

Section I

Eucharistic Liturgy for Reception of New Members

Catholic Daughters of the Americas

CEREMONIALS

Liturgy for Reception of New Members

SECTION I

TABLE OF CONTENTS

INSTRUCTIONS FOR CEREMONIALS

Participants.....1

 Chaplain/Celebrant.....1

 Ceremonial Coordinator.....2

 District Deputy/State Representative.....2

 Membership and Extension Chairman.....3

 (Reception of New Members)

 Regent.....3

 Vice Regent.....3

 Recording Secretary.....3

 Gift Bearers4

 Color Guard4

 Banner Bearers.....4

Ceremonial Dress Code.....4

 National, State, and Local Court Officers.....4

 Ceremonial Coordinator and Membership and Extension
 Chairman.....4

 Color Guard and Banner Bearers5

Processionals, Seating Arrangements, and Recessionals.....	5
Order of Procession.....	5-6
Reception of New Members.....	6
Order of Recessional.....	6
Reception of New Members.....	6
Description of Robes.....	7
National Officers' Robes.....	7
State Officers' Robes.....	7
Local Court Officers' Robes.....	8
National Chaplain's Message.....	9
SECTION I Eucharistic Liturgy for the Reception of New Members.....	10-12

Participants

CHAPLAIN/CELEBRANT

- Ceremonial Coordinator will contact Chaplain/Celebrant to set date and time of ceremony. At this time Chaplain/Celebrant and Ceremonial Coordinator will discuss and decide the type of ceremony to be presented:

Special Liturgy

or

Regularly scheduled Liturgy for Parish Church

- Chaplain/Celebrant recommends liturgy to be used, including scriptural readings.
- If he so desires, a theme for the occasion may be recommended.
- He may assist Ceremonial Coordinator with selection of hymns and special General Intercessions (Prayer of the Faithful).
- CDA ceremonials suggest scriptural readings be read by court officers; however, Chaplain/Celebrant may wish to use Liturgical Ministers if ceremony is a regularly scheduled liturgy.
- CDA ceremonial for Reception of New Members suggests new members received immediately following homily. At a regularly scheduled litany, Chaplain/Celebrant may choose to have the new members received following the closing prayer.
- Suggestions for processional and recessional are outlined for the various ceremonials. Chaplain/Celebrant should advise Ceremonial Coordinator of any changes he may wish to make.
- National Chaplain's Message should be given to Chaplain/Celebrant at this scheduled meeting so that he may have the option of including the contents as part of his homily.
- It is our responsibility, as Catholic Daughters, to work hand in hand with the clergy in the preparation of our ceremonials so as to reflect the true and spiritual meaning of our organization.

CEREMONIAL COORDINATOR

- Consult with Court Regent and Membership and Extension Chairman to select several dates and times for the respective ceremony for consideration by the Chaplain/Celebrant.
- Meet with Chaplain/Celebrant to discuss date, time and liturgical preparation for ceremony.
- Chaplain/Celebrant may wish to have Ceremonial Coordinator assist in selection of hymns and special General Intercessions (Prayer of the Faithful).
- Meet with Choir/Organist to prepare hymns for ceremony.
- Where no District Deputy/State Representative is appointed by State Regent, the Ceremonial Coordinator should assume assignments outlined for District Deputy/State Representative.
- Furnish readers with copies of the readings prior to rehearsal for ceremony.
- Welcome everyone at the opening of the ceremony and read the General Intercessions (Prayer of the Faithful).
- See that necessary seats for all participants are reserved and properly marked.

DISTRICT DEPUTY/STATE REPRESENTATIVE

- Stay in close contact with Regent and/or Ceremonial Coordinator to assist in making all necessary plans and/or changes as suggested by the Chaplain/Celebrant.
- Rehearse with Court Members prior to Reception so that all participants are aware of their responsibilities and will present a memorable ceremony for those in attendance. *Refer to page 5 for instructions on Processionals, Seating Arrangements and Recessionals.*
- Be present early on the day of ceremony to assist with line up and last minute details.
- At the appropriate time during ceremony, describe robes of all officers present.
- After Reception of New Members, remind Financial Secretary that applications are to be completed and signed and mailed to National Office within five days of reception, the second copy (yellow) is to be mailed to the State within five days of reception.

MEMBERSHIP AND EXTENSION CHAIRMAN RECEPTION OF NEW MEMBERS

- Prepare candidates, advising them of date and time of reception.
- Greet and familiarize candidates with procedure for procession and their participation during the Liturgy.
- Escort candidates in procession for Reception Ceremony.

REGENT

- Consult with Ceremonial Coordinator and Membership and Extension Chairman regarding dates, times and plans for ceremonies.
- Contact District Deputy/State Representative to notify her of date and time of specific ceremony and set date for rehearsal.
- Become familiar with ceremonial scripts.

VICE REGENT

- Read First Reading and Responsorial. (Exception: Ceremonial Coordinator advises that Liturgical Minister will read readings; Responsorial is to be sung by Choir/Organist.)

RECORDING SECRETARY

- Read Second Reading. (Exception: Ceremonial Coordinator advises there will be no second reading or that Liturgical Minister will read this reading.)

GIFT BEARERS

- Financial Secretary and Treasurer (Exception: If there is to be no second reading, Recording Secretary is to be included as a Gift Bearer.)

COLOR GUARD

- Three members

BANNER BEARERS

- Three members

Ceremonial Dress Code

NATIONAL, STATE, AND LOCAL COURT OFFICERS

- Robes are to be worn with dignity and respect.
- Robes are to be **eleven inches** from floor (this is accomplished by hemming robe wearing the white shoes you will be wearing for the ceremonials). Please remember **dress must be shorter than robe.**
- **WHITE shoes** are to be worn with robes at all times. Wear white or light colored stockings- no black, off black or navy blue.
- Robes are to be clean and well pressed.
- No earrings are allowed (not even small ones). Rings and watches are allowed with robes.
- Handbags are NOT to be carried when in procession with robe.
- Slacks are NOT to be worn with robes at any time.

CEREMONIAL COORDINATOR AND MEMBERSHIP AND EXTENSION CHAIRMAN

- White Dress and Whites Shoes are to be worn when participating in ceremonials.

COLOR GUARD AND BANNER BEARERS

- White Dress, White Shoes and White Gloves will be worn by Color Guard and Banner Bearers.
- Red, White, and Blue shoulder ribbons will be worn by Color Guard, except for flag bearer. Ribbons will be worn left shoulder to right hip, (red next to the neck) with blue on top.
- If it is not possible to secure three members for Banner Bearers, it will be permissible to use one member, dressed in white, carrying the banner.

Processionals, Seating Arrangements, and Recessionals

- Members and guests are seated before the procession enters.
- Proper advancement of the colors – Color Guard carries the Flag of the United States to its own right, right hand up on the staff. United States Flag should never touch the floor or ground.
- When Membership and Extension Chairman and candidates reach the head of the aisle, the Membership and Extension Chairman turns to face candidates as they turn left to proceed to side aisle to be seated; she assists candidates to be seated (beginning second pew on left). Membership and Extension Chairman is seated with candidates.
- When Color Guard and Banner Bearer and Guides reach the head of the aisle, Color Guard turns left and Banner Bearer and Guides turn right, proceed to respective standards, then turn and face congregation. When all in procession are in their places, Color Guard and Banner Bearer and Guides place the flag and banner in standards. The Flag of the United States is posted first. The Flag Bearer takes one step forward, places Flag in standard, takes one step back (returning to position even with Color Guard), then all three salute and wait, facing flag, while Banner Bearer and Guides post the banner. All six turn and go to their places in the left and right front pews.
- If National and/or State Officers are present, it is suggested they extend the sign of peace to the new members.

- **ORDER OF PROCESSION**

RECEPTION OF NEW MEMBERS

Cross Bearer
Color Guard
Banner Bearer and Guides
Membership & Extension Chairman
Candidates – (Double File)
Treasurer – Financial Secretary
Recording Secretary – Vice Regent
Regent
Presiding District Deputy/State Representative
State Officers (Double File)
National Officers (Double File)
Clergy

- **ORDER OF RECESSION**

RECEPTION OF NEW MEMBERS

Cross Bearer
Color Guard
Banner Bearer and Guides
Clergy
National Officers (Double File)
State Officers (Double File)
Presiding District Deputy/State Representative
Regent
Vice-Regent – Recording Secretary
Financial Secretary – Treasurer
Candidates
Membership & Extension Chairman

NOTE: If Past National and State Officers are present, they are escorted to a special reserved seat before the Procession begins.

State Officers and National Representative are to be seated in first pew on the right of the center aisle, facing the altar.

The directions given for seating arrangements, instructions, etc., may not be suitable for your particular situation. We rely on your good judgment to adjust or adapt these instructions as necessary.

DESCRIPTION OF ROBES

By District Deputy/State Representative

The colors of the officers' robes of the Catholic Daughters of the Americas for National, State and Local Court Officers are the Church colors of gold and white, and the colors of our Order: gold, white and purple.

NATIONAL OFFICERS ROBES

The robe(s) of the National Regent, Name , National Regent Elect, Name , the First Vice National Regent, Name the Second Vice National Regent, Name , is/are white with stole(s) of gold.

The robe of the National Secretary Treasurer, Name , is white with a stole of blue.

The robe(s) of the National Director(s), (give the name of any Director present), is/are white with stole(s) of purple.

The white emphasizes loyalty; the gold – integrity; the blue – patriotism; the purple – willingness of the officers to make sacrifices through service.

The emblem on the sleeve(s) of the National Officer(s) and the National Director(s) robe(s) is/are the official symbol(s) of our Order – The Cross and Crown.

STATE OFFICERS ROBES

The robe of the State Regent, Name , and the First Vice State Regent, Name , is/are gold with a white stole.

The robe of the Second Vice State Regent, Name , is liturgical red with a stole of gold.

The robe(s) of the State Secretary, Name , and the State Treasurer, Name , is/are the patriotic color blue, with gold stole.

The emblem on the sleeve of the State Officer(s) robe(s) is/are symbolic of her/their official duties.

The robe of the District Deputy/State Representative (which I am wearing) is black and white with a stole of red.

Please Note: Only describe robes of National and State Officers present.

LOCAL COURT OFFICERS' ROBES

The penitential color purple is included in the robes of the two principal Court Officers, those of the Regent, Name , and the Vice Regent, Name .

The robes of the Recording Secretary, Name , the Financial Secretary, Name , and the Treasurer, Name , are the patriotic colors of red, white and blue.

The emblems on their sleeves symbolize the respective duties of these officers and their cooperation with one another.

In addition to these officers, there are many Chairmen and committees working on the projects and programs of our Order. Join them; become active, enthusiastic members so that you will get from your membership the greatest possible return and satisfaction.

Officers, you may be seated.

Welcome to the Catholic Daughters of the Americas.

National Chaplain's Letter

Eucharistic Liturgy Reception of New Members

Ceremonial Coordinator:

Prior to the Entrance Hymn, Ceremonial Coordinator is to welcome all in attendance, explaining that new members will be received into our CDA organization.

Procession begins – once everyone is in their places, Chaplain/Celebrant begins Eucharistic Liturgy.

Immediately following HOMILY (see page 1 for exception), REGENT receives new members:

Would those ladies who have chosen to become members of the Catholic Daughters, please come forward when your name is called.

Read Names

My dear Catholic women:

It is a pleasure to welcome you as members of Court _____, # _____, of the Catholic Daughters of the Americas. Your desire to be a member is a sign of your commitment as a Christian. As members of the Catholic Daughters, we endeavor to show, by the witness of our lives and the service of our organization, our faith in Christ and in the Church of which we are members, and, to seek, as Americans, to uphold all in our country that is of God and expressive of Christian values and teaching.

Will the new members please repeat after me:

WE GLADLY ACCEPT MEMBERSHIP IN THE CATHOLIC DAUGHTERS OF THE AMERICAS, / AND THROUGH THE PRESENCE OF THE SPIRIT IN OUR LIVES, / DEDICATE OURSELVES TO THE WORK OF THIS ORGANIZATION/ TO FOSTER UNITY AND CHARITY AMONG ALL MEN AND WOMEN/ THROUGH THE LOVE OF GOD.

You may be seated.

Liturgy continues

General Intercession (Prayer of the Faithful)

Ceremonial Coordinator read, (*We have suggested three prayers and request that Ceremonial Coordinator along with the assistance of Chaplain/Celebrant write additional prayers to fit the occasion, the Liturgical Season, the community, etc.*)

Please respond after each petition: **Grant this O Lord**

Grant to all who seek Your guidance, and to all who are lonely, anxious or despondent, a knowledge of your will and an awareness of your presence.

Grant this O Lord

Grant your healing grace to all who are sick, injured, or disabled, that you may be made whole.

Grant this O Lord

That our Order may be good, that it may contribute to the benefit of Catholic womanhood, that it may spread UNITY AND CHARITY among our members **Grant this O Lord**

Presentation of Gifts:

Financial Secretary and Treasurer (*see Gift Bearers, Page 4*).

Dismissal Rite (end to Liturgy):

Regent should come forward as soon as Chaplain/Celebrant gives final blessing and to be prepared to invite everyone to remain through the completion of the reception ceremony.

We dedicate this ceremony to our Blessed Lady; for she is to each of us model of Christian life and of what womanhood represents. Mary is our spiritual Mother and the patroness of our Order. As Mother of God and Queen of Heavens, she is the example of what each Christian woman hopes to become. Mary, a prayerful woman, is a woman dedicated to the service of God and others. We learn from Mary the meaning of true devotion to God and love of neighbor.

As we dedicate this day to Mary, let us today pray with her and each other that we will discover within ourselves and around us the effective way to serve God and our neighbor through gifts of Charity, which is the bond of Unity and Charity, our Motto.

Let us not fail to remember to thank God for the Gift of His Mother and for the many gifts represented in and by Christian Womanhood.

Our District Deputy/State Representative, _____, will describe the robes our officers are wearing and the symbolic meaning of each. (See pages 7-8, Section I)

Following the description of robes, Regent concludes ceremony:

My dear members, we welcome you to the Catholic Daughters of the Americas. It is our hope that you will be active members, sharing your talents and experiences in the promotion of our many programs.

If State Regent or her representative is present, Regent invites her to address new members. If a National Officer or National Director is present, she is invited to address new members.

Circle of Love Program is to be included as part of message from either National or State Representative.

Regent should then end ceremony by inviting everyone for refreshment/lunch, or to remain after the recessional to personally welcome new members into the court. This will signal Choir/Organist, Color Guard, and Banner Bearer and Guides to begin recessional.

Catholic Daughters of The Americas
Ceremonial Checklist
Reception of New Members

As you prepare for your Court's Reception of New Members, use this handy checklist to assist you.

Place a check mark after each task has been completed.

CHAPLAIN/CELEBRANT

- Meets with Regent, Ceremonial Coordinator, and/or Membership Chairman to discuss the Reception of New Members
- Sets the date and time of ceremony
- Receives a copy of the Reception of New Members ceremony
- Receives a copy of the National Chaplain's message
- Review the Reception of New Members ceremony and advises/revises
- May suggest special hymns; General Intercessions; Who will do the scriptural readings, general intercessions and when the ceremony will take place during the Mass
- Advises the Ceremonial Coordinator of any changes he may wish to make

It is our responsibility to work hand in hand with the clergy in the preparation of our ceremonies so as to reflect the true and spiritual meaning of our organization

CEREMONIAL COORDINATOR

- Consult with the Regent and Membership Chairman to select several dates and times for the ceremony
- Meets with Chaplain/Celebrant to discuss date, time and liturgical preparations for ceremony
- Furnish Chaplain/Celebrant with a copy of the Reception Ceremony and a copy of the National Chaplain's message
- Review with Chaplain/Celebrant the Reception of New Member ceremony
- Furnish readers with copies of the reading prior to rehearsal
- Welcome everyone at the opening of the ceremony and read the General Intercessions
- See that necessary seats for all participants are reserved and properly marked
- Assist with the rehearsal and the reception

Where no District Deputy/State Representative is appointed by the State Regent, the Ceremonial Coordinator shall assume assignments outlined for the District Deputy/State Representative.

Preparing for the Reception of New Members Ceremony

REGENT

- Consults with Ceremonial Coordinator and Membership Chairman to select several dates for the Reception of New Members and rehearsal date(s).
- Contacts Chaplain/Celebrant to arrange a meeting to discuss the Reception of New Member ceremony
- Meets with Chaplain/Celebrant, Ceremonial Coordinator and Membership Chairman to discuss the date, time and liturgical preparations.
- Identify flag bearers and banner bearers
- Identify readers (usually Vice Regent) and other Mass participants with advisement from the Chaplain/Celebrant
- Contact District Deputy/State Regent to advise of date and of ceremony and rehearsal
- Notify members of dates, times and if refreshments are needed
- And all other tasks not assigned!

MEMBERSHIP AND EXTENSION CHAIRMAN

Most of your work has been completed on the recruitment side. However, there are just a few more task that will need your attention.

- Prepares candidates, advising them of dates and times for ceremony and rehearsal.
- Familiarize candidates with the procedure for the procession/recession and their participation during the liturgy
- Escorts candidates in procession for Reception Ceremony

DISTRICT DEPUTY/STATE REPRESENTATIVE

- Stays in close contact with Regent and/or Ceremonial Coordinator to assist in making all necessary plans and or changes
- Rehearses with Court members prior to Reception
- Be early on the day of the ceremony
- At appropriate time during the ceremony, describe robes of all officers present
- Reminds Financial Secretary that applications are to be completed and signed. The National Form "MEMBER ADDITION REPORT" is to be completed (within 5 days of reception send yellow copy to National Office and pink copy to State Secretary)

National Committee for Ceremonials

Libby Ramirez, Chairman

Lucretia Coates

Theresa Kocer