

# Section II



## Ceremony For Court Room Reception of New Members

## 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.
- Suggestions for processional and recessional are outlined for the various ceremonials. Chaplain should advise Ceremonial Coordinator of any changes he may wish to make.
- National Chaplain's Message should be given to Chaplain at this scheduled meeting so that he may have the option of including the contents as part of his address.
- 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.
- Where no District Deputy/State Representative is appointed by State Regent, the Ceremonial Coordinator should assume assignments outlined for District Deputy/State Representative.
- 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.
- 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 officer's present.

- After Reception of New Members, remind Financial Secretary that applications are to be completed, signed, and mailed to National Office immediately following reception. A copy is to be mailed to the State immediately. Retain a copy for your records.

### **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.
- 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**

- Help the Regent as needed.
- Read the National Chaplain's message if the chaplain is not present.

### **RECORDING SECRETARY, FINANCIAL SECRETARY & TREASURER**

#### **•Dedication Ceremony to the Blessed Mother**

### **COLOR GUARD**

- 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.

### **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 clean and well pressed.
- 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. Shoes are preferably closed toed. No flip flops to be worn. Tennis shoes only if medically required..
- Wearing stockings is optional. Wear nude or skin tone colored stockings – no white, black, off black or navy blue.
- Small stud earrings are allowed, no larger than the ear lobe. 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 , 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.

## **PROCESSIONALS, SEATING ARRANGEMENTS, AND RECESSIONALS**

- Members and guests are seated before the procession enters.
- Proper advancement of the colors – Flag Bearer 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.
- 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.
- In a court room ceremony, local court officers are seated in the first row to the left facing podium. State and national officers are seated in the first row to the right facing 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 rows.

## **ORDER OF PROCESSION**

### **RECEPTION OF NEW MEMBERS**

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)

## **ORDER OF RECESSION**

### **RECEPTION OF NEW MEMBERS**

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  
 Candidates  
 Membership & Extension Chairman

***NOTE: 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 Reception of New Members

**Ceremonial Coordinator:** Please stand and greet your officers, guests, and new members. 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 of the United States of America, followed by singing 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.”

**NATIONAL ANTHEM**

*Color Guard places flag in standard and Banner Bearer places CDA banner*

**Members are seated.**

**CEREMONIAL COORDINATOR: 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**

**REGENT:**

**We are gathered here on this special occasion to receive new members into Court  
# \_\_\_\_\_.**

**Would those ladies who have chosen to become members of the Catholic Daughters of the Americas please stand when your name is called.**

*Read Names*

**It is a pleasure to welcome and receive you as members of the Catholic Daughters of the Americas. Your desire to be a member is a further sign of your commitment as a Christian. It is our call as members of the Catholic Daughters to 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 so 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.**

**We dedicate this ceremony to our Blessed Lady; for she is to each of us a 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 Heaven, 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.**

**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.**

### **DEDICATION CEREMONY TO THE BLESSED MOTHER**

**(Participants) Recording Secretary, Financial Secretary and Treasurer**

*Statue of Blessed Mother on table in front of podium and three candles.  
Officers step forward and face assembly.*

**RECORDING SECRETARY:**

**O Blessed Virgin Mary, Immaculate Conception, how shall we find words to praise you. You are the crowning glory of God's creation, singled out by Him to be the Mother of His Son, Jesus, our Redeemer. God called you and you answer "Yes."**

**(Recording Secretary steps forward to light candle.)**

**FINANCIAL SECRETARY:**

**Help all the members of the Catholic Daughters of the Americas follow your example, so that we may say "yes" to God's call through our organization. Help us to open our minds and hearts to God's message and His love, so that we may seek His will as our own in everything we say and do.**

**(Financial Secretary steps forward to light candle.)**

**TREASURER:**

**Help us to heed the call of your Son, Jesus, to build a loving community in which we love one another as He has loved us. We revere you as our loving Mother and ask that you hear our humble prayer. Amen.**

**(Treasurer steps forward to light candle.)**

**ALL:THE MEMORARE**

**Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your help, or sought your intercession was left unaided. Inspired by this confidence, we fly unto you, O Virgin of Virgins, our Mother. To you we come; before you we stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not our petition, but in your mercy, hear and answer us. Amen.**

**Vice Regent or local Chaplain reads National Chaplain's Message**



**National Chaplain's Message**

**Please request the current National Chaplain's Letter from the National Office at  
CDofANatl@aol.com.**

**REGENT:**

*Will introduce the District Deputy for the explanation of the robes.*

**DESCRIPTION OF ROBES**  
By District Deputy/State Representative

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

The colors of the officers' robes of the Catholic Daughters of the Americas for National, State, and Local Courts 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, and the National Secretary-Treasurer, Name, is/are white with stole(s) of gold.

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 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, is gold with a white stole. The crossed gavels on the left sleeve are a symbol of her status as leader of her state.

The robe of the First Vice State Regent, Name, is also gold with a white stole. The emblem on her left sleeve, a crown, designates her as the second in command in her state.

The robe of the Second Vice State Regent Name is liturgical red with a stole of gold. The crossed spears designate her as the third in command in her state.

The robes of the State Secretary, Name, and the State Treasurer Name, are the patriotic color blue with gold stoles.

The emblem of the State Secretary is a crossed key and quill. The key has always been associated with an office concerned with money and its safekeeping. The quill is the symbol of a scribe – a record keeper – one who writes letters, documents, etc.

The State Treasurer's emblem of crossed keys is symbolic of her complete authority over funds and of being particularly responsible for their safekeeping.

The robe of the District Deputy/State Representative Name, (or, which I am wearing) is black and white with a stole of red. These colors signify the judicial nature of the office.

### **LOCAL COURT OFFICERS' ROBES**

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

The use of purple indicates the willingness of the Organization, through its leaders, to sacrifice in order that the Catholic Daughters of the Americas may contribute their share in the general program of the Apostolate of the Laity as directed by our leaders in religion.

The official emblem of the Order, the cross and crown, is on the sleeve of the Regent's robe and a crown is on the sleeve of the Vice Regent.

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 emblem of the Recording Secretary, crossed quills, are symbolic of her responsibilities for letter and document writing as well as keeping the history of the court through the minutes.

The emblem on the Financial Secretary is a crossed key and quill symbolic of her duties of keeping membership and financial records of the Court.

The Treasurer's emblem of crossed keys is symbolic of her complete authority over funds and of being particularly responsible for their safekeeping.

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.

**REGENT:** *Following the description of robes, the Regent invites the visiting State or National Officers to address the assembly.*

*Following the message, the Regent will close with the*

## ACT OF CONSECRATION

**Lord, Jesus  
I give you my hands to do your work;  
I give you my feet to go your way;  
I give you my eyes to see as you do;  
I give you my tongue to speak your words;  
I give you my mind that you may think in me;  
Above all, I give you my heart  
That you may love in me, you, Father and all mankind;  
I give you my whole life that you may grow in me,  
So that it may be you, Lord Jesus who works and loves  
and prays in me. Amen.**

**Ceremonial Coordinator: Announce all are invited for the reception following the recessional.**