

# Section I



## Eucharistic Liturgy for Reception of New Members

Revised December 2018

## **PARTICIPANTS**

### **CHAPLAIN/CELEBRANT**

Ceremonial Coordinator will contact Chaplain/Celebrant to set date and time of ceremony. At this time Chaplain/Celebrant and Ceremonial Coordinator will discuss and decide the type of ceremony to be presented:

Special Liturgy  
or  
Regularly scheduled Liturgy for Parish Church

- Chaplain/Celebrant recommends liturgy to be used, including scriptural readings.
- If he so desires, a theme for the occasion may be recommended.
- He may assist Ceremonial Coordinator with selection of hymns and special General Intercessions (Prayers of the Faithful).
- CDA ceremonials suggest scriptural readings be read by court officers; however, Chaplain/Celebrant may wish to use Liturgical Ministers if ceremony is a regularly scheduled liturgy.
- CDA ceremonial for Reception of New Members suggests new members be received immediately following homily. At a regularly scheduled liturgy, Chaplain/Celebrant may choose to have the new members received following the closing prayer.
- Suggestions for processional and recessional are outlined for the various ceremonials. Chaplain/Celebrant should advise Ceremonial Coordinator of any changes he may wish to make.
- National Chaplain's Message should be given to Chaplain/Celebrant at this scheduled meeting so that he may have the option of including the contents as part of his homily.
- It is our responsibility, as Catholic Daughters, to work hand in hand with the clergy in the preparation of our ceremonials so as to reflect the true and spiritual meaning of our organization.

### **CEREMONIAL COORDINATOR**

- Consult with Court Regent and Membership and Extension Chairman to select several dates and times for the proposed ceremony to be presented for consideration to the Chaplain/Celebrant.

- Meet with Chaplain/Celebrant to discuss date, time, and liturgical preparation for ceremony.
- Chaplain/Celebrant may wish to have Ceremonial Coordinator assist in selection of hymns and special General Intercessions (Prayers of the Faithful).
- Meet with Choir/Organist to prepare hymns for ceremony.
- Where no District Deputy/State Representative is appointed by State Regent, the Ceremonial Coordinator should assume assignments outlined for District Deputy/State Representative.
- Furnish readers with copies of the readings prior to rehearsal for ceremony.
- Welcome everyone at the opening of the ceremony and read the General Intercessions (Prayers of the Faithful).
- See that necessary seats for all participants are reserved and properly marked.

#### **DISTRICT DEPUTY/STATE REPRESENTATIVE**

- Stay in close contact with Regent and/or Ceremonial Coordinator to assist in making all necessary plans and/or changes as suggested by the Chaplain/Celebrant.
- Rehearse with Court Members prior to Reception so that all participants are aware of their responsibilities and will present a memorable ceremony for those in attendance.
- Be present early on the day of ceremony to assist with line up and last minute details.
- At the appropriate time during ceremony, describe robes of all officer's present.
- After Reception of New Members, remind Financial Secretary that applications are to be completed, signed, and mailed to National Office immediately. A copy is to be mailed to the State immediately. Remember to keep a copy for your rec

#### **MEMBERSHIP AND EXTENSION CHAIRMAN RECEPTION OF NEW MEMBERS**

- Prepare candidates, advising them of date and time of reception.
- Greet and familiarize candidates with procedure for procession and their participation during the Liturgy.
- Escort candidates in procession for Reception Ceremony.

#### **REGENT**

- Consult with Ceremonial Coordinator and Membership and Extension Chairman regarding dates, times, and plans for ceremonies.

- Contact District Deputy/State Representative to notify her of date and time of specific ceremony and set date for rehearsal.
- Become familiar with ceremonial scripts.

### **VICE REGENT**

- Read First Reading and Responsorial. (Exception: Ceremonial Coordinator advises that Liturgical Minister read readings; Responsorial is to be sung by Choir/Organist.)

### **RECORDING SECRETARY**

- Read Second Reading. (Exception: Ceremonial Coordinator advises there will be no second reading or that Liturgical Minister will read this reading.)

### **GIFT BEARERS**

- Financial Secretary and Treasurer (Exception: If there is to be no second reading, Recording Secretary is to be included as a Gift Bearer.)

### **COLOR GUARD**

- Three members

### **BANNER BEARERS**

- Three members
- If it is not possible to secure three members for Banner Bearers, it will be permissible to use one member to carry the banner.

## Ceremonial Dress Code

### **NATIONAL, STATE, AND LOCAL COURT OFFICERS**

- Robes are to be worn with dignity and respect. Robes are to be clean and well pressed.
- Robes are to be eleven inches from floor (this is accomplished by hemming robe wearing the white shoes you will be wearing for the ceremonials). Please remember dress must be shorter than robe.
- WHITE shoes are to be worn with robes at all times. Shoes are preferably closed toed. No flip flops to be worn. Tennis shoes only if medically required..
- Wearing stockings is optional. Wear nude or skin tone colored stockings – no white, black, off black or navy blue.
- Small stud earrings are allowed, no larger than the ear lobe. Rings and watches are allowed with robes.
- Handbags are NOT to be carried when in procession with robe.
- Slacks are NOT to be worn with robes at any time.

## **CEREMONIAL COORDINATOR , MEMBERSHIP AND EXTENSION CHAIRMAN**

- White Dress and Whites Shoes are to be worn when participating in ceremonials.

## **COLOR GUARD AND BANNER BEARERS**

- White Dress, White Shoes, and White Gloves will be worn by Color Guard and Banner Bearers.
- Red, White, and Blue shoulder ribbons will be worn by Color Guard, except for flag bearer. Ribbons will be worn left shoulder to right hip, red next to the neck.

## Processionals, Seating Arrangements, and Recessionals

- Members and guests are seated before the procession enters.
- Proper advancement of the colors – Color Guard carries the Flag of the United States with her right hand up on the staff. United States Flag should never touch the floor or ground.
- When Membership and Extension Chairman and candidates reach the head of the aisle, the Membership and Extension Chairman turns to face candidates as they turn left to proceed to side aisle to be seated; she assists candidates to be seated (beginning second pew on left). Membership and Extension Chairman is seated with candidates.
- When Color Guard and Banner Bearer and Guides reach the head of the aisle, Color Guard turns left and Banner Bearer and Guides turn right, proceed to respective standards, then turn and face congregation. When all in procession are in their places, Color Guard and Banner Bearer and Guides place the flag and banner in standards. The Flag of the United States is posted first. The Flag Bearer takes one step forward, places Flag in standard, takes one step back (returning to position even with Color Guard), then all three salute and wait, facing flag, while Banner Bearer and Guides post the banner. All six turn and go to their places in the left and right front pews.
- If National and/or State Officers are present, it is suggested they extend the sign of peace to the new members.

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**Order of Entrance Procession\***

**Cross Bearer  
Candle Bearers  
Color Guard  
Banner Bearer and Guides**

**Treasurer  
Financial Secretary  
Recording Secretary  
Vice Regent  
Regent  
District Deputy  
State Treasurer  
State Secretary  
Second Vice State  
First Vice State Regent  
State Regent  
National Director/Supervisor  
National Officers**

**Deacon or Lector with Gospel Book.  
Other Clergy  
Celebrant**

**Order of Closing Procession\***

**Cross Bearer  
Candle Bearers  
Color Guard  
Banner Bearer and Guides**

**National Officers  
National Director/Supervisor  
State Regent  
First Vice State Regent  
Second Vice State Regent  
State Secretary  
State Treasure  
District Deputy  
Regent  
Vice Regent  
Recording Secretary  
Financial Secretary  
Treasurer**

**Other Clergy  
Celebrant (with Deacon)**

NOTE: If Past State and National Officers are present, they are escorted to a special reserved seat before the Procession begins.

The directions given for seating arrangements, instructions, etc., may not be suitable for your particular situation. We rely on your good judgment to adjust or adapt these instructions as necessary

## **Eucharistic Liturgy Reception of New Members**

**Ceremonial Coordinator:**

*Prior to the Entrance Hymn, Ceremonial Coordinator is to welcome all in attendance, explaining that new members will be received into our CDA organization.*

*Procession begins – once everyone is in his/her place, Chaplain/Celebrant begins Eucharistic Liturgy.*

Immediately following homily REGENT receives new members:

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

*Read Names*

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

**You may be seated.**

## **National Chaplain's Message**

**Please request the current National Chaplain's Letter from the National Office at [CDofANatl@aol.com](mailto:CDofANatl@aol.com).**



## **General Intercessions (Prayer of the Faithful)**

### **Celebrant:**

**Under the protection of the Blessed Virgin Mary, Mother of God, and in the unity and love celebrated by the Catholic Daughters of the Americas, let us address our prayers to God our Father.**

### **Deacon or Ceremonial Coordinator:**

**To each of our petitions please respond: Grant this O Lord.**

**That our Holy Father, our bishops, priests, and deacons may clearly speak the message of Christ to the World, let us pray to the Lord: Grant this O Lord.**

**That our Order may benefit Catholic womanhood, and that it may spread Unity and Charity among our members, let us pray to the Lord: Grant this O Lord.**

**That God's blessings may descend upon our new officers and that they may find joy and fulfillment in carrying out their duties, let us pray to the Lord: Grant this O Lord.**

**That our members carrying the cross of illness may grow stronger in the love of God and that they may soon be restored to good health, let us pray to the Lord: Grant this O Lord.**

**That the souls of our departed members (you may wish to insert the names of State Personnel who have died during past two years) will receive the reward of everlasting life, we pray to the Lord: Grant this O Lord.**

**Celebrant: Heavenly Father, we give you these our prayers, trusting that you will hear and answer them. We ask this in the name of Jesus, your Son.**

**Presentation of Gifts:** Financial Secretary and Treasurer

**Dismissal Rite (end to Liturgy):**

*Regent should come forward as soon as Chaplain/Celebrant gives final blessing and be prepared to invite everyone to remain through the completion of the reception ceremony.*

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

**Our District Deputy/State Representative, \_\_\_\_\_, will describe the robes our officers are wearing and the symbolic meaning of each.**

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

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

The colors of the officers' robes of the Catholic Daughters of the Americas for National, State, and Local Courts are the Church colors of gold and white, and the colors of our Order: gold, white, and purple.

**NATIONAL OFFICERS' ROBES**

The robe(s) of the National Regent, Name, National Regent-Elect, Name, the First Vice National Regent, Name, the Second Vice National Regent, Name, and the National Secretary-Treasurer, Name, is/are white with stole(s) of gold. The robe(s) of the National Director(s), (give the name of any Director present), is/are white with stole(s) of purple. The white emphasizes loyalty; the gold – integrity; the purple – willingness of the officers to make sacrifices through service. The emblem on the sleeve(s) of the National Officer(s) and the National Director(s) robe(s) is/are the official symbol(s) of our Order – The Cross and Crown.

**STATE OFFICERS' ROBES**

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

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

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

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

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

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

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

## LOCAL COURT OFFICERS' ROBES

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

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

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

The robes of the Recording Secretary, Name, the Financial Secretary, Name, and the Treasurer, Name, are the patriotic colors of red, white, and blue.

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

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

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

In addition to these officers, there are many Chairmen and committees working on the projects and programs of our Order. Join them; become active, enthusiastic members so that you will get from your membership the greatest possible return and satisfaction.

Officers, you may be seated. Welcome to the Catholic Daughters of the Americas.

*Following the description of robes, Regent concludes ceremony:*

**My dear members, we welcome you to the Catholic Daughters of the Americas. It is our hope that you will be active members, sharing your talents and experiences in the promotion of our many programs.**

*At this time or at the reception following the ceremony, the State Regent or her representative, if present, is invited to address new members. If a National Officer or National Director is present, she is invited to address new members.*

*The Circle of Love Program is to be included as part of message from either the National or State Representative.*

*Regent should end ceremony by inviting everyone for refreshment/lunch, or to remain after the recessional to personally welcome new members into the court. This will signal Choir/Organist, Color Guard, and Banner Bearer and Guides to begin recessional.*

*Catholic Daughters of the Americas*  
**Ceremonial Checklist**  
**Reception of New Members**

As you prepare for your Court's Reception of New Members, use this handy checklist to assist you.

**Place a check mark after each task has been completed.**

**CHAPLAIN/CELEBRANT**

- θ Meets with Regent, Ceremonial Coordinator, and/or Membership Chairman to discuss the Reception of New Members
- θ Sets the date and time of ceremony
- θ Receives a copy of the Reception of New Members ceremony
- θ Receives a copy of the National Chaplain's message
- θ Review the Reception of New Members ceremony and advises/revises
- θ May suggest special hymns; General Intercessions; who will do the scriptural readings, and when the ceremony will take place during the Mass
- θ Advises the Ceremonial Coordinator of any changes he may wish to make

It is our responsibility to work hand in hand with the clergy in the preparation of our ceremonies so as to reflect the true and spiritual meaning of our organization

**CEREMONIAL COORDINATOR**

- θ Consult with the Regent and Membership Chairman to select several dates and times for the ceremony
- θ Meets with Chaplain/Celebrant to discuss date, time, and liturgical preparations for ceremony
- θ Furnish Chaplain/Celebrant with a copy of the Reception Ceremony and a copy of the National Chaplain's message
- θ Review with Chaplain/Celebrant the Reception of New Member ceremony
- θ Furnish readers with copies of the reading prior to rehearsal
- θ Welcome everyone at the opening of the ceremony and read the General Intercessions
- θ See that necessary seats for all participants are reserved and properly marked
- θ Assist with the rehearsal and the reception

Where no District Deputy/State Representative is appointed by the State Regent, the Ceremonial Coordinator shall assume assignments outlined for the District Deputy/State Representative.

**Preparing for the Reception of New Members Ceremony**

## **REGENT**

- θ Consults with Ceremonial Coordinator and Membership Chairman to select several dates for the Reception of New Members and rehearsal date(s).
- θ Contacts Chaplain/Celebrant to arrange a meeting to discuss the Reception of New Member ceremony
- θ Meets with Chaplain/Celebrant, Ceremonial Coordinator and Membership Chairman to discuss the date, time, and liturgical preparations.
- θ Identify flag bearers and banner bearers
  
- θ Identify readers (usually Vice Regent) and other Mass participants with advice from the Chaplain/Celebrant
- θ Contact District Deputy/State Regent to advise of date and of ceremony and rehearsal
- θ Notify members of dates, times, and if refreshments are needed
- θ and all other tasks not assigned!

## **MEMBERSHIP AND EXTENSION CHAIRMAN**

Most of your work has been completed on the recruitment side. However, there are just a few more tasks that will need your attention.

- θ Prepare candidates, advising them of dates and times for ceremony and rehearsal.
- θ Familiarize candidates with the procedure for the procession/recession and their participation during the liturgy
- θ Escort candidates in procession for Reception Ceremony

## **DISTRICT DEPUTY/STATE REPRESENTATIVE**

- θ Stay in close contact with Regent and/or Ceremonial Coordinator to assist in making all necessary plans and or changes
- θ Rehearse with Court members prior to Reception
- θ Be early on the day of the ceremony
- θ At appropriate time during the ceremony, describe robes of all officer's present
- θ Reminds Financial Secretary that applications are to be completed and signed. Send the original application to National Office and a copy to the State immediately following the reception. Keep a copy for your records.

*Installation*

*Local Court Officers*

*Catholic Daughters of the Americas®*

*2020-2022*

We, the elected Officers, pledge our fidelity and service to our Court of the Catholic Daughters of the Americas®, to our Country, to our Church and to our God. We have a clear understanding of the responsibilities we assume.

We will demonstrate initiative, courage, objectivity and determination. We accept the responsibility and challenge to continue developing our Court and to be a powerful, active force performing God's work in all we do.

We, the elected Officers freely assume the responsibilities entailed by holding office in the Catholic Daughters of the Americas, Court \_\_\_\_\_ # \_\_\_\_\_

*Court Officers*

\_\_\_\_\_  
*Regent*

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

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

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

\_\_\_\_\_  
*Treasurer*

Officers of Court \_\_\_\_\_ # \_\_\_\_\_ installed  
this \_\_\_\_\_ day of \_\_\_\_\_, 2020, in \_\_\_\_\_

\_\_\_\_\_  
State Representative

\_\_\_\_\_  
Chaplain