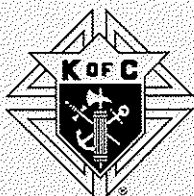


**INSTALLATION
OF
COUNCIL
OFFICERS**



Knights of Columbus

Installation of Council Officers

CEREMONIAL

The Council chamber or hall to be used is arranged as illustrated on Chart attached. The chairs are occupied as follows: Center chair—occupied by Retiring Grand Knight at beginning of ceremonials. Later, after entry of District Deputy, Ret. G. K. joins other retiring Officers. The Ret. Warden, if elected to a new office, does not join retiring Officers after he presents the D. D. and D. D.'s Warden to Retiring Grand Knight, but quietly leaves chamber to join newly-elected Officers outside.

Prior to the announcement time of ceremonial the newly elected Officers should be robed and ready for entry to the council chamber. Retiring Officers, Council members and guests, would take their seats as indicated on the Chart. Choir, if used, also takes place as indicated.

To facilitate the marching of officers into the hall and forming the Cross, the following suggestions will assist in the mechanical arrangements—

Lay out the Cross on the floor with small pieces of numbered masking tape with approximately 2-feet between each piece of tape.

In lining up the officers for marching into the Council Chamber, line them as follows from the numbers on the Cross formation—

- | | |
|-----------------------|-----------------------|
| 1—Grand Knight | 4—Financial Secretary |
| 2—Deputy Grand Knight | 9—Trustee |
| 3—Chancellor | 10—Trustee |
| 6—Warden | 11—Trustee |
| 5—Recorder | 12—Advocate |
| 8—Lecturer | 13—Inside Guard |
| 7—Treasurer | 14—Outside Guard |

The officers would then march in a single file behind the Warden who would lead the officers down the tape marks that are the tree of the Cross. 1 - 2 - 3 stop on the tapes bearing their respective numbers. When 6 reaches the tape numbered 4, he makes a left turn and proceeds to the tape numbered 6 on the arm of the Cross. He is followed by 5 who stops on his respective numbered tape. When 8 reaches the 4 tape, he makes a right turn proceeding to the 8 tape—followed by 7 who stops on his respective tape. No. 4 moves on to his tape and the remaining officers (9-14) stop on the tapes bearing their numbers.

Thus, the Cross will come out in a perfect formation and the members watching the arrangement will be impressed by the precision of arranging the officers in the Cross formation.

When the ceremonial is complete, the bits of masking tape can be removed.

Precisely at the appointed time the Inside Guard at the back of the chamber announces: "Please rise."

The Retiring Grand Knight and Council Chaplain, side by side, and preceded by Retiring Warden, walk slowly and with dignity, in absolute silence, up center aisle to waiting chairs. All three stand in front of assigned chairs facing audience.

MUSIC: NATIONAL ANTHEM (by Choir or recorded, as available).

(Pledge of Allegiance or particular National salute to flag.)

RET. WARDEN: (at end of music) Please be seated.

(All sit, with exception of Ret. G. K. who remains standing.)

RET. G. K.: Reverend Father, my Brothers of _____ Name _____ Council, ladies and gentlemen:

(In this and in subsequent parts marked "G. K." the G. K. going out of office would take these parts; otherwise, if re-elected, the G. K. will do these parts.)

The installation of Officers who, during the year to come, will guide the destiny of their Council of the Knights of Columbus is always a most solemn occasion.

By this formal acknowledgment, we place in the hands of these gentlemen, duly elected by their Brother Knights, the unquestioned right to govern and administer all phases of action in the respected name of our Order. Their election to the important posts of leadership which they will assume was the outward manifestation of the respect and confidence accorded to them by their Brothers after lengthy consideration.

Only circumstances of such gravity that they cannot, in all conscience, be ignored, can cause any of these honored men to be deposed from their offices. We ask, therefore, that as our ceremonial of dedication proceeds, you will silently offer your prayers to God that as each man assumes his mantle of authority, he will be granted the inspiration and capacity to perform his duties in a manner that our Council will continue to prosper and flourish as it has done under the guidance of his predecessors.

On behalf of the Officers who are retiring from their posts, I extend to our worthy successors our warmest congratulations, assurance of continued cooperation, and prayerful wishes for a most successful and progressive administration.

GRAND KNIGHT: (If the Grand Knight is retiring from office he, and not the newly elected Grand Knight should make the following statement. If the Grand Knight is re-elected he would make the statement.)

I offer my sincerest thanks to my Brothers who, during the past year, and particularly in periods of stress and uncertainty, have

given me the benefit of their advice, the strength of their arms, the invaluable support of their confidence. Without this support I would have been lost. With them I have achieved whatever success has been mine in the ultimate performance of my duties.

Before we proceed to the important and pleasant task ahead I will ask our Worthy Chaplain to invoke the blessings of God upon our efforts. Worthy Chaplain, will you offer prayer for us?

(Three raps of gavel—the Ret. G. K., Chaplain and Warden rise.)

WARDEN: Please rise.

(All rise.)

CHAPLAIN: In the name of the Father, and of the Son, and of the Holy Spirit. Amen.

O Heavenly Father, we, Your children, are assembled here in your sight and the sight of all men to invest the chosen Officers of this Council with the jewels symbolic of the authority to lead their Brothers in the ways of Your wisdom; and to administer the affairs of this Council in the days to come. Bestow upon them, and us, the grace to remember that as all duly appointed authority stems from You, so, too, is the wisdom to exercise that authority with justice and charity.

Inspire them and us, therefore, to consult with You always when important decisions must be made. Imbue them and us with the strength to act always in a spirit of brotherly love. Grant them and us the precious humility to acknowledge the ever-present possibility of error in human deliberation and to accept correction before such error can lead to harmful legislative decisions.

Help them and us to conduct ourselves in such manner that our endeavors, spiritual and earthly, will reflect and accord with Your will at all times. Aid them and us to provide to those who observe with critical eye the finest example of complete dedication to the practice of Christian principles.

We ask this in the name of Your Son, our Lord and Savior Jesus Christ, who with You and the Holy Spirit lives and reigns forever and ever, Amen.

In the name of the Father, and of the Son, and of the Holy Spirit, Amen.

WARDEN: Please be seated.

(All are seated.)

G. K.: Thank you, Father. And now, Worthy Warden, please invite the Worthy District Deputy to join us.

(Ret. Warden salutes Ret. G. K. and goes briskly up center aisle to antechamber.)

G. K.: (As Warden leaves) My Brothers, ladies and gentlemen, upon the entrance of our Worthy District Deputy we will pay him respect by rising.

MUSIC: (march) (As Ret. G. K. sees Warden, D. D. and his Warden at door he and Chaplain rise. Others will automatically follow suit.)

(D. D. and his Warden, preceded by Ret. Warden advance briskly down center aisle. They stand facing Ret. G. K.—D. D. in center, his Warden at his right—the Ret. Warden at his left.

They wait until music is finished.)

G. K.: (To audience) Please be seated.

(Chaplain and audience sit.)

(Ret. G. K. advances to D. D., who, with his Warden also advances.) They meet and D. D. and Warden turn to face audience.

Ret. Warden still in his place also turns.

G. K.: It is my pleasure to welcome and introduce our Worthy District Deputy, _____(full name)_____and his Warden, _____Name_____, District Deputy _____ will now proceed with the installation of our new Officers.

(Ret. G. K. shakes hands with D. D.—turns gavel over to him—steps forward and proceeds to join other Retiring Officers. Ret. Warden salutes D. D. and follows Ret. G. K. unless he is advancing in rank. (See NOTES) D. D.'s Warden advances to chair formerly occupied by Ret. Warden and sits. D. D. remains standing, waits for the two Retiring Officers to be seated then speaks.)

D. D.: Rev'rend Father, my Brother Knights, ladies and gentlemen: I bring you greetings from our Supreme Knight, the Board of Directors of the Knights of Columbus and our Worthy State Deputy _____(Name)_____

As the official representative of our worthy State Deputy, it is one of my happy duties and a highly-prized privilege to induct, each year, the new Officers of those Councils in which I function as District Deputy, guide, monitor, advisor and friend. My duty is agreeable as it provides me the opportunity to direct the footsteps of a newly elected group of men on a road to gratifying achievement. It is a privilege because in so doing it is my prerogative to witness what may well be the beginning of a new era of progress which will enhance the already noteworthy status of this Council.

In the life of every man there arise many opportunities to take stock of his advancement, both in the spiritual and material sense, to repair omissions, to correct errors and to plan for a more worthy future.

So in the life of a Council, the commencement of each fraternal year provides a similar opportunity.

It is a time when inventory must be taken, past achievements weighed and evaluated, future plans conceived and appraised.

These plans must always be considered in terms of the likelihood that they will enable the Council's membership to serve their Church and their fellowmen in an increasing accord with the will of God.

Each man who is privileged to call himself a Knight of Columbus has a personal talent, one capacity in which he excels to a greater extent than his fellowmen. This is true of each member of this Council.

Therefore, it is with great satisfaction that we anticipate that each newly-elected Officer will augment his Council's fine record of accomplishment through his unselfish contribution of that talent to his Council's welfare by the manner in which he conducts his official duties.

To the retiring Officers of this Council I offer my congratulations upon work well done, my gratitude to each for the devotion with which he has exemplified our fraternal principles of Charity, Unity, Fraternity and Patriotism and for the generosity with which he has endowed his Council with the fruit of those abilities which are uniquely his.

To the new officers whom I am about to install I will express my confidence that, through the unreserved contributions of their special abilities they in turn will add lustre to their Council's work. Make it more meaningful to the Church and thus enhance our Order's proud name. May I please have the list of the Officers to be installed?

(His Warden advances to the Recorder and is handed the list.)

(He in turn gives it to the D. D.)

D. D.: "Worthy Warden: Please conduct these gentlemen to our presence."

(His Warden turns, leaves through center aisle to antechamber.)

D. D.: To those of you who are relatives and friends of the retiring Officers and the newly-elected Officers, I offer our thanks on behalf of the Council and our Order. It is well known that the extent of a man's love of family and the loyalty of his family in his endeavors are strongly reflected in the influence he exerts upon his Council as he discharges his responsibilities.

We are certain you will continue to aid them in their efforts on behalf of our Order by according them the benefits of your charity and support.

D. D.: (To his Warden who is waiting at the door with the new Officers) Worthy Warden present the Officers for installation.

Headed by the D. D.'s Warden the new Officers proceed with dignity in single file down the center aisle. (The officers will line up in the form of a Cross facing the table at which the District Deputy will preside. See chart. As each officer is called, he will take two steps forward and at conclusion of each charge that particular officer will move to the rear of the Cross alignment and move up as each subsequent officer is installed until the original Cross formation is restored.) As the MUSIC finishes the D. D.'s Warden steps forward and salutes the D. D. (D. D. takes the list from the Warden who then stands to the D. D.'s right, facing the audience.)

WORTHY GRAND KNIGHT:

D. D.: (Calls name of new G. K. who steps forward and stops directly in front of him but slightly to one side facing him.)

(This same procedure will be followed in the case of each new Officer. Therefore, they will be arranged in cross formation in this order: G. K., D. G. K., Chancellor, Financial Secretary, Recorder, Warden, Treasurer, Lecturer, Trustee, Advocate, Inside and Outside Guards who will advance side by side.)

D. D.: _____(Full Name)_____, you have been chosen by your Brothers to guide the destiny of your Council during this year as its chief administrative Officer. Your duties will be many, perhaps—tiring and difficult. You are directly responsible for every aspect and segment of your Council's operation and for the ultimate success which a Council can and should enjoy. Your Brothers have demonstrated their confidence that you are capable of outstanding leadership. Accord it to them. Remember that it is through their cooperation that your past achievements have been made possible.

Continue to merit that cooperation by measuring all of your decisions in the light of what will be fair, just and beneficial to them.

Solicit their advice—consider it carefully. Bear in mind that a Council is composed of many individuals. That which will insure each man's welfare must be the criterion by which your decisions to act must be judged.

The peak of a pyramid is a solitary place. There will be times when you will believe yourself at that peak alone. You are not. The base of that pyramid supports the top and the members who comprise the pyramid will support you if you demonstrate that you need and want their support and their company. As your District Deputy I offer you this advice. In times of uncertainty, your District Deputy, State Deputy and the Supreme Officers are available to you and are eager for your success and the prosperity of your Council. Never hesitate, through pride or

pique, to ask for help. You have only to ask—it will be forthcoming. Study the official instructions you have received. Obey the Laws and Rules of our Order and your Council. Insure that each member does so. You will then deserve the title by which you will be addressed throughout your term of office—Worthy Grand Knight.

WORTHY DEPUTY GRAND KNIGHT:

D. D.: (Calls the name of the D. G. K. who advances to him).
_____(Name)_____ you have been selected as Deputy Grand Knight of your Council. In effect, you are the Grand Knight's righthand man who must be available and ready at all times to take his place, make decisions for him when, for any reason, he is unable to exercise his responsibilities. All the remarks I have addressed to him apply, in substance, equally well to you.

Experience has taught us that members in your position may become impatient to assume the ultimate leadership of your Council. Do not commit this error. Instead, make yourself valuable to your Grand Knight as close advisor and strong supporter. Acquaint yourself with his plans and learn to think and act as one with him. If you merit the title by which you are known—Worthy Deputy Grand Knight—you will be accorded due recognition by your Brothers. You will be rewarded not only by the personal satisfaction of knowing that you have done well—but eventually by the opportunity to contribute further to the welfare of your Council.

WORTHY CHANCELLOR:

D. D.: Calls name of Chancellor who advances to him.

D. D. TO CHANCELLOR: _____Full Name_____, Upon you falls the duty of wisely imparting to all members of our Order lessons which may well decide the comparative success with which they will exercise the responsibilities of their membership. It will be your privilege to act in an advisory role to the Grand Knight—to be part of the team of Officers. The title of "Chancellor" is symbolic of the cooperation that you will provide to the chosen leader of the Council. The office to which you have been chosen is of vital importance and demands your zealous consideration. Match well the words you address to them with exemplary conduct in your personal and fraternal life and yours will be the supreme satisfaction of knowing that you are truly—a Worthy Chancellor.

WORTHY FINANCIAL SECRETARY:

D. D. calls name of Financial Secretary who advances to him.
_____Full Name_____ the title, Financial Secretary, which has been bestowed upon your office, is self-explanatory. The responsibilities of administering important financial affairs of your Council are yours. You are the direct link between your Council

and the Supreme Office. I am confident you will insure that your accounts are in order, that all funds are properly recorded, that you work closely and cooperatively with the Grand Knight, Trustees and the Treasurer of your Council—thus you will earn and maintain with pride the title which is yours—Worthy Financial Secretary.

WORTHY RECORDER:

D. D. calls name of Recorder who advances to him.

D. D.: To you, _____ Full name_____, as Recorder, is assigned the important task of maintaining a full and accurate account of all Council meetings and actions. Such records are immensely valuable for both practical and historical reasons. Discharge your duties well and you will be justly identified as a—Worthy Recorder.

WORTHY WARDEN:

D. D.: (Calls name of Warden who advances to him.) To you _____ Full name_____, Worthy Warden. Whether the impressive and informative ceremonies of our Order are as beautifully and significantly exemplified as they should be will be decided by the manner in which you discharge your duties.

Maintain well the prescribed paraphernalia and prepare for your role as guide to the candidates for membership in our Order. You will earn their gratitude as well as that of the Brothers who have elected you—Worthy Warden.

WORTHY TREASURER:

D. D.: (Calls name of Treasurer who advances to him.)

_____ (Full name)_____, you have been elected Treasurer, responsible for the funds of your Council. This fact bears silent witness to the excellent reputation for honesty, integrity and accuracy which is yours among your Brothers. Exercise to the full these virtues and you will warrant your Brothers' confidence that you will indeed be a Worthy Treasurer.

WORTHY LECTURER:

(D. D. calls Lecturer's name and he advances to him.)

_____ (Full name)_____, yours is the rewarding but exacting duty of providing for your Brothers enjoyable, informative, and educational programs. Do not take this responsibility lightly. Forethought and planning will enable you to live up to the expectations of your Brother Knights. You will improve their lives and daily burdens by giving them the opportunity to express Charity, Unity, Fraternity and Patriotism through programs in which they will learn, enjoy and relax. All of these important gifts are yours to dispense. Do so consistently and you will merit your title—Worthy Lecturer.

WORTHY TRUSTEES:

(D. D. calls names of the Trustees who advance to him.)

D. D.: _____ (Full name)_____, your title, Worthy Trustees, supplies the key to your election to your post. You have the confidence of your Brothers. The importance of your function cannot be overestimated. As guardians of your Council's funds you must insure that your Council's financial status remains in a sound and healthy condition, that the vitally important semi-annual audits of the Council's finances are made promptly after each January 1 and June 30. There is no greater safeguard of the financial security of the Council than the Trustees' careful preparation of these audits and that your Brothers will be proud to address you as Worthy Trustees.

WORTHY ADVOCATE:

(D. D. calls name of Advocate who advances to him)

_____ Full Name_____, your election to the office of Advocate implies your ability to represent your Brothers in all fraternal legal affairs in which your Council may be involved. Bear in mind always that while your inclinations will always tend to favor your Council, your first allegiance is to our Order and its Laws.

WORTHY INSIDE AND OUTSIDE GUARDS:

(D. D. calls names of Guards who advance to him.)

_____ (Full Name) and _____ (Full Name)_____, as Guards, upon you rests the not inconsiderable responsibility of maintaining order and security. Punctuality, faithful attendance and strict care in the admission of qualified individuals to confidential Council affairs will assure you of your Brothers' respect for your title as Worthy Guard.

(By this time all new Officers should be in line and D. D. faces them for the following charge.)

D. D.: I would be most remiss in my duty, if I were not to exact from you a promise which, given in good faith in the presence of your Brothers, friends and relatives and witnessed by those dear to you, will be binding as long as you remain in the Offices to which you have been elected.

Do you, Worthy Sirs: promise to support and obey the Constitution and Laws of our Order and to insure that, insofar as you are able, that the Members of your Council will also do so? Worthy Sirs answer: "I do."

Do you promise to devote the necessary time to the discharge of your responsibilities as designated by the Laws of our Order? Worthy Sirs answer: "I do."

Do you promise to keep the welfare of your Council and Order uppermost in your mind and to promote it to the best of your ability. Worthy Sirs answer: "I do."

Warden hands Officers' jewels to the District Deputy.

D. D.: Accepting your promises as given in good faith, I now declare that you are truly installed in your offices and authorized to conduct the business of the Council and our Order until such time as you have been legally succeeded at the end of your term.

D. D.: Reverend Father, Worthy Officers, my Brother Knights, ladies and gentlemen:

Man's inspiration, his strength in times of stress, his encouragement to the perfect performance of his duties, is his family. We acknowledge and are grateful for their sacrifices. We appreciate your cooperation, understanding, support and inspiration, which will be of real assistance to these men whose responsibility it will be to conduct programs for the welfare of their Brothers and which will claim hours that might otherwise be devoted to their families.

In so doing an Officer or Member of the Knights of Columbus is not lessening his love of family but is including the family in his devotion to his fraternity and to the welfare of his fellowmen and to society as a whole.

Will the Worthy Grand Knight, Deputy Grand Knight, Chancellor and Warden join us here please.

(The District Deputy will at this point invest the chair Officers with their jewels of Office. Following investiture with jewels Warden will reassemble officers in form of cross in front of D. D.)

D. D.: Worthy Chaplain, will you, as we close our official business of the day, invoke the blessings of the Lord upon these men who will serve as Officers of this Council and upon all here present who will be their close companions in the great work of the Knights of Columbus? (To audience) Please rise.

Chaplain: (rises) In the name of the Father, and of the Son, and of the Holy Spirit.

"Worthy Officers: As you are standing you form a living Cross. May it ever be a reminder to you that you must be renewed in Christ and that your administration must show the leadership among the people of God that flows from this renewal. Invoking God's help to fulfill this mission, I will now impart to each His Blessing."

Holy Father, we thank You for the graces which You have bestowed upon us all. We thank You for the spirit of cooperation which has reigned here, for the inspiration which you have placed in the hearts of these men today. We humbly beg that You will find merit in the endeavors of our newly-elected Officers and in the efforts of those Brother Knights who will labor long and unselfishly under the banner of the Knights of Columbus and under the leadership of the men who have accepted the responsibilities of that leadership. We ask this in Your Son's name, Who lives and reigns with You and the Holy Spirit, forever and ever. Amen.

MUSIC: AMERICA THE BEAUTIFUL (or song appropriate to the country).

The officers then join their wives and lead them to the front of the assembly room and then form with their wives a reception line in the following order:

District Deputy	Warden
District Deputy's Warden	Treasurer
Grand Knight	Lecturer
Deputy Grand Knight	Trustees
Chancellor	Advocate
Financial Secretary	Inside Guard
Recorder	Outside Guard

Members and guests then proceed to the front of the chamber to offer congratulations to the new officers.

NATIONAL
FLAG

PAPAL
FLAG

=====

CHOIR IF USED

RET. G. K.



RET. WARD.



CHAP.



D. D.

TABLE W/JEWELS OF
G. K., D. G. K., CHANG.
WARD'S FASCES

RETIRING G. K.



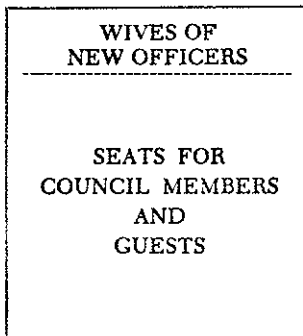
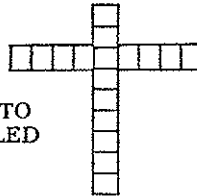
D. D. WARD.



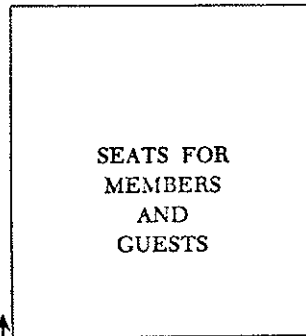
RETIRING
OFFICERS



OFFICERS TO
BE INSTALLED



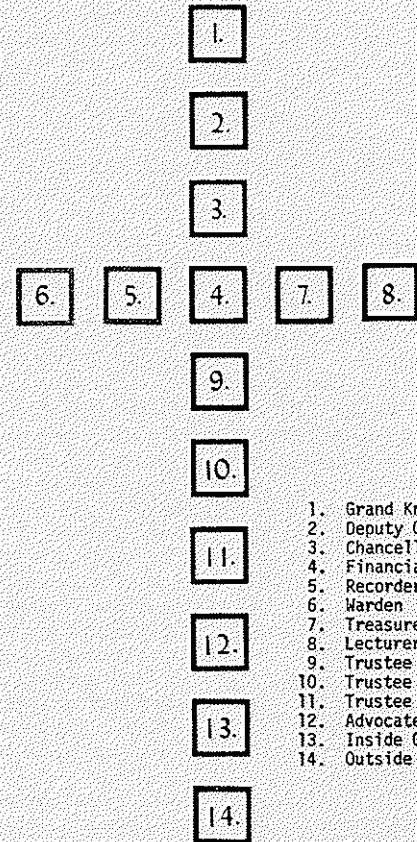
Ret. Warden, D. D. and
D. D.'s Warden make
entrance here



Newly-elected Officers
make entrance here

CHAMBER OR HALL PREPARED FOR
INSTALLATION OF OFFICERS

CROSS FORMATION



1. Grand Knight
2. Deputy Grand Knight
3. Chancellor
4. Financial Secretary
5. Recorder
6. Warden
7. Treasurer
8. Lecturer
9. Trustee
10. Trustee
11. Trustee
12. Advocate
13. Inside Guard
14. Outside Guard