers to

The Crown

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## Responsibilities

- ❖ Promote, assist, cultivate interest and education in the field of arts and sciences (bylaws article VII.F.7)
- ❖ Judge all arts/science tournaments (bylaws article VII.F.7)
- ❖ Report all tournament participation and results to Minister of Rolls (bylaws article VII.F.7)
- ❖ Prepares a monthly report of activity for publication in the newsletter. The Minister is encouraged to also prepare articles for publication on related topics of interest.
- ❖ Supervise the Knight's List (bylaws article VII.F.7)
- ❖ Deputies shall supervise the Master's List (bylaws article VII.F.7.a)
- ❖ Enforce rules and regulations in regard to arts, tournaments and wars
- ❖ Promote use of Judging Guidelines (as approved by the Crown)
- ❖ Ensure fairness in judging
- ❖ Administers Judging Oath before each tournament
- ❖ Act as mediator for artisans challenging their results
- ❖ They, or a designated deputy, shall attend all Crown events
- ❖ If granted permission by artisans, collect documentation for Royal and Imperial Libraries

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must be Master or above (bylaws article VII.F.7).

# Minister of Joust & War

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## What is it?

The person in charge of enforcing combat rules and regulations (bylaws article VII.F.6).

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## A Minister of Joust & War Answers to

The Crown

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## Responsibilities

- ❖ Enforce the rules and regulations in relation to combat (bylaws article VII.F.6)
  - ❖ Shall create (or enforce the existing) Manual of Arms that outlines weapon and armor standards (to be approved by the Crown) (bylaws article VII.F.6)
  - ❖ May not participate in a war that they have had a hand in planning (or have any private knowledge of) (bylaws article VII.F.6)
  - ❖ Determines the scenarios, lists, and order of combats for events (at the pleasure of their Crown)
  - ❖ Supervises an armor check for all combatants before their participation in combat at each Crown event
  - ❖ Supervises the Knight's List combats (bylaws article VII.F.6)
  - ❖ Prepares a monthly report of activity for publication in the newsletter and to the Minister of Rolls. The Minister is encouraged to also prepare articles for publication on related topics of interest.
  - ❖ Oversee their deputies, known as Marshals (bylaws article VII.F.6)
  - ❖ Administers the sword oath (at the pleasure of their Crown)
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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must be Sergeant or above (bylaws article VII.F.6).

# Crown Marshall

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## What is it?

The person in charge of enforcing armor requirements and safe conduct on the field of battle.

The deputy to the Minister of Joust and War (bylaws article VII.F.6.a).

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## A Crown Marshall Answers to

The Crown

The Minister of Joust and War (bylaws article VII.F.6.a)

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## Responsibilities

- ❖ Chief deputy to the Minister of Joust and War (bylaws article VII.F.6.a)
- ❖ Supervise the Sergeant's List (bylaws article VII.F.6.a)
- ❖ Arrange and supervise the field marshaling for War and Tournament Lists (bylaws article VII.F.6.a) This is done in cooperation with the Minister of Rolls and Lists.
- ❖ May administer the sword oath at the pleasure of the Crown.

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must hold the rank of Sergeant or above (bylaws article VII.F.6.a).

# Minister of Physicks

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## What is it?

The person in charge of coordinating first aid at events (bylaws article VII.F.8).

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## A Minister of Physicks Answers to

The Crown

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## Responsibilities

- ❖ Bring First Aid paraphernalia to Crown events
  - ❖ They, or a designated deputy, must attend all Crown events.
  - ❖ Position of physicker takes precedence over any other participation, and Minister shall be willing to abandon any activity to answer a call for a physicker.
  - ❖ If there is activity, prepares a report for the Crown
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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must have current CPR and advanced First Aid certification (bylaws article VII.F.8)

# Minister of Rolls

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## What is it?

The person in charge of archiving member points as reported (bylaws article VII.F.1).

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## A Minister of Rolls Answers to

The Crown

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## Responsibilities

- ❖ Record each member's earned requirements, ranks, awards, titles and the date each was received as reported. (bylaws article VII.F.2).
- ❖ Publish advancements (as soon as they occur) in the next regular official publication (bylaws article VII.F.2). The Minister is encouraged to also prepare articles for publication on related topics of interest.
- ❖ Publish a list of standings once per year, (bylaws article VII.F.2) to be known as the *Domesday Book*
- ❖ They, or their deputy, must attend all scheduled Crown events (bylaws article VII.F.2).
- ❖ As a matter of course, maintain records for all members (estates meeting July 99) and provide them on request.
- ❖ Maintain a monthly backup copy of the rolls report off site for archival purposes

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## Before an Estates Meeting

- ❖ Coordinate with the Chancellor and Steward to establish current estates standing
  - The Minister of Rolls will provide information on member's activity
  - The Steward will provide information on member's dues status
  - The Chancellor will provide information on estate structure and activity

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## Sources of Information

- ❖ The Autocrat's report
  - Primary form of points reporting used in Esperance. This report is constructed at the beginning of a sanctioned event and is a separate document from the sign-in sheets used by the Steward. It is kept by the Minister of Rolls and Lists or deputy and signed by the Autocrat of the event when the lists close.
- ❖ Monthly reports from Estates holders (*provided by House Sire, Barony, County, March, or Crown*)
  - Used for reporting points earned outside of the member's home subdivision and to report local advancement in rank, awards, honoraria and titular changes.
  - This report serves two functions, the first being to provide the Minister of Rolls and Lists with information not found on a local Autocrat's report. The

second is to ensure that the Estate holder does in fact report to the Crown monthly.

- ❖ A copy of the sign-in sheets from an event (*provided by the Steward or Deputy Steward*)
  - This copy serves to confirm a person's eligibility to earn points in The Adrian Empire Inc. and is crosschecked against the Autocrat's report.
- ❖ Reports received from Imperial Ministers, or other regional Ministers of Rolls.

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must be knowledgeable in the keeping of records and/or databases (bylaws article VII.F.1).

# Sovereign of Arms

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## What is it?

The person in charge of heraldic functions of the subdivision (bylaws article VII.F.1).

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## A Sovereign of Arms Answers to

For College of Arms activity the Sovereign of Arms reports to The Imperial Sovereign of Arms.

For all other activity, the Sovereign of Arms reports to the Crown.

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## Responsibilities

- ❖ Be a member of the College of Arms (bylaws article VII.F.4).
  - ❖ Maintain the duchy Armorial (bylaws article VII.F.4).
  - ❖ Has the exclusive right to approve armorial devices submitted by the membership of the chartered subdivision (bylaws article VII.F.4).
  - ❖ Must be sure any submitted armorial devices follow rules of the College of Arms, and do not conflict with other, registered, armorial devices.
  - ❖ Help members with armorial questions and design
  - ❖ Prepares a monthly report of activity for publication in the newsletter. The Minister is encouraged to also prepare articles for publication on related topics of interest.
  - ❖ Prepare a monthly report of activities to be forwarded to the Imperial Sovereign of Arms and their corresponding Deputy.
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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must have an understanding of the heraldic practices of the Adrian Empire (bylaws article VII.F.1).

# Herald

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## What is it?

Anyone running a (ceremonial) Court is considered to be a Herald (College of Arms Manual article IV.B). Often the position is held by the Sovereign of Arms.

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## A Herald Answers to

The Herald reports to the Sovereign of Arms and the Crown.

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## Responsibilities

- ❖ Be a member of the College of Arms (bylaws article VII.F.4).
- ❖ File a Court Report detailing the activity of the court (titles, awards, knightings, event announcements, etc.) within 15 days of the court (College/ Arms Manual article IV.C and D)

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).

# Steward

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## What is it?

The person responsible for the legal obligations and finances for the chartered subdivision (bylaws article VII.F.3).

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## A Steward Answers to

The Crown

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## Responsibilities

- ❖ Is a required signer on the region's bank account (estates meeting July 1999)
- ❖ Provides a current accounting statement monthly
- ❖ Provides a current steward's report at each minister's meeting.
- ❖ Provides new member information to the Hospitaler, Chancellor, Crown and Minister of Rolls immediately on receipt
- ❖ Reimburses (from the duchy's coffers) members who present receipts for authorized expenses as approved by the estates.
- ❖ They, or their authorized deputy, must attend all scheduled Crown events.
- ❖ Prepares a monthly report of activity for the Crowns.

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## Before an Estates Meeting

- ❖ Coordinate with the Minister of Rolls and Chancellor to establish current estates standing
  - The Minister of Rolls will provide information on member's activity
  - The Steward will provide information on member's dues status
  - The Chancellor will provide information on estate structure and activity

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## Dues

- ❖ The following are required of the Steward in regards to member dues:
  - Receive member dues from the members, and provide a receipt to the member
  - Forward the dues to the Imperial Steward as required by the bylaws of The Adrian Empire Inc.
  - Record member dues in Steward's roll book
- ❖ If a new member, forward all contact information to the Hospitaler, Chancellor, the Crowns, the Chronicler, and Minister of Rolls

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must know accounting or bookkeeping procedures (bylaws article VII.F.3)

# Warden (Master / Mistress of Revels)

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## What is it?

The person in charge of scheduling sites

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## A Warden Answers to

The Crown

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## Responsibilities

- ❖ Work with autocrats to find, reserve and secure sites for events.
  - ❖ Maintain the calendar of events.
  - ❖ Ensure there are no date conflicts (or work with autocrats of conflicting events to minimize the impact),
  - ❖ Report changes to the Chronicler and Webmaster as soon as changes or additions are confirmed.
  - ❖ Act as liaison for site- and date-related issues.
  - ❖ Ensure that all fees and paperwork required by a site are adequately described and processed prior to the beginning of the event (insurance, registration etc.).
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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).
- ❖ Must be Rector or above.

# Autocrat

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## What is it?

The person in charge of a specific event (the host or hostess). The default autocrat of all sanctioned duchy events shall be the Crown.

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## An Autocrat Answers to

The Crown

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## Responsibilities

- ❖ Act as host for the event.
- ❖ Work with Warden to coordinate any necessary paperwork to secure the event site.
- ❖ Work with Warden to schedule non-conflicting event dates.
- ❖ Coordinate with outside vendors for event (caterers, etc.)
- ❖ Work with Crown if funding is required (which may include a request presented at an Estates Meeting for approval of expenditures. It is recommended that this be done at least 30 days in advance.)
- ❖ Present any receipts to Steward in a timely manner for monies spent
- ❖ Ensure that set-up, tear-down, clean-up, etc. are completed to the satisfaction of site owners.
- ❖ Oversee set-up and/or clean-up crews
- ❖ Each event has different requirements (regular event, special event, demo). It is up to the Autocrat to ensure that all specific event requirements are met.
- ❖ Ensure that all paperwork be completed and turned in to the proper minister at the end of each event.

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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).

# Viceroy / Vicereine

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## What is it?

The person appointed by an Imperial Crown to act in its stead for a remote region (shire) (bylaws article VII.F.10)  
-or- the person who is the ministerial governor of a Canton (bylaws article IX.D.11.b)

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## A Viceroy / Vicereine Answers to

The Crown, if Viceroy of a Canton  
The Imperial Crown, if the Viceroy of an Imperial Shire

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## Responsibilities

- ❖ Act on behalf of the Imperial Crown if the viceroy of an Imperial Shire, and in consultation with the Imperial Crown (bylaws article VII.F.10)
  - ❖ Other responsibilities are limited to the terms spelled out in the Warrant of Appointment (bylaws article VII.F.9)
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## Qualifications

- ❖ Must hold a current membership (participating or family) (bylaws article VII.C).

# Offices of Ministry

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## What are they?

Any temporary office as created by the Crown

The commission of these temporary offices may garner the member a ministry point for the month in which the duty is executed.

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## A Minister Answers to

The Crown

The head minister of the office in which they are serving.

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## Some Offices of Ministry may include

- ❖ Water bearer (Physicker)
- ❖ Child care at events (Hospitaler)
- ❖ Serving/cleanup (Autocrat)
- ❖ Setup/tear-down of sites at fair demos (Autocrat)
- ❖ Judge, Arts/Sciences Lists (Minister of Arts and Sciences)
- ❖ Scribe, Arts/Sciences Lists (Minister of Arts and Sciences)
- ❖ Field Marshal, Combat Lists (Crown Marshal, and Minister of Joust and War)
- ❖ Keeper of the Lists (List Mistress/Master) (Minister of Lists and Rolls)
- ❖ Herald (Sovereign of Arms)
- ❖ Royal Executioner (Magistrate)
- ❖ Court Jester (Hospitaler)