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## STEPS TO INSTITUTE A CDA COURT

State Regent should always know what is being done; nothing should be done without permission from the State Regent. The State Regent, along with the state officers and the membership chair, should be involved with this institution.

1. Contact the pastor requesting permission for Catholic Daughters of the Americas to become an organization in the parish (Sec. 9 Attachment 1 – Letter to Parish Priest). If the pastor agrees, meet with him and acquaint him with CDA. Prepare a packet with the following information. The packet should contain the History of CDA, a Share magazine, a membership brochure, pamphlets #167(Unity and Charity at Work), #174 (You Are Invited to Join), Guidelines for Chaplains, the mission statement, a list of persons to contact for further information. Inform the pastor of the web site of the Catholic Daughters of the Americas ([www.catholicdaughters.org](http://www.catholicdaughters.org).)
2. Ask the pastor to help you get in touch with the ladies of the parish. Ask the pastor for permission to speak from the pulpit at the end of Mass about CDA and to announce when the first informational meeting will take place for all interested ladies to attend. (Sec. 9 Attachment 2, 3, 4, – Presentation at Mass)
3. An informational meeting should be held two weeks after meeting with the pastor. Have at least 2 to 3 members of a local court present at this meeting. Greet the ladies as they enter and sign in (their name, address, phone #). Have packets out on tables, have a video playing of CDA. (Sec. 9 Attachment 5 – Local Court Membership Packet) In the packets have a Share magazine, mission statement, membership application, pamphlets #167 and #174, and prayer cards. Begin the meeting on time and do not go over an hour. Explain about CDA - how it began, list some activities in which CDA members participate and how a court is instituted. Have time for questions and answers. (Sec. 9 Attachment 6 – First Meeting to Institute a Court) Before the meeting closes, see if there are enough interested in forming a court in their parish; must have at least 15 to form a court, it is better if you have 20 to 25. Ladies may fill out membership applications at this time if they are ready, do not date the application. **The organizer keeps all applications.**
4. If a court is to be formed, set a date within the next 2 to 4 weeks with the pastor and ask for permission to speak at all masses (one weekend) informing ladies of the parish about CDA. Have someone standing outside of the church, ready to hand out packets with the same information as was given out at first meeting. Within the next week, a letter is sent out to all interested women stating when the next meeting will be held (which should be 2 or 3 weeks after the sign up weekend). This communication will contain information on the process of developing membership, process of electing officers, and all other pertinent information. Seek permission to place a reminder in the bulletin about the meeting and have it announced from the pulpit.

5. Second meeting to organize court - have sign in sheet available. (Sec. 9 - Attachment 7 Second Meeting to Institute a Court)
6. Do a very short presentation on CDA. Seek temporary officers, suggest amount of dues, choose three names for the court, acquire at least two dates for the institution ceremony (which should be about four weeks from this meeting), get suggestions on the bank, on the time, date, and place of the meetings. Explain what will happen at the institution ceremony and what will be needed. (Use Tools of Trade, Second Edition for a guide). Ladies may fill out membership applications at this time. **The organizer keeps all the applications.**
7. The very next day the organizer of this court writes to National, submitting the date of the institution, the three names of the court, and the fee for the charter. The State Court should pay the charter fee. (Sec 9 – Attachment 8 Letter to Executive Director Regarding Institution of New Court)
8. National will notify you to begin the process of acquiring the tax ID #. Do this immediately.
9. Coordinate the ceremony with the temporary officers and with the pastor.
10. After the State Regent/organizer receives the name and number of the court, notify the temporary officers. The State Regent sends out invitations to all courts in the state informing them of this institution.
11. Institution ceremony: All applications and dues must be turned in before the ceremony. Make sure all names are on the list that will be called out during the ceremony. (Sec. 9 – Attachment 9 Institution of New Court Celebration at Mass)
  - a. See procession order. Appropriate pews should be reserved.
  - b. Following the homily the membership pledge is taken.
  - c. Proceed to reception area after Mass to hold the first meeting of the court, to nominate, elect, and install Chaplain and Officers. (Sec. 9 – Attachment 10, 11 Institution Meeting/Installation of Officers and Installation of Chaplain)
  - d. Have officers sign a commitment pledge. (Sec. 9 – Attachment 12 Commitment Pledge)
  - e. Read the welcome letter from the CDA National Chaplain (Sec. 9 – Attachment 13 Welcome Letter from CDA National Chaplain)
  - f. Read the Description of Robes. (Sec. 9 – Attachment 14 Description of Robes)
12. Reception is suggested following the ceremony. If a local court is nearby, that court should become the sister court and host the reception for this great event.

13. The next meeting of this court must be held within thirty days after the institution ceremony. Ladies that signed applications and were unable to attend the institution ceremony (for a good reason) may take the pledge at this meeting and become charter members. All applications must be verified against the charter. When all is in order, mail the following to the National Office: membership applications, signed charter, officers list, and the tax ID #.
  
14. Organizer is to make sure everything is completed. The State Regent then appoints a District Deputy/State Representative to oversee the court and keep in touch with them. They have to know that they will not be forgotten after they are instituted.

**Sec. 9 - Attachment 1**  
**Letter to Parish Priest Requesting Permission to Institute a New Court**

Letterhead

Date: \_\_\_\_\_

Dear Father \_\_\_\_\_,

We request your blessings and support in helping us institute a Catholic Daughters of the Americas court in your parish. We would appreciate it if you would permit us to come to your parish and invite the women to join one of the largest Catholic women's organizations in the world.

Catholic Daughters of the Americas are women dedicated to our church, our community, and our country. The organization can be of great assistance to you. We await your response for a possible date to meet.

Together in Christ with Unity and Charity,

Name

\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number

\_\_\_\_\_

E-mail

\_\_\_\_\_

**Sec. 9 - Attachment 2**  
**Presentation at Mass**  
**Option 1**

Good Morning (Afternoon, Evening),

I am \_\_\_\_\_. I have been given the delightful task of informing you of a new women's organization that will be instituted in our church parish in the near future.

But first I want to begin with a story.

The title of the story is "Keep Your Fork." There was a young woman who had been diagnosed with a terminal illness and had been given three months to live. As she was getting her things "in order," she contacted her priest and had him come to her house to discuss certain aspects of her final wishes. She told him which songs she wanted sung at the service, and what scriptures she would like read. Everything was in order and as the priest was preparing to leave the young woman suddenly remembered something very important.

"There's one thing," she said. "What's that?" asked the priest. This is very important, I want to be buried with a fork in my right hand," and the priest stood looking at the young woman, not knowing what to say. The priest said, "I am puzzled by this request."

The young woman explained. "My grandmother once told me a story and I've tried to pass this message to those that I love and to those that are in need of encouragement." In all my years attending church socials and potluck dinners, I always remember when the dishes are cleared away, someone always says "Keep Your Fork." That was my favorite part because I knew something better was coming - like velvet cake or apple pie, something wonderful, and with substance. So, I want people to see me in the casket with a fork in my hand, and I want them to wonder, "What's with the fork?" Then I want you to tell them, "Keep your fork ... the best is yet to come." The priest's eyes welled up, and he hugged the young woman goodbye. He knew this would be the last time he would see her alive. But he knew the woman had a better grasp of heaven than he did. She knew something better was coming. At her funeral the priest told the people what the fork symbolized to her. So the next time you reach for your fork, let it remind you that the best is yet to come.

Ladies, 18 years of age or older, we are here today to let you know that the Catholic Daughters of the Americas will be formed in our church parish. This is one of the largest Catholic women's organizations in the world, and has been in existence since 1903. Have you ever wondered how you can help the less fortunate in our community? Have you ever wondered how you can play an active role in our church parish, community, state, and nation? Have you ever wondered how you can help people or communities that have faced a tragedy? Well if you become a Catholic Daughter, you can help minister to these needs. Catholic Daughters build homes for the less fortunate through Habitat for Humanity, support the religious,

**Sec. 9 - Attachment 2**  
**Presentation at Mass**  
**Option 1**

work to fight pornography, abortion, and euthanasia; participate in disaster relief, recite rosaries for deceased members of our parish, hold baby showers for the unwed, and the list goes on and on. Catholic Daughters also speak for Jesus and His Church, which is why we are involved in so many areas of our church, and our parish. Catholic Daughters have become a large and vital organization in the church and the world today, and we need you to become a member. Catholic Women 18 years of age or older are encouraged to join this great organization. Allow yourself to be a part of this organization and something extraordinary will happen. Catholic Daughters reach out to others, lend helping hands, have a great time, gain new friends, offer help and understanding to all. That in itself is awesome! Please consider joining. Remember what the young woman said, "The best is yet to come." We are all working for the same goal - to get to heaven - but we have to do things to enjoy the rewards, and one of the ways is to join Catholic Daughters and put your God-given talents to use.

After Mass we will have some ladies at the doors to take your name if you are interested and to give you material about this great women's organization.

Thank you, Father \_\_\_\_\_ for allowing me to speak today.

I will leave you with this thought: "Remember What We Are Is God's Gift to Us. What We Become Is Our Gift To God." Thank you and may God bless each one of you.

One suggestion is to have an index card inserted in the prongs of the fork, this card should have information about CDA. Should have the date and time of the next meeting. Give these cards out to ladies at the end of the Mass.

**Sec. 9 – Attachment 3  
Presentation at Mass  
Option 2**

Good Morning (Afternoon, Evening).

My name is \_\_\_\_\_. Thank you, Father \_\_\_\_\_, for allowing me to speak today. I would like to address my remarks to the ladies here today.

Ladies, have you ever wondered what you could do to help the less fortunate in your community? Have you ever watched a news program describing a tragedy and wanted to be able to do something to help? Have you been searching for a way to improve your own spiritual life and sense of belonging to a Christian community? And finally, do you want to play an active role in this parish? We have all, at one time or another, wanted to find answers to these questions.

As individuals we feel there is little we can do to affect the world, but, by joining with others and working together toward common goals, there is little we cannot accomplish. Together we can turn the tide.

Now, how do we join together? There exists today an organization which provides us with the means to work together. It is one of the largest Catholic Women's organizations in the world. This organization is the Catholic Daughters of the Americas.

Founded in 1903 by the Knights of Columbus, we have flourished under our motto of UNITY and CHARITY. Our dedication to church and country has evolved through the years to encompass local, state, national and global concerns. Under our "Circle of Love" program there is something for every one of us. Not everyone has to work on every phase of the program. Our Circle of Love program consists of: Leadership, Spiritual Enhancement, Quality Of Life, National Charitable Projects, Youth, Education, and Legislation.

In summary, the Catholic Daughters of the Americas is an organization through which today's woman can help to create change. It is an organization through which an individual can reasonably make a difference in today's world. It is an organization through which friends can be made and personal growth attained. And, finally, and most importantly, it is an effective means through which we can serve our brothers and sisters along with serving God, church, and country.

If you are interested in finding out more about our organization, there are members outside of church who will gladly take your name, address, and telephone number so that we may send you an invitation to the next meeting. They will also answer questions. Please join us and help to make a difference. Thank you!

## **Catholic Daughters of the Americas**

In 1903 in Utica, New York, the Catholic Daughters was organized as the women's counterpart of the Knights of Columbus. Today, the Catholic Daughters of the Americas is one of the largest Catholic Women's organizations in the world. Under the patronage of the Blessed Mother, its members are united by their faith in Jesus Christ and their devotion to the Church and the Holy See. The purpose of the organization is to participate in the religious, charitable, and educational apostolates of the Church. Catholic Daughters of the Americas engage in creative and spiritual programs which provide its members with the opportunity to develop their special God-given talents in a meaningful way to positively influence the welfare of the Church and all people throughout the world. "Catholic Daughters of the Americas strives to embrace the principle of faith working through love in the promotion of justice, equality and the advancement of human rights and human dignity for all."

Catholic Daughters, with its motto of "Unity and Charity" has programs and activities that take in a vast scope of work in all fields, beginning at the church parish level and extending itself to all concerns of today's church and society.

Why join an international organization? Working with members of one of the largest Catholic women's organizations, you speak louder against abortion, abuse, drugs, pornography, and for legislation affecting the family, schools, and society. As a group, small contributions become larger: for example, we have donated \$250,000 for the construction of five altars at the National Shrine of the Immaculate Conception in Washington, D. C. and \$600,000 in a four year period to charitable and religious programs around the world. We provide seminary funds for the education of our religious and give to areas that are hit with disasters, such as hurricanes, tornadoes, and floods. National Catholic Daughters of the Americas sponsored the building of six homes in Indonesia for Habitat for Humanity for the 2005 Tsunami Relief Efforts, four homes in Mexico for the 2008 Habitat for Humanity Lenten Build Project, and have built many homes in the United States for Habitat for Humanity to provide homes for people previously unable to afford homes of their own.

**THERE IS STRENGTH IN NUMBERS; TOGETHER WE CAN DO ANYTHING.**

**Sec. 9 – Attachment 5  
Local Court Membership Packet**

A good tool is for each local court to have membership packets on hand for prospective members. Check with your local pastor and ask if you could display membership packets in the book racks at Church. Ask for permission to place information about your Catholic Daughter Court in new parishioner packets.

Information which could be included in the membership packets:

Membership application  
Renewal Form  
Transfer Form  
Pamphlet #174 **You Are Invited to Join**  
Pamphlet #167 **Unity and Charity at Work**  
Pamphlet #180 **Twelve Reasons to Join CDA**  
Pamphlet # 181 **Campus Court You Are Invited to Join Us**  
Copy of a Share Magazine  
History of CDA and History of your local court  
Mission Statement and Motto  
List of State Officers and Chairpersons  
List of Local Court Officers and Chairpersons  
Date and time of your monthly meetings  
Calendar of events of your local court  
Brief summary of the Circle of Love Program  
Education contests sponsored by National  
Amount of Dues and a breakdown of how your dues are distributed.  
The CDA Website address: [www.catholicdaughters.org](http://www.catholicdaughters.org)

**BE IMAGINATIVE!!!**

**Put in the packet whatever has a special meaning for your Court! Pamphlets listed above  
may be purchased from the National CDA Office.**

**Sec. 9 – Attachment 6**  
**First Meeting to Institute a Court**

**Informational Meeting to Tell Ladies about CDA**

Introductions:

Script: The Catholic Daughters of the Americas was organized in 1903, by the Knights of Columbus in Utica, New York, with 60 charter members. They were known then as Daughters of Isabella. Unity and Charity became the Motto. The First Regent (same as President) was a man named John Carberry. Today we are called Catholic Daughters of the Americas, with approximately \_\_\_\_\_ members and we are in \_\_\_\_\_ states, and in Guam, Dominican Republic, Puerto Rico, Virgin Islands, and Mexico. We have campus courts throughout the United States.

Catholic Daughters is one of the largest Catholic women's organizations in the world. The members are dedicated to Mary, Our Blessed Mother, for she is to each and every member, a model of Christian life and what womanhood represents. Mary is the patroness of the Catholic Daughters of the Americas. She is the example of what each Christian woman hopes to become. We learn from Mary the meaning of true devotion to God and the love of neighbor.

Our mission statement is "Catholic Daughters of the Americas strives to embrace the principle of faith working through love in the promotion of justice, equality and the advancement of human rights and human dignity for all."

The purpose of the organization is to participate in the religious, charitable, and educational apostolates of the Church. We engage in spiritual and creative programs that provide our members with the opportunity to develop their God-given talents in a meaningful way to help all peoples throughout the world.

We have a National Board: National Regent, National Regent Elect, 1<sup>st</sup> Vice National Regent, 2<sup>nd</sup> Vice National Regent, National Secretary-Treasurer, and nine National Directors. A state must have 5 courts and at least 200 members to form a state court. A State Board has 5 officers: State Regent, 1<sup>st</sup> Vice State Regent, 2<sup>nd</sup> Vice State Regent, State Secretary, and State Treasurer. The State Regent appoints District Deputies/State Representatives who help the State Officers oversee the local courts. A local court, which is what you would be forming, must have 15 ladies. Of course, the larger the membership, the more you can accomplish. A local court has 5 officers: Regent, Vice Regent, Recording Secretary, Financial Secretary, and Treasurer.

(Explain the duties of local court officers.) Officers are elected for a two year term. Courts meet once a month for no longer than 1 hour and 3 meetings may be dispensed within a 12 month period. A local court shall set the time and place of monthly meetings.

**Sec. 9 – Attachment 6**  
**First Meeting to Institute a Court**

**Our National Program is the Circle of Love.**

(Picture of this in your folder): The 7 point program of the Circle of Love is bound together by the common interest - LOVE. The Cross and the Crown in the center of the heart is the national symbol of the Order - the Catholic Daughters of the Americas. The 7 points selected indicate the needs of the Church and community best served by the Catholic Daughters. The 7 points are

**Quality of Life:** (Social Awareness) - ministering to the needs of all people. Example: Big Brother, Big Sister Program, support and work with pro-life, participate in the White Ribbon Campaign once a year to fight pornography, help the homeless, the hungry, work with Hospice, help in Nursing Homes, build houses through Habitat for Humanity, have baby showers for the New Life Counseling and much more.

**Youth:** Prayer Partners for First Communion and Confirmation students, sponsor receptions for these sacraments, sponsor Education contests and scholarships. Sponsor Altar Servers, help with Special Olympics, sponsor Junior Catholic Daughters of the Americas, and any activity relating to youth.

**Legislation:** Help our members to become better informed on public issues, addressing the morals while supporting the church teachings on human life, human rights, justice and peace. Organize prayer services for the unborn, display the flag.

**Education:** is some of the same activities that are under Youth. Offer to teach education classes, tutor in schools, sponsor scholarships, and many more.

**Spiritual Enhancement:** Serve as Proclaimers, Eucharistic Ministers in church. Serve as Confirmation Sponsors, before and after your meetings have prayer, furnish baptism gowns, prepare food for families of deceased members of your church parish, recite rosaries.

**Leadership:** Instill leadership skills among your members.

**National Charitable Projects:** Holy Cross Family Ministries, SOAR! (Support Our Aging Religious), Disaster Relief, Habitat for Humanity, and Smile Train.

***List of projects that some courts work on***

1. Recite the rosary and prepare food for the family of deceased members
2. Support pro-life activities
3. Sponsor a retreat once a year.
4. Help with First Communion and Confirmation Receptions.
5. Help needy in our church parish
6. Support our priests/adopt a seminarian
7. At Christmas collect items for people in need.
8. Help with vacation Bible school.

**Sec. 9 – Attachment 6**  
**First Meeting to Institute a Court**

There are many other projects. We suggest that you start off small; take one project at a time and build slowly. Work closely with your court chaplain/pastor to determine your parish needs.

Watch video on CDA if have one.

Question/Answer Session

Explain how to form a court

Must be a Catholic woman 18 years of age or older. Fill out applications and pay dues. Are you interested in forming a court in your church parish? We can hold a membership drive at church, I can come back and do this or one of the ladies here could do this, by giving a pulpit talk at Mass, or whatever way Father would like this done. Most courts pay \_\_\_\_\_ a year for dues. Twice a year our books are reviewed, and we pay state and national dues. You will not pay state/national dues for the first 6 months. You will pay national \_\_\_\_\_ a year, SHARE, our national magazine, is published 4 times a year, and we have an active legislative program.

Tonight I can tell you what you need to do and we can have another meeting at a later date. We need to select temporary officers. Need to select 3 possible names for your court, select the bank, select day, week, time, and location of meetings, how much dues will be and how they are to be paid. Ladies need to complete membership applications. Tonight we will set the date for the next meeting (which will be in about 2 or 3 weeks). After that meeting, a date will be set for the institution of the court.

Any questions/comments.

Thank you!

**Sec. 9 – Attachment 7  
Second Meeting to Institute a Court**

Opening Prayer

Welcome

Short explanation of CDA if new ladies are present

**ALL OF THE DECISIONS MADE AT THIS TIME WILL BE RATIFIED AT THE INSTITUTION MEETING BY A VOTE OF THE FULL MEMBERSHIP.**

Selection of temporary officers: give duties and then solicit volunteers (temporary officers should write down their names, addresses, and phone #'s.)

Regent: Takes membership applications and recruit additional members

Contact ladies to notify them of the institution ceremony

Will apply for IRS number (Form will be provided.)

Vice-Regent: Helps the Regent and recruits members

Recording Secretary: Takes minutes of the meeting

Financial Secretary: Collects dues in advance

Treasurer: Receives monies from Financial Secretary and holds for deposit

Select 3 names for the court and this will be submitted to national. (See Attachment 7 – Letter to Executive Director)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Select Name of the bank \_\_\_\_\_

Select day, week, time, and location of meetings \_\_\_\_\_

Amount of annual dues \_\_\_\_\_

Complete membership applications.

In 2 to 3 weeks the institution will take place. No later than thirty (30) days after the institution a meeting must take place to bring in the members who did not attend the institution ceremony. They take the pledge at the meeting and will be charter members of the court.

Questions

Discuss institution ceremony.

Close with prayer and refreshment.

**Sec. 9 – Attachment 8**  
**Letter to Executive Director Regarding Institution of New Court**

Letterhead

\_\_\_\_\_, Executive Director  
Catholic Daughters of the Americas  
10 West 71<sup>st</sup> Street  
New York, NY 10023

Dear \_\_\_\_\_,

I am happy to inform you that a new court will be organized in \_\_\_\_\_,  
\_\_\_\_\_. We plan to institute this court on (Date)\_\_\_\_\_  
(or, a date has not been set). We are listing below three (3) choices for the name of this court.

- 1.
- 2.
- 3.

Enclosed is our State Court check in the amount of \$\_\_\_\_\_ to cover the fee for the Charter application. Please send us all the necessary materials needed for the institution of this Court.

Sincerely,

\_\_\_\_\_  
Organizer

**Sec. 9 – Attachment 9**  
**Institution of New Court Celebration at Mass**

The District Deputy/State or National Representative will administer the membership pledge. In the event that the District Deputy is not present, the highest ranking officer will administer the pledge.

**Procession**

Cross

Flag (if allowed)

Banner Bearer

Candidates (Double File) if not over 25 (sit in front on left side). If more than 25 ladies- they should go in before Mass begins, unless priest says it is okay to all process in.

Robed Visiting Officers (Double File – in reverse order - sit behind the hosting court)

Local Court Officers (hosting the institution - sit on right side - 3<sup>rd</sup> row)

District Deputies/State Representatives (sit on right side – 2<sup>nd</sup> row)

National Officers/Directors, and State Officers (Single file – sit on right side – 1st row)

Clergy

**Following Homily**

Organizer     Good \_\_\_\_\_. Catholic Daughters of the Americas has been given approval by Father \_\_\_\_\_ to institute a Catholic Daughter court in this parish. This court will be # \_\_\_\_\_ in the state of \_\_\_\_\_. We are very excited and honored \_\_\_\_\_ ladies have said they would like to become members of Court \_\_\_\_\_ # \_\_\_\_\_. When your name is called please stand and remain standing or I ask these ladies to come forward as their name is called. (This depends on the # of ladies taking their pledge and the priest telling you which way he would want it). If they come forward they just stand in front of the altar facing the priest. After all names are called - Is there anyone in the congregation that would like to come forward to become a charter member of the court? Please come forward now (Pause. If someone comes forward, announce her name.).

\_\_\_\_\_ (The person with the highest rank) will now administer the membership pledge.

Officer        My dear Catholic Women:

                  It is a pleasure to welcome you as members of Court \_\_\_\_\_ # \_\_\_\_\_, of the Catholic Daughters of the Americas. Your desire to be a member is a sign of your commitment as a Christian. As members of the Catholic Daughters, we endeavor to show, by witness of our lives and the service of our

**Sec. 9 – Attachment 9**  
**Institution of New Court Celebration at Mass**

organization, our faith in Christ and in the Church of which we are members, and, to 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.**

Father now gives a blessing to all members. New members now return to their seats. At this point the lady who will be the Regent of the court may place flowers at the statue of the Blessed Mother before she goes to her seat.

Recessional: Cross, flag, banner, clergy, new members, National Officers, State Officers, District Deputies, Local court officers that are hosting the institution, visiting robed officers.

**Sec. 9 – Attachment 10**  
**Institution Meeting and Installation of Officers**

Presiding Officer

I am \_\_\_\_\_ of the state of \_\_\_\_\_. I am presently serving as the (office) \_\_\_\_\_. \_\_\_\_\_ (date) is a great day for \_\_\_\_\_ (church) and the state of \_\_\_\_\_, to institute a Catholic Daughter Court (name of Court) \_\_\_\_\_, to install charter officers, and (number) \_\_\_\_\_ ladies have taken the membership pledge. On behalf of all Catholic Daughters of the Americas we welcome you and it is our hope that you will become active members, sharing your talents and experiences in the promotion of our many programs. We are dedicating 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. I now declare you an official Catholic Daughter court. We will proceed with a meeting which will include the election and installation of officers, and the institution meeting. I will ask \_\_\_\_\_ of Court \_\_\_\_\_ to take the minutes of this meeting.

The meeting of Court \_\_\_\_\_ # \_\_\_\_\_ will please come to order. We are honored to have (name) \_\_\_\_\_ Catholic Daughter officers to be with us today. I will introduce them as we move through the meeting.

I now have the privilege of introducing \_\_\_\_\_ who will come forward and read a letter from our National Chaplain.

Presiding Officer:

Our \_\_\_\_\_ Representatives will give us a little background information on our organization and describe the robes that our officers are wearing and the symbolic meaning of each. I call on \_\_\_\_\_ to tell us our mission (pause). I ask \_\_\_\_\_ to come forward and describe the robes the officers are wearing.

**Sec. 9 – Attachment 10  
Institution Meeting and Installation of Officers**

Presiding Officer: We will now proceed to the institution part of the meeting. We will be voting on date, time, meeting place, and amount of dues. (Members should be instructed ahead of time to be able to make these motions.)

Member: (stand) \_\_\_\_\_, I move that this court hold its meetings on the \_\_\_\_\_ of each month at \_\_\_\_\_ in \_\_\_\_\_ Hall.

Member: (stand) I second this motion.

Presiding Officer: A motion has been made and seconded that this court meet \_\_\_\_\_ of the month at \_\_\_\_\_ in \_\_\_\_\_ Hall.

Is there any discussion?  
If none, all in favor of this motion, please say “Aye.”  
Those opposed, say No.  
The motion is adopted.

Member: (stand) \_\_\_\_\_, I move that the membership dues of this court be set at \$ \_\_\_\_\_ per year per member.

Member: (stand) I second this motion.

Presiding Officer: A motion has been made and seconded that the membership dues of this court be set at \$ \_\_\_\_\_ per year per member.

Is there any discussion?  
If none, all in favor of this motion, please say “Aye”  
Those opposed, say “No.”  
The motion is adopted.

Member: (stand) \_\_\_\_\_, I move that we use the Bank of \_\_\_\_\_ for our court.

Member: (stand) I second this motion.

Presiding Officer: A motion has been made and seconded to use the Bank of \_\_\_\_\_.

Is there any discussion?  
If none, all in favor of this motion, please say “Aye”  
Those opposed, say “No.”  
The motion is adopted.

**Sec. 9 – Attachment 10  
Institution Meeting and Installation of Officers**

We will now proceed to the election of officers for this court.  
Nomination for the office of Regent is now open.

*Member: (stand)* I, \_\_\_\_\_, nominate \_\_\_\_\_ for the office of Regent.

Presiding Officer: Are there any other nominations?  
Nominations for the office of Vice Regent are now open.

*Member: (stand)* I, \_\_\_\_\_, nominate \_\_\_\_\_ for the office of Vice Regent.

Presiding Officer: Are there any other nominations?  
Nominations for the office of Recording Secretary are now open.

*Member: (stand)* I, \_\_\_\_\_, nominate \_\_\_\_\_ for the office of Recording Secretary.

Presiding Officer: Are there any other nominations?  
Nominations are now open for the office of Financial Secretary.

Member: (stand) I, \_\_\_\_\_, nominate \_\_\_\_\_ for the office of Financial Secretary.

Presiding Officer: Are there any other nominations?  
Nominations are now open for the office of Treasurer.

Member: (stand) I, \_\_\_\_\_, nominate \_\_\_\_\_ for the office of Treasurer.

Presiding Officer: Are there any other nominations?  
Hearing none, the Chair declares nominations closed. We will now proceed to the election of your officers. All those in favor of

\_\_\_\_\_ for Regent  
\_\_\_\_\_ for Vice Regent  
\_\_\_\_\_ for Recording Secretary  
\_\_\_\_\_ for Financial Secretary  
\_\_\_\_\_ for Treasurer

Please say "Aye."  
Those opposed say "No."

**Sec. 9 – Attachment 10**  
**Institution Meeting and Installation of Officers**

The Ayes have it and you have elected your officers to serve Court \_\_\_\_\_ # \_\_\_\_\_ as the first officers of this Court. We will now proceed with the installation of these newly elected officers. The officiating Officers and the newly elected officers of Court \_\_\_\_\_ # \_\_\_\_\_ will retire to prepare for the Installation Ceremony.

Presiding Officer: 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 walk with officiating officers down the center and newly elected officers make a semi-circle in front of the table and officiating officers. The newly elected Regent stands in the middle of the semi-circle. The Vice Regent is stands to her left; the Recording Secretary to her right. The Financial Secretary stands to the left of the Vice Regent, and the Treasurer stands to the right of the Recording Secretary.)

Presiding Officer: Newly elected officers, are you ready to assume the office to which your court has elected you, and to pledge your fidelity and service at the highest level, to your Order, your Country, your Church, and to your God?

Officers: We are.

Presiding Officer: I now call on \_\_\_\_\_ of \_\_\_\_\_ to present the officers to be installed by court Chaplain, Father \_\_\_\_\_. (Omit if the Presiding Officer will do the presenting.)

Presiding Officer: 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.**

Presiding Officer: \_\_\_\_\_ and \_\_\_\_\_ will assist the officers in lighting of candles and signing of the document. (See Attachment 13 – Installation Document)

**Sec. 9 – Attachment 10**  
**Institution Meeting and Installation of Officers**

Presiding Officer: At this time, subject to the approval of the Celebrant, the presiding officer installs the Court Chaplain and presents him with his pin. (See Attachment 11 – Installation of Court Chaplain)

Presiding Officer: Father \_\_\_\_\_, I present to you for your guidance and blessing, the officers of Court \_\_\_\_\_ # \_\_\_\_\_.

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

*Treasurer steps forward, lights the candle, and stands in front of Father for the charge.*

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 Court, I now install you as the Treasurer of this court. (*Father blesses the Treasurer.*)

**(Treasurer signs the document and returns to semi-circle.)**

Presiding Officer: Let me present the newly elected Financial Secretary of the Court,\_\_\_\_\_.

*Financial Secretary steps forward, lights the candle, and stands in front of Father for the charge.*

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 the services rendered are vital to the life of this Court. I now install you as Financial Secretary of this court. (*Father blesses the Financial Secretary.*)

**(Financial Secretary signs the document and returns to the semi-circle.)**

**Sec. 9 – Attachment 10**  
**Institution Meeting and Installation of Officers**

Presiding Officer: Now let me present the newly elected Recording Secretary, \_\_\_\_\_.

*Recording Secretary steps forward, lights the candle, and stands in front of Father for the charge.*

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 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 Recording Secretary of this Court. ***(Father blesses the Recording Secretary.)***

**(Recording Secretary signs the document and returns to the semi-circle.)**

Presiding Officer: Now let me present the newly elected Vice Regent, \_\_\_\_\_.

*Vice Regent steps forward, lights the candle, and stands in front of Father for the charge.*

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. ***(Father blesses the Vice Regent.)***

**(Vice Regent signs the document and returns to the semi-circle.)**

Presiding Officer: I now have the honor of presenting the newly elected Regent of Court \_\_\_\_\_ # \_\_\_\_\_, \_\_\_\_\_.

*Regent steps forward, lights the candle, and stands in front of Father for the charge..*

**Sec. 9 – Attachment 10**  
**Institution Meeting and Installation of Officers**

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 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. 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.

*(Present 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. ***(Father blesses the Regent.)***

**(Regent signs the document and returns to semi-circle.)**

Presiding Officer: I now ask the members of Court \_\_\_\_\_ # \_\_\_\_\_  
to stand and pledge your support to your newly installed officers.

Presiding Officer: 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 be seated at front table and members may be seated.*

\_\_\_\_\_ will turn the minutes over to newly installed Recording Secretary.

Presiding Officer: I now ask \_\_\_\_\_ and \_\_\_\_\_ to present membership cards to the members.

*Presiding Officer now turns the meeting over to New Regent.*

New Regent: Welcomes everyone and thanks them for coming to show support for the Catholic Daughters. Calls on \_\_\_\_\_ for comments, and then announces to the members when the next meeting will be and dispenses with business, and Father closes the meeting with prayer.

**Sec. 9 – Attachment 11  
Installation of Chaplain**

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?

(I AM)

Worthy Regent Elect, please come forward and present \_\_\_\_\_ with the Pin of the Chaplain of the Catholic Daughters of the Americas. \_\_\_\_\_, 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.

Congratulations.

**INSTITUTION OF COURT # \_\_\_\_\_  
INSTALLATION OF OFFICERS  
CATHOLIC DAUGHTERS OF THE AMERICAS  
CHARTER OFFICERS**

Date \_\_\_\_\_

We, the elected officer 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.

**LOCAL COURT OFFICERS**

\_\_\_\_\_  
Regent

\_\_\_\_\_  
Vice Regent

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Financial Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Chaplain

Officers of Court # \_\_\_\_\_ installed (date) at (name) Church by \_\_\_\_\_ from the National/State Board of Catholic Daughters of the Americas.

\_\_\_\_\_  
National/State Regent

\_\_\_\_\_  
Organizer

**(Sample Only – Official Copy will come from the National Office.)**

**Sec. 9 – Attachment 13**  
**Welcome Letter from CDA National Chaplain**

**PLEASE READ THE LETTER FROM THE CURRENT  
NATIONAL CHAPLAIN SENT FROM THE NATIONAL  
OFFICE.**

**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 Court Officers 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 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 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 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 and the State Treasurer 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 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, particularly responsible for their safekeeping.

The robe of the District Deputy/State Representative 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.

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, the Financial Secretary, and the Treasurer 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, 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.