

Section III

Eucharistic
Liturgy
for
Installation
of
Local and Campus
Court Officers

Catholic Daughters of the Americas

CEREMONIALS

Liturgy for Installation of Officers

SECTION III

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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 Installation of Officers suggests officers be installed immediately following homily. At a regularly scheduled liturgy, 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.
- 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 proposed ceremony to be presented for consideration to 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 (Prayers 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.
- The Blessed Mother statue, flowers and five (5) candles (candles in a candelabra or vigil light candles) should be easily accessible to the new officers for the Installation Ceremony.
- Welcome everyone at the opening of the ceremony and read the General Intercessions (Prayers 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. *See page 3 - 5.*
- Be present early on the day of ceremony to assist with line up and last minute details.

REGENT

- Consult with Ceremonial Coordinator and Membership and Extension Chairman regarding dates, times and plans for ceremonies.
- Contact District Deputy/State Representative to notify 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 and/or 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
- If it is not possible to secure three members for Banner Bearers, it will be permissible to use one member to carry the banner.

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 EXENSION 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.

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 with her right hand up on the staff. United States Flag should never touch the floor or ground.
- Local Court Officers (Ceremonial) are to be seated on the first pew on the left side of the center aisle.
- 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**

INSTALLATION OF OFFICERS

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

- **ORDER OF RECESIONAL**

INSTALLATION OF OFFICERS

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

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

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.

Eucharistic Liturgy and Ceremony Installation of Local Court Officers

Guidelines for Presentation of Officers for Installation Ceremony

When elected Officers are called to come forward, the Regent leaves her seat, moves to the center of the aisle, and stands. The Vice Regent moves to the right of the Regent, the recording Secretary to the left of the Regent; Financial Secretary to right of the Vice Regent; Treasurer to left of Recording Secretary. The five Officers should stand so as to form a semi-circle, facing the podium.

As each officer is presented, she leaves her place in the semi-circle, goes to the center and bows to the Celebrant. She then proceeds to the candle station, and, with the assistance of the Ceremonial Coordinator, lights a candle. Officer then returns to the center of the semi-circle and faces Chaplain/Celebrant and/or District Deputy/State Representative to receive the charge. Once the charge has been received, officer is to return to her original place in semi-circle. Ceremonial Coordinator will remain near the candles to assist all officers in lighting their candles. When no District Deputy/State Representative is appointed by State Regent, the Ceremonial Coordinator shall assume assignments outlined for District Deputy/State Representative. A Past Regent may assist in lighting candles. After pledge of the membership, officers return to their seats.

Proxies:

Once elected YOU ARE AN OFFICER- the installation is only a ceremony.

YOU MAY HAVE A PROXY for Installation of Officers and Reception of New Members Ceremonies.

EXAMPLE: “Now let me present the proxy _____ who is standing in for newly elected Vice Regent _____.”

The officers who are not present will not need to receive the charge at a later date.

Who Installs: In the event the Chaplain/Celebrant does not wish to install officers, the highest ranking officer present will install.

National and State Officers are guests when District Deputies and Clergy are present.

National Officer/Representative is a guest when State Officers and District Deputy are present and no clergy is present.

National Officer installs when no State Officer or Clergy is present

When two or more State Officers are present and no clergy, the highest-ranking officer installs.

In the absence of the clergy, State Officers, and National Officer, the District Deputy installs and the Ceremonial Coordinator presents.

National Officer/Representative and Clergy install the officers at a State Convention.

If a court requests that a specific person install the officers, the State Regent may choose to grant the request.

Ceremonial Coordinator:

Prior to the entrance Hymn, Ceremonial Coordinator is to welcome all in attendance, explaining that newly elected officers of Court will be installed during the Liturgy.

Procession begins – once everyone is in his/her place, Chaplain/Celebrant begins Eucharistic Liturgy.

Immediately following HOMILY (see page 3 - 1), District Deputy/State Representative assists the Chaplain/Celebrant with the installation of the officers.

District Deputy/State Representative

If there is a new chaplain, you will install the chaplain at this time.

District Deputy/State Representative

Before we proceed with the installation of the officers, it is my privilege, with the assistance of Regent Elect _____, to first install _____ as the Chaplain of Court _____ # _____ of the Catholic Daughters of the Americas. _____, as Chaplain, we ask that you be ready and willing to assist the Regent, _____, with any issues of a moral or religious nature with which she is confronted. Be there to guide her when needed. Pray for the Officers and Chairman that they may be guided by the Holy Spirit as they serve the Catholic Daughters of the Americas. Join them at their meetings when possible. You will be their spiritual leader for the next two years.

_____ are you willing to assume the duties of the Chaplain of Court _____ of the Catholic Daughters of the Americas?

Chaplain: I am.

_____, I now install you as the Chaplain of the Catholic Daughters of Court _____, and I present you as the official holder of this office to the membership of this court.

Worthy Regent Elect, please come forward and present _____ with the Chaplain's Pin of the Catholic Daughters of the Americas. Congratulations.

District Deputy/State Representative

(Officers assume positions in semi-circle)

I call upon the elected officers of Court _____, # _____, to come forward and pledge their allegiance to the Catholic Daughters of the Americas, to our Church and to our Country.

Newly Elected Officers, Are you ready to assume the office to which your Court has elected you, and to pledge your fidelity and services at the highest level, to your Order, your Country, your Church, and to your God?

Officers We are.

District Deputy/State Representative

Please repeat after me the following commitment:

WE, THE ELECTED OFFICERS OF COURT _____, # _____, / FREELY ASSUME THE RESPONSIBILITIES ENTAILED / BY HOLDING OFFICE IN THIS COURT. / FURTHER, WE PROMISE TO ACT TOGETHER / IN HARMONY AND COOPERATION WITH ONE ANOTHER / AND WITH THOSE IN AUTHORITY / AT THE STATE AND NATIONAL LEVELS OF THE ORDER. / IN THIS RESOLVE, WE HUMBL Y ASK THE DIVINE HELP / OF THE HOLY SPIRIT OF GOD.

District Deputy/State Representative

(Your Excellency, or Reverend Monsignor, or Reverend Father) I present to you for your guidance and blessing, these officers of Court _____, # _____.

Let me present the newly elected Treasurer of the Court, _____.

(Treasurer lights candle, goes to center and faces celebrant.)

Celebrant The office of Treasurer is important. It is the Treasurer who can best advise the Regent and other officers of the Court's financial resources and the extent to which they can project their involvement in view of the material assets of the Courts.

I now install you as the Treasurer of this Court.
(Treasurer returns to semi-circle.)

District Deputy/State Representative

Let me present the newly elected Financial Secretary of the Court,

_____.

(Financial Secretary goes to light candle, goes to center and faces celebrant)

Celebrant To you is entrusted the duty of maintaining records of membership and business transactions of your Court. You should be ready at all times to submit a complete and accurate account of membership, finances and any other items of information pertinent to this office. The proper fulfillment of your duties and services rendered are vital to the life of this Court. I now install you as Financial Secretary of your Court.

(Financial Secretary returns to semi-circle)

District Deputy/State Representative

Now let me present the newly elected Recording Secretary, _____

_____.

(Recording Secretary lights candle, goes to center and faces celebrant.)

Celebrant You will be writing an important document in your Court – its history – the story of its life, activities, and accomplishments. Years from now your records will be the document the court will use to review for its history. As Recording Secretary, you must aim to be as accurate as possible noting everything that is pertinent to the court's history.

I now install you as the Recording Secretary of this Court.

(Recording Secretary returns to semi-circle.)

District Deputy/State Representative

Now let me present the newly elected Vice Regent, _____

_____.

(Vice Regent lights candle, goes to center and faces celebrant.)

Celebrant You have been elected to the second highest office in your Court and you must be ready to assist the Regent in all endeavors. You must be prepared to assume the duties of the Regent when the need arises. Therefore, it is most important that you have a thorough knowledge of our Bylaws as well as parliamentary procedure.

I now install you as the Vice Regent of your Court
(Vice Regent returns to semi-circle.)

District Deputy/State Representative

I now have the honor of presenting the newly elected Regent of Court
_____.

(Regent lights candle, goes to center and faces celebrant.)

Celebrant **You have been elected to the highest office of this Court. The special character of this office is that the Regent is the direct representative of both the State and National Regents, committed to carry out the State and National Programs in harmony with their directives.**

As Regent, you shall preside at meetings, enforce the rules and regulations of the Local Court and the Bylaws of the Order. You must strive to preserve the important traditions of the Catholic Daughters of the Americas but should not be afraid to venture into new areas which will add to the interest and progress of the Court program.

May the spirit of God guide you and may you be blessed with loyalty, devotion, and cooperation of all the members who have placed their confidence in you.

Immediate Past Regent:

Reverend Father _____ will you please bless this gavel that I have the honor of passing on to our new Regent _____.

Chaplain:

May Almighty God bless this gavel and give you the authority, wisdom and humility needed to carry out your duties, in the true spirit of the Catholic Daughters of the Americas, fostering charity and unity, in the name of the Father and of the Son and of the Holy Spirit. Amen.

(Sprinkle with Holy Water only if it is a new gavel)

Immediate Past Regent:

With this gavel _____ comes the power and full authority to discharge your duties with understanding and compassion in Unity and Charity.

Regent:

I accept this gavel with all the responsibilities that go with it. I, (name), do solemnly and sincerely promise that I will truly and faithfully, and to the best of my skill and knowledge, execute the powers and trust placed in me as your Regent, so help me God.

Immediate Past Regent:

Congratulations _____ Please be assured that I pledge to support and assist you in any way you may need if and when you ask me to do so.

Celebrant

I now install you as Regent of your Court.

(Regent returns to semicircle.)

(Celebrant will give the officers his blessing.)

District Deputy/State Representative

I now ask the members of Court _____ to stand and pledge your support to your newly installed officers.

Officers, please face the members to receive their pledge of confidence.

Members, please repeat after me:

WE, THE MEMBERS OF COURT _____,
_____ / ONE IN UNITY AND LOVE / PLEDGE OUR
ALLEGIANCE TO OUR CHURCH, OUR COUNTRY, / TO THE CATHOLIC
DAUGHTERS OF THE AMERICAS / AND TO OUR NEWLY INSTALLED
OFFICERS. / WE PROMISE TO DO ALL WE CAN / FOR THE GOOD OF
THE ORDER BY OUR SUPPORT.

Officers may now return to their seats.

Liturgy continues ...

General Intercessions (Prayers of the Faithful) – Ceremonial Coordinator reads intercessions.

We have suggested four petitions and request that Ceremonial Coordinator, along with the assistance of Chaplain/Celebrant, write additional prayers to fit occasion, the Liturgical Season, the Church Community, etc.

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

That our Order may be great and 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.**

That God's blessings may descend upon our new officers, and that they may find joy and satisfaction in carrying out their duties. **Grant this O Lord.**

That our members carrying the cross of illness may grow stronger in the love of God and that they will soon enjoy good health. **Grant this O Lord.**

That the souls of our departed members may rest in peace. **Grant this O Lord.**

Presentation of the Gifts:

Financial Secretary and Treasurer (*See page 3 - 3*)

Communion Meditation: (*Read by newly installed Regent*)

One of the happy mysteries of endings and beginnings in the Catholic Daughters of the Americas, seems to be what we take with us from one office to the next, or from one segment of our lives to the other so that earlier experiences do prepare us for experiences yet to come.

Growth occurs when we respond to the life that is all around us, with openness and joy – with reverence – with gratefulness – with care.

Life is a mystery and a gift from God. Membership in our Order places us in an atmosphere which is most conducive to a full understanding and appreciation of this mystery and this gift, especially the sharing of God's life – in the Eucharist here and in heaven hereafter.

Ceremonial Coordinator or newly elected Regent should invite those in attendance to remain for refreshments/lunch or to congratulate the new officers, following recessional.

Recessional Hymn is announced. (*This will be the signal for Choir/Organist, Color Guard, and Banner Bearer and Guides to begin recessional.*)

Ceremonial Checklist

Installation of Local and Campus Court Officers at a Liturgy

As you prepare for your Court's Installation of Local and Campus Court Officers at a Liturgy, use this handy checklist to assist you.

Place a check mark after each task has been completed.

CHAPLAIN/CELEBRANT/CEREMONIAL COORDINATOR:

- Meets with Regent, Ceremonial Coordinator, and/or Membership Chairman to discuss the type of ceremony to be presented.
- Sets the date and time of ceremony.
- If he so desires, a theme for the occasion may be recommended.
- Receives a copy of the Installation of Officers ceremony.
- Receive a copy of the National Chaplain's message.
- Review the Installation ceremony and advises/revises.
- May suggest special hymns; General Intercessions; who will do the scriptural readings, 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.
- Meet with Chaplain/Celebrant to discuss date, time, and liturgical preparations for ceremony.
- Furnish Chaplain/Celebrant with a copy of the Installation Ceremony and a copy of the National Chaplain's message.
- Review with Chaplain/Celebrant the installation ceremony.
- Furnish readers with copies of the reading prior to rehearsal for the ceremony.
- Meet with the Choir/Organist to prepare hymns for the ceremony.
- 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 Installation Ceremony:

REGENT:

- Consults with Ceremonial Coordinator and Membership Chairman to select several dates for the Installation and rehearsal date(s).
- Contacts Chaplain/Celebrant to arrange a meeting to discuss the Installation 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 advice 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 tasks that will need your attention.

- Prepare officers, advising them of dates and times for ceremony and rehearsal.
- Familiarize officers with the procedure for the procession/recession and their participation during the liturgy.
- Officers march in procession for the Installation Ceremony.

DISTRICT DEPUTY/STATE REPRESENTATIVE:

- Stay in close contact with Regent and/or Ceremonial Coordinator to assist in making all necessary plans and or changes.
- Rehearse with Officers prior to Installation.
- Be early on the day of the ceremony help with the line-up.

ITEMS NECESSARY FOR THE INSTALLATION CEREMONY: (Responsibility of Ceremonial Coordinator)

- Small table
- 5 Flowers and a vase (in front of Blessed Mother)
- 5 Candles
- Taper to light candles
- Covenant and pen
- Gavel