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STEPS TO INSTITUTE A CDA COURT

The State Regent should always know what is taking place; 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 the 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. Request a Priest's Packet from the National Membership and Court Development Chair.
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 #, and email). 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. (See 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 paid applications 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. Organizational meeting to institute court - have sign in sheet available. (See Attachment 7 – Organizational 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 Third Edition or the Court Development Handbook for a guide). Ladies may fill out membership applications at this time. **The organizer keeps all the applications.**

7. The very next day the State Regent of this State 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. (See Attachment 8 – Letter to Office Manager Regarding Institution of New Court)
8. National will notify you to begin the process of acquiring the tax ID #. Do this immediately after institution.
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. (See 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 Officers and Court Chaplain. (See Attachment 10 – Institution Meeting/Installation of Officers)
 - d. Have officers sign a commitment pledge. (See Attachment 11 – Commitment Pledge)
 - e. Read the welcome letter from the CDA National Chaplain (See Attachment 12 – Welcome Letter from CDA National Chaplain)
 - f. Read the Description of Robes. (See Attachment 13 – 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 or within 30-day period 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 would like to meet with you to discuss the possibility of forming a court in your parish. 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

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

Daughters build homes for the less fortunate through Habitat for Humanity, support the religious, 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 members of 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, Family, 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 by members 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 clergy and women 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 can 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 application
Transfer application
Dual Membership application
Brochure - **You Are Invited to Join**
Brochure - **Unity and Charity at Work**
Brochure - **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

BE IMAGINATIVE!!!

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

Informational Meeting to Tell Ladies about CDA

Introductions:

Script: The Catholic Daughters of the Americas was organized in 1903, by members of 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, Puerto Rico, Virgin Islands, Mexico, Kenya, and Peru. We have campus courts and JCDA 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, 1st Vice National Regent, 2nd 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, 1st Vice State Regent, 2nd 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.

Our National Program is the Circle of Love.

(Picture of this in your folder): The seven-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 seven points selected indicate the needs of the Church and community best served by the Catholic Daughters. The seven 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: Encompasses 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 Lectors, Eucharistic Ministers in church. Serve as Confirmation Sponsors, before and after your meetings have prayer, furnish baptismal gowns, prepare food for families of deceased members of your church parish, recite rosaries.

Leadership: Instill leadership skills among your members.

Family: Support family prayer and family unity with activities such as praying the rosary, attending Mass as a family, encourage family meal time, and community service involvement.

The following is a list of projects on which some courts work:

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 the parish
6. Support our priests/adopt a seminarian
7. 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 a state/local one is available.

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 collect _____ a year per member for dues from which state and national dues are paid. Twice a year the local court's books are reviewed. Your court will not pay state and national dues for the first 6 months after institution. Your membership includes a subscription to SHARE, our national magazine, which is published 4 times a year.

Tonight, I can tell you what you need to do, and we can have another meeting at a later date if necessary. We will need to select temporary officers. **For the next election of officers for this Court, a Nominating Committee will be elected at the March 20__ meeting in accordance with the CDA Bylaws.** (Or, because there are fewer than nine (9) months before elections, your court will not need to hold elections in May 20__ unless the officers do not wish to continue. If all the officers remain in office, all you must do is send in the officers' list.) **At that time the nominating committee will nominate a slate of officers. Nominations will also be accepted from the floor. All officers selected today may be elected at the institution meeting and will be eligible to run for re-election in 20__.** **For the first election, however, nominations will be made solely from the floor.**

We will also need to select three possible names for your court, select the bank, select day, week, time, and location of meetings, decide how much dues will be and how they are to be paid. Ladies will need to complete membership applications and pay dues. Tonight (if necessary) we will set the date for the next meeting. After that meeting, a date will be set for the institution of the court.
Any questions/comments.

Thank you!

Note: If at least fifteen membership applications with dues are received at the meeting, it is permissible to go directly into the organizational meeting.

**Sec. 9 – Attachment 7
Organizational 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, emails, and phone #'s.)

Regent: Takes membership applications and recruit additional members

Contact ladies to notify them of the institution ceremony

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 Office Manager)

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. The first regular meeting of the court will take place no later than thirty (30) days after the institution. Members who have paid applications but were unable to attend the institution ceremony must take the pledge. They may take the pledge at the first meeting or at an earlier time and will be charter members of the court.

Questions

Discuss institution ceremony.

Close with prayer and refreshment.

Sec. 9 – Attachment 8
Letter to Office Manager Regarding Institution of New Court

Letterhead

_____, Office Manager
Catholic Daughters of the Americas
10 West 71st 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,

State Regent

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 for all to process in.
Local Court Officers (hosting the institution - sit on right side - 3rd row)
Robed Visiting Officers (Double File – in reverse order - sit behind the hosting court)
District Deputies/State Representatives (sit on right side – 2nd 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 that _____ (number) 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’s preferences. If they come forward, they stand in front of the altar facing the priest.) After all names are called - Is there anyone in the congregation who 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.

Presiding 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

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

the Catholic Daughters, we endeavor to show, by 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.

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.

Presentation of Gifts: May be prospective officers of new court or State/National Officers.

Dismissal Rite: (End of Liturgy)

The Dedication of the Ceremony to the Blessed Virgin Mary and the Description of Robes can be done in church after the final blessing and before the recessional if the Celebrant permits.

Additionally, if possible, the institutional meeting and the installation of officers are to take place in Church after the recessional. (See Ceremonials – Section 5)

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

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

Organizer 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 Catholic Daughter Court (name of Court) _____, to install charter officers, and to welcome (number) _____ ladies who 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.

(At this point, the organizer should introduce National/State Officers and guests.)

Organizer I now have the privilege of introducing _____ (State Regent/Presiding Officer) who will proceed with the Court Institution.

Presiding Officer: We dedicate this ceremony to our Blessed Lady; for she is to each of us a model of Christian life and of what womanhood represents. Mary is our spiritual Mother and the patroness of our Order. As Mother of God and Queen of Heaven, she is the example of what each Christian woman hopes to become. Mary, a prayerful woman, is a woman dedicated to the service of God and others. We learn from Mary the meaning of true devotion to God and love of neighbor. As we dedicate this day to Mary, let us today pray with her and each other that we will discover within ourselves and around us the effective way to serve God and our neighbor through gifts of Charity, which is the bond of Unity and Charity, our Motto. Let us not fail to remember to thank God for the Gift of His Mother and for the many gifts represented in and by Christian womanhood. I now declare you an official Catholic Daughter court. (Omit if done in Church.)

Presiding Officer: I now ask _____ to come forward and read a letter from our National Chaplain.

Presiding Officer: District Deputy/State Representative _____ will describe the robes that our officers are wearing and explain the symbolic meaning of each. (Omit if done in Church.)

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

Presiding Officer: We will proceed with the institution meeting which will include the election and installation of officers.

The institution meeting of Court _____
_____ will
Please come to order. _____ will serve as secretary
(State Secretary or Recording Secretary of host court) for this meeting. Should
they be needed, _____ will serve as Tally Clerk, and _____ and
_____ will serve as tellers for the election.

Please stand for the opening prayer and the Pledge of Allegiance
to the Flag of the United States of America. (Omit if meeting takes place in
Church.)

Prayer: May be duplicated along with the closing prayer and
placed on chairs ahead of time so that all can participate.)

***God our Father and source of all strength,
We ask your holy help so that we might fittingly serve our Church, community,
and the needs of the world that surrounds us through our membership in the
Catholic Daughters of the Americas. Lord, our God, as we begin our service,
guide us, we pray, to truly represent you and your kingdom. May your blessing
be with us, in the name of the Father, and of the Son, and of the Holy Spirit.***

Presiding Officer: ATTENTION! SALUTE! PLEDGE! (Omit if meeting takes place in Church.)
Please be seated.

In conjunction with the institution of this court, motions will be
required for setting the date, time, and meeting place for meetings, the amount
of dues, and the financial institution to be used. When making motions, please
stand, wait to be recognized and say, "Worthy State Regent" (or other title) and
then state your name and spell it for the secretary. Then say, "I move that" and
state your motion. Someone must second the motion in order to take a vote.

(Members should be instructed ahead of time to be able to
make these motions.)

Presiding Officer: The first business in order is to select a day, time, and place for the monthly
meetings. Is there a motion?

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

Member: (Stand) Worthy State Regent, _____, 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.

Presiding Officer: The next business in order is to determine the amount of the annual dues. Is there a motion?

Member: (Stand) Worthy State Regent, _____, 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.

Presiding Officer: The next business in order is the selection of the financial institution.

Member: (Stand) Worthy State Regent, _____, I move that _____ be used as the court's bank depository.

Member: (Stand) I second this motion.

Presiding Officer: A motion has been made and seconded to use _____ as the court's bank depository.
Is there any discussion?

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

Presiding Officer: We will now proceed to the election of officers for this court.

For the next election of officers for this Court, a Nominating Committee will be elected at the March 20__ meeting in accordance with the CDA Bylaws. (Or, Because there are fewer than nine (9) months before elections, your court will not need to hold elections in May 20__ unless the officers do not wish to continue. If all the officers remain in office, all you must do is send in the officers’ list.) **At that time the nominating committee will nominate a slate of officers. Nominations will also be accepted from the floor. All officers elected today will be eligible to run for re-election in 20__.** For this first election, however, nominations will be made solely from the floor.

Nominations will require a motion, but nominations from the floor do not need a second. We will now proceed to the election of officers for this Court.

Nominations for the office of Regent are now open.

Member: (Stand) Worthy State Regent, I, _____, nominate _____ for the office of Regent.

Presiding Officer: Are there any other nominations?

Hearing none, the chair declares nominations for Regent closed.

Presiding Officer: Nominations for the office of Vice Regent are now open.

Member: (Stand) Worthy State Regent, I, _____, nominate _____ for the office of Vice Regent.

Presiding Officer: Are there any other nominations?

Hearing none, the chair declares nominations for the office of Vice Regent closed.

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Presiding Officer: Nominations for the office of Recording Secretary are now open.

Member: (Stand) Worthy State Regent, I, _____, nominate
_____ for the office of Recording Secretary.

Presiding Officer: Are there any other nominations?

Hearing none, the chair declares nominations for the office of
Recording Secretary closed.

Presiding Officer: Nominations are now open for the office of Financial Secretary.

Member: (Stand) Worthy State Regent, I, _____,
nominate _____ for the office of Financial Secretary.

Presiding Officer: Are there any other nominations?

Hearing none, the chair declares nominations for the office of
Financial Secretary closed.

Presiding Officer: Nominations are now open for the office of Treasurer.

Member: (Stand) Worthy State Regent, 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
- _____ 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. There being no further business, this meeting is adjourned.

We will now proceed with the installation of these newly elected officers. The Ceremonial Coordinator and the newly elected officers of Court _____ # _____ will retire to prepare for the Installation Ceremony.

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 Ceremonial Coordinator 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 stands to her right; the Recording Secretary to her left. The Financial Secretary stands to the right of the Vice Regent, and the Treasurer stands to the left of the Recording Secretary.)

Presiding Officer: 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?

Chaplain: I AM.

Presiding Officer: _____, 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. Worthy Regent Elect, please come forward and present _____ with the Chaplain's Pin of the Catholic Daughters of the Americas. Congratulations.

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

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: _____ and _____ will assist the officers in lighting the candles and signing of the document. (See Attachment 13 – Installation Document

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

Chaplain: Before administering to you the solemn charges of your respective offices, I wish to say a few words about the importance of the step you take here today. I want to emphasize again to you and to the members of the court just how great the responsibility of this office really is. You will be the leaders of this new court. You must demonstrate initiative, courage, objectivity, and determination. But, most of all, you must accept the responsibility and challenge of making the Catholic Daughters of this court _____, # _____, a powerful, active force, performing God's work in the court. Working at this challenge will make your years as an officer enjoyable, very fulfilling, and rewarding.

Let us proceed to the charge which will be administered to you as a group and to which you will respond as a group by repeating 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 HUMBL Y ASK/ THE DIVINE HELP/OF THE HOLY SPIRIT OF GOD/
MAY HE AID US TO PROVIDE/ A JOINT EXAMPLE/ TO OUR FOLLOW MEMBERS/
OF UNITY AND CHARITY/ BY OUR PERSONAL EXCERISE/ OF LOVE FOR ONE
ANOTHER.**

Chaplain: As newly elected officers, 3 symbols will give witness to the commitment you have here professed: your rose placed at Mary's feet will show your dedication to our Blessed Mother. You will light a candle to remind you of the light of Christ burning within you. Finally, you will sign the formal pledge of service in recognition of the commitment that you are making here today.

Presiding Officer: Let me present the newly elected Treasurer of the court, _____.

Treasurer walks over to the table, places her flower in the vase, lights her candle, signs the commitment paper, picks up a copy of the Act of Consecration, and goes to stand in front of the Chaplain to be installed and receive a blessing.

Chaplain: 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 returns to semi-circle.)

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

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

Financial Secretary walks over to the table, places her flower in the vase, lights her candle, signs the commitment paper, picks up a copy of the Act of Consecration, and goes to stand in front of the Chaplain to be installed and receive a blessing.

Chaplain: 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 returns to the semi-circle)

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

Recording Secretary walks over to the table, places her flower in the vase, lights her candle, signs the commitment paper, picks up a copy of the Act of Consecration, and goes to stand in front of the Chaplain to be installed and receive a blessing.

Chaplain: 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 returns to the semi-circle.)

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

Vice Regent walks over to the table, places her flower in the vase, lights her candle, signs the commitment paper, picks up a copy of the Act of Consecration, and goes to stand in front of the Chaplain to be installed and receive a blessing.

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

Chaplain: 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 returns to the semi-circle.)

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

Regent walks over to the table, places her flower in the vase, lights her candle, signs the commitment paper, picks up a copy of the Act of Consecration, and goes to stand in front of the Chaplain to be installed and receive a blessing.

Chaplain: 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 carrying 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 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.

Presiding Officer: Reverend Father _____ will you please bless this gavel that I have the honor of presenting to our new regent _____.

Chaplain: May this gavel and those who use it be blessed in the name of the Father and of the Son and of the Holy Spirit. Amen

Presiding Officer: Congratulations, _____. Please know that I am available to help you whenever you ask. May God Bless You

(Regent returns to semi-circle.)

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

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 and members may be seated.

Presiding Officer: It is my honor to introduce the newly installed Regent of Court _____ #
_____ for her remarks. (She welcomes everyone again and thanks them for
coming to show support for the Catholic Daughters.)

Presiding Officer: Invites highest dignitary present for a message.

Chaplain : Closes the installation with a prayer. (He may choose to lead the membership in
the Act of Consecration as the closing prayer.)

ACT OF CONSECRATION

Lord, Jesus

I give you my hands to do your work;

I give you my feet to go your way;

I give you my eyes to see as you do;

I give you my tongue to speak your words;

I give you my mind that you may think in me;

Above all, I give you my heart

That you may love in me.

I give you my whole life that you may grow in me,

So that it may be you, Lord Jesus who works and loves

and prays in me. Amen.

INSTITUTION OF COURT _____ # _____

City _____, State _____

INSTALLATION OF OFFICERS

CATHOLIC DAUGHTERS OF THE AMERICAS

CHARTER OFFICERS

Date _____

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.

CHARTER COURT OFFICERS

Regent

Vice Regent

Recording Secretary

Financial Secretary

Treasurer

Chaplain

Presiding Officer

Organizer

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

Sec. 9 – Attachment 12
Welcome Letter from CDA National Chaplain

National Chaplain's Message

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

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, 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 safekeeping. The quill is the symbol of a scribe – a record keeper – one who writes letters, documents, etc.

Sec. 9 – Attachment 13
Description of Robes

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.