

Section IV

Ceremony  
For  
Court Room  
Installation  
of  
Local, Campus and Military  
Court Officers

Catholic Daughters of the Americas

CEREMONIALS

Ceremony for Court Room Installation of Officers

SECTION I

TABLE OF CONTENTS

INSTRUCTIONS FOR CEREMONIALS

Participants..... 1

    Chaplain/Celebrant..... 1

    Ceremonial Coordinator..... 1

    District Deputy/State Representative..... 1

    Regent..... 2

    Color Guard ..... 2

    Banner Bearers..... 2

Ceremonial Dress Code..... 2

    National, State, and Local Court Officers..... 2

    Color Guard and Banner Bearers ..... 3

Processionals, Seating Arrangements, and Recessionals.....3  
    Order of Procession.....4  
        Installation of Officers .....  
    Order of Recessional.....4  
        Installation of Officers.....

SECTION IV Court Room Installation of Officers  
Guidelines for Presentations of Officers ..... 5-11

## Participants

### **CHAPLAIN/CELEBRANT**

- Ceremonial Coordinator will contact Chaplain to set date and time of ceremony for Court Room Installation of New Officers.
- If he so desires, a theme for the occasion may be recommended.
- He may assist Ceremonial Coordinator with selection of hymns.
- Suggestions for processional and recessional are outlined for the ceremony. Chaplain 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**

- Where no District Deputy/State Representative is appointed by State Regent, the Ceremonial Coordinator should assume assignments outlined for District Deputy/State Representative.
- 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.
- 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.
- Rehearse with Court Officers prior to Installation 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, install local court officers.
- Become familiar with ceremonial script.

## **REGENT**

- Consult with Ceremonial Coordinator 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.

## **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.

## **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.
- In a court room ceremony local court officers are seated in the first row to the left facing the podium. State and National Officers are seated in the first row to the right facing the podium.
- 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.

- **ORDER OF PROCESSION**

**INSTALLATION OF COURT 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)

- **ORDER OF RECESSION**

**INSTALLATION OF COURT OFFICERS**

Cross Bearer  
Color Guard  
Banner Bearer and Guides  
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.**

**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.*

## **Court Room Installation of 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.*

#### **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 newly elected Vice Regent \_\_\_\_\_ with her proxy \_\_\_\_\_ standing in for her”.**

**The officer 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 assume the position.***

***National and State Officers are guest when District Deputies and Clergy are present.***

***National Officers/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 are 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 Officers/Representative and Clergy installs the officers at a State Convention.***

***If any specific request are made as to whom they wish to install the officers, please respect this request.***

***If any specific request are made as to whom they wish to install the officers, please respect this request.***



**Ceremonial Coordinator:** Please stand and greet your newly elected officers and your guests.  
The opening hymn will be \_\_\_\_\_.

- Procession enters while singing hymn. Everyone goes to assigned place. Color Guard, Banner Bearer will remain standing (facing the assembly). The entire assembly will join in the Pledge of allegiance to the Flag, followed by singing the National Anthem.

**ATTENTION! SALUTE! PLEDGE!**

- “I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, One Nation under God, indivisible, with liberty and justice for all.”  
(No pause between “One Nation under God”)

**NATIONAL ANTHEM**

- Color Guard places flag in standard and Banner Bearer places CDA banner (refer to page 3, Section IV for instructions).
- We welcome you to the Installation of the newly elected officers of Court \_\_\_\_\_, # \_\_\_\_\_.

**OPENING PRAYER:**

God, Our father and source of all strength,  
We ask Your Holy help  
So that we might fittingly serve our Church – Community  
And the needs of the world that surrounds us  
through our membership in the Catholic Daughters of the Americas.

Lord, our God, as we begin our service,  
Guide us, We pray,  
To truly represent You and Your Kingdom.  
May Your Blessing be with us, in the name of the  
Father, and of the Son, and of the Holy Spirit.

**ALL: AMEN**

**INSTALLATION OF OFFICERS: District Deputy/State Representative**

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.

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 the right of the Vice Regent; Treasurer  
to the left of Recording Secretary. The five Officers should stand so as to form a semi-circle,  
facing the podium.

“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 HUMBLY  
ASK THE DIVINE HELP / OF THE HOLY SPIRIT OF GOD

**District Deputy/ State Representative**

NOTE: If Chaplain is in attendance, he may wish to install officers. If not, the highest ranking  
officer present, may install.

I present to you the officers of Court \_\_\_\_\_, # \_\_\_\_\_.

Let me present the newly elected Treasurer of the Court, \_\_\_\_\_.

*Treasurer lights candle, goes to center and faces chaplain.*

**Chaplain/Installing Officer**

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 Chaplain.*

**Chaplain/Installing Officer**

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 chaplain.*

**Chaplain/Installing Officer**

**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 reviews for its history. As Recording Secretary, you must aim to be as accurate as possible noting everything that is pertinent to the courts 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 Chaplain.*

**Chaplain/Installing Officer**

**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 Chaplain.*

**Chaplain/Installing Officer**

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.

*Give gavel to New Regent*

I present you with this gavel, which is a symbol of your authority. Use it wisely, justly, and charitably. May you, your officers, and members enjoy peace and harmony.

I now install you as Regent of your Court.

*Regent returns to semicircle.*

Note: if Chaplain installs officers, he will give his blessing.

*Officers of Court \_\_\_\_\_ # \_\_\_\_\_, I congratulate you and commend you in the name of the Holy Mother Church for assuming leadership roles in your Order.*

## **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.

## **REGENT**

Will the officers join me in a prayer:

Almighty God, we do not ask that you will make life easy for us, but that problems will not intimidate us. We do not ask that we shall have no enemies, but that we respect them and take what truth they have to offer. And we do not ask for success in every venture, but that when we fail, we can still go on with a fresh beginning. Give us the strength to work for God and Church, for unity and peace. Make our services the services of love. This we ask in the name of your son, Jesus Christ. AMEN.

Officers may return to their seats.

Following the installation, the Regent invites the visiting State or National Officer to address assembly.

## **Close ceremony with the following meditation:**

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.

### **SEATING ARRANGEMENTS**

Set up room with podium in front (facing assembly) set table and statue of the Blessed Mother in front of podium – place chairs in front of podium – leaving aisle in the middle.

Refer to instructions on page 3, Section IV for seating arrangements, etc.

Instructions given are basic instructions only. Local conditions may require modifications.