

**INSTALLATION
OF
COUNCIL
OFFICERS
CEREMONIAL**



Knights of Columbus

INSTALLATION OF COUNCIL OFFICERS CEREMONIAL

The Installation of Council Officers should be completed by the District Deputy as soon as practical after the first day of July in the new fraternal year.

The Council chamber or hall to be used is arranged as illustrated on Diagram attached. The chairs are occupied as follows:

Dais chairs are occupied by District Deputy and Council Chaplain. Retiring Grand Knight opens the ceremonial and after the introduction of the District Deputy and the exchange of the gavel, the retiring Grand Knight joins the other retiring officers.

The newly elected Officers should be robed, or wear jackets and ceremonial baldrics, and be seated with their wives. Retiring Officers, Council members and guests will be seated as indicated on the Diagram.

The Warden will have arranged the officers' chairs in the form of a Cross as described in the diagram, and he shall place the proper number on each chair. A prepared table shall be set in front of the dais, holding the officers jewels, Holy Water and a corsage for the wife of each officer to be installed.

RET. G. K. - Reverend Father, my Brothers of (Council Name)

Council, ladies and gentlemen:

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

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, and the invaluable support of their confidence. With them I have achieved whatever success has been mine in the ultimate performance of my duties.

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.

D.W. - Please rise.

G. K. - It is my pleasure to welcome and introduce our Worthy District Deputy, (Full Name) and his District Warden, (Full Name) . To you, Worthy District Deputy, I present the gavel and ask that you proceed with the installation of our new officers.

(Ret. G. K. shakes hands with D. D. – turns gavel over to him – Salutes and proceeds to join other Retiring Officers.)

D. D. - Reverend Father, my Brother Knights, ladies and gentlemen; I bring you greetings from our Supreme Knight (Full Name) , the Supreme Officers, the Board of Directors of the Knights of Columbus and our Worthy State Deputy (Full Name) . Before we proceed to the important and pleasant tasks ahead I will ask our Worthy Chaplain to invoke the blessings of God upon our efforts. Worthy Chaplain, please lead us in prayer.

D. D. - *(Three raps.)* 

D. W. - Please 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 to invest the chosen Officers of our Council with the jewels symbolic of the authority to lead and to administer our Council in the days to come. Bestow upon 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 us, therefore, to consult with You when important decisions must be made. Imbue us with the strength to act always in the spirit of brotherly love. Grant us the precious humility to acknowledge the ever-present possibility of error in human deliberation.

Help us to conduct ourselves so as to reflect Your Will at all times, in our spiritual and earthly endeavors. Aid us to be 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.

D. D. - We shall now sing our National Anthem (*or recite the country's Pledge of Allegiance to the flag*).

D. D. - (*One rap.*) 

D. W. - Please be seated.

D. D. - I now ask our Worthy Chaplain to bless the jewels of office.

Chaplain: Father in heaven, we ask you to bless these jewels, symbolic of the offices to which these men have been called. May these jewels be worn with dignity and grace! We pray that you will bestow upon these men the wisdom and authority these symbols represent. We ask this through Christ our Lord. Amen.

(Chaplain blesses the jewels and sprinkles them with Holy Water.)

D. D. - Thank you, Worthy Chaplain. (*Pause, as the Chaplain returns to his seat.*) 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 how well they will enable the council to serve their Church and their fellow man.

To you retiring Officers of this Council I offer my congratulations upon work well done, my gratitude to each of you for the devotion with which you have exemplified our fraternal principles of Charity, Unity, Fraternity and Patriotism.

To you new officers whom I am about to install I express my confidence that, you will add luster to your Council's good works; making them more meaningful to the Church and thereby enhance our Order's proud name. May I please have the list of the Officers to be installed?

D.W. - *(The District Warden advances with the list and hands it to the District Deputy, salutes.)*

D. D. - It is now my privilege to install your Council Chaplain, (Rank)
(Full Name).

As a Knights of Columbus Council Chaplain, you are a key figure in the structure and spirituality of our Order, and you are heir to the great vision and legacy of our founder, Venerable Michael McGivney. The genius of Father McGivney was that he saw the great potential inherent in the respectful collaboration between clergy and laity that lies at the heart of our Order.

More than ever before, your role as Council Chaplain is indispensable to

the Catholic character of our Order. I shall now present you with your Chaplain's Jewel.

(They proceed to the table and with the assistance of the District Warden; the District Deputy assists the Chaplain in placing the jewel around his neck.)

D. D. - Worthy District Warden please escort each officer to be installed to my presence as I call his name.

D. D. - WORTHY GRAND KNIGHT: (Full Name).

(After the charge to each officer, by the DD, the officer will proceed to his assigned chair.)

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, you are directly responsible for every aspect of your Council's operation and success. Your Brothers have demonstrated their confidence that you are capable of outstanding leadership. Prove that they were correct. 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. Bear in mind that a Council is composed of many individuals. Solicit their advice. Consider it carefully. But remember always that the "Good of the Order" is paramount!

As your District Deputy I offer you this advice. Your term as Grand

Knight will be judged on your achievements; accordingly, you should do all in your power to grow the Order in membership, insurance and fraternal activities. This will be your lasting legacy. Remember, your council's greatest assets are its members!

Your District Deputy, State Deputy and the Supreme Officers are eager for your success and the prosperity of your Council. Never hesitate to ask for help. Study the official instructions you have received. Obey the Laws and Rules of our Order and your Council. Ensure 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.

(Grand Knight is then escorted to his chair (#1) by the District Warden.)

D. D. - WORTHY DEPUTY GRAND KNIGHT: (Full Name)

D. D. - (Full Name) , you have been selected as Deputy Grand Knight of your Council. In effect, you are the Grand Knight's right-hand man who must be available and ready at all times to take his place, make decisions for him whenever he is unable to exercise his responsibilities. Therefore, all the remarks I have addressed to him apply, in substance, equally well to you.

Make yourself valuable to your Grand Knight as close adviser and strong supporter. Acquaint yourself with his plans and learn to think and act as one with him. To merit the title by which you are known, Worthy Deputy Grand Knight, you will want to prepare yourself to contribute further to the growth

and welfare of your council.

D. D. - WORTHY CHANCELLOR - (Full Name).

D. D. - (Full Name), as Chancellor, your duty is to assist the Grand Knight and Deputy Grand Knight in the performance of their duties. It is also your duty to strengthen the interest of the members in council activity, as such, you should continue to stress the lessons of the Order, so that all members understand them more fully and practice them more faithfully in their daily lives. May the conduct of your own personal and fraternal life be an inspiration to your fellow Knights. Make certain that the Admissions Committee performs its duties and knows the talents and interests of the members, so that those talents can be put to the best use of the Council. Carrying out these responsibilities will give you the satisfaction of knowing that you indeed truly are - a Worthy Chancellor.

D. D. - WORTHY FINANCIAL SECRETARY: (Full Name).

D. D. - (Full Name), the title, Financial Secretary, bestowed upon your office, by the Supreme Knight, upon the recommendation of your council, is self-explanatory. The responsibility of keeping accurate financial and membership records of your Council is yours. In a great measure the preservation of membership depends upon your efficiency in carrying out your duties in the billing and collecting of dues from the members. I am confident you will ensure that your accounts are in order, and that all funds are properly

recorded. You are the direct link between your Council and the Supreme Office. You should 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 - (Full Name).

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 in the Recorder's Minute Book. Such records are immensely valuable for current, practical, and historical reasons. Discharge your duties well and you will be justly identified as a – Worthy Recorder.

D. D. - WORTHY WARDEN: (Full Name).

D. D. - (Full Name), as Council Warden, the impressive and informative ceremonials of our Order depend to a great degree on the manner in which you discharge your duties. Attention to detail in the proper arrangement of the chamber will ensure that they are as beautifully and significantly exemplified as they should be.

Maintain well the prescribed paraphernalia and other belongings of the council. Prepare for your role as guide to the candidates for membership in our Order and you will earn their gratitude as well as that of the Brothers who have elected you – Worthy Warden.

D. D. - WORTHY TREASURER: (Full Name).

D. D. - (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 fullest these virtues, always working closely with the Financial Secretary. You will then warrant your Brothers' confidence and you will indeed be a Worthy Treasurer.

D. D. - WORTHY LECTURER - (Full Name).

D. D. - (Full Name), as Lecturer yours is the rewarding but exacting duty of providing for your Brothers enjoyable, informative, and educational programs at your council meetings. Worthwhile programs will help build meeting attendance and provide benefits to the membership. Forethought and planning will enable you to live up to the expectation of your Brother Knights. All of these important gifts are yours to dispense. Do so consistently and you will merit your title – Worthy Lecturer.

D. D. - WORTHY TRUSTEES: (Full Name), (Full Name),
(Full Name).

D. D. - Worthy Trustees (Full Name), (Full Name), (Full Name), your title implies the importance of your office which cannot be over-estimated. You have the confidence of your Brothers. As guardians of your Council's funds you are responsible for its sound financial status, and, that the vitally important semi-annual audit is promptly filed after each January 1 and June 30.

This will guarantee that the bonds on the Grand Knight, Financial Secretary and Treasurer remain in full effect. Thus, your Brothers will be proud to address you as Worthy Trustees.

D. D. - WORTHY ADVOCATE: (Full Name).

D. D. - (Full Name) your election to the office of Advocate implies your ability to represent your Council in all fraternal and fiscal legal affairs. 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.

D. D. - WORTHY INSIDE AND OUTSIDE GUARDS: (Full Name),
(Full Name).

D. D. - (Full Name), (Full Name), as Guards, upon you rests the responsibility of maintaining order and security in the council chamber. Punctuality, faithful attendance and strict care in the admission of qualified individuals to council meetings will assure you of your Brothers' respect for your title as Worthy Guard.

(Pause as Guards return to their chairs.)

D.D. - *(Two raps.)* 

D. W. - Officers please rise.

D. D. - It is now my duty to exact from you a promise which, given in good faith in the presence of your Brothers, friends and family will be binding as long as you remain in the Office 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, the Members of your Council will also do so?

D.W. - Worthy Sirs answer: **“I do.”**

D. D. - Do you promise to devote the necessary time to the discharge of your responsibilities as designated by the Laws of our Order?

D.W. - Worthy Sirs answer: **“I do.”**

D. D. - 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?

D.W. - Worthy Sirs answer: **“I do.”**

D. D. - Accepting your promises as given in good faith, I declare that you are truly qualified and installed in your office 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.

I now ask that each officer come forward with his wife. I will then invest you with the jewel emblematic of your office and present a token of appreciation to your wife.

(Officers, beginning with the Grand Knight, together with his wife, come forward to the District Deputy at the table prepared. The District Deputy will invest each officer with his jewel and present a gift to his wife.)

D. D. - *(Pause, takes the jewel and invests the GK and says.)* “May you ever wear this jewel proudly so as to bring honor to yourself and the Order.”

(The District Deputy will at this point invest each chair Officer with his jewel of Office. Following investiture with jewels District Warden will reassemble officers in form of cross at their assigned chairs.)

[**D. D.** - *(To each officer as he is invested.)* “May you ever wear this jewel proudly so as to bring honor to yourself and the Order.”]

D. D. - Having completed my task, I present to you, your duly installed officers for the fraternal year. *(Applause.)*

D. D. - *(Three raps.)* 

D. W. - *(To audience)* Please rise.

D. D. - Worthy Chaplain, as we close our official business of the day, please 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?

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

Worthy Officers, as you now stand you form a living Cross. May the Cross ever be a reminder to you that you must be renewed in Christ and that your administration must show that Catholic lay leadership among the people of God 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 and for the inspiration which you have placed in the hearts of these men today. We pray that You will find merit in the endeavors of our newly elected Officers and the Brother Knights of this council. We ask this in Your Son's Name, who lives and reigns with You and the Holy Spirit, forever and ever. Amen.

D. D. - Let's join together and sing "America the Beautiful" (*or a country appropriate song.*)

D. D. - I declare this installation of Council Officers, officially closed. (*One rap of gavel.*)

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:

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

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

