

Section III



Eucharistic Liturgy for Installation of Local and Campus Court Officers

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 (Prayer 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 Installation of Officers suggests officers be installed 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.
- 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.
- The Blessed Mother statue, flowers and five (5) candles (candles in a candelabra or vigil light candles) should be easily accessible to the new officers for the Installation 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.

REGENT

- Consult with Ceremonial Coordinator and Membership and Extension Chairman regarding dates, times and plans for ceremonies.
- Contact District Deputy/State Representative to notify 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 and/or 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
- If it is not possible to secure three members for the Flag, use one member to carry flag.

BANNER BEARERS

- Three members
- If it is not possible to secure three members for Banner Bearers, use one member to carry 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.
- Chapel veils may NOT be worn with robes at any time.

CEREMONIAL COORDINATOR AND 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.
- Local Court Officers (Ceremonial) are to be seated on the first pew on the left side of the center aisle.
- 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.

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 Regent
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 Treasurer**

**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 and Ceremony
Installation of Local Court Officers**

Guidelines for Presentation of Officers for Installation Ceremony

When elected Officers are called to come forward, the Regent leaves her seat, moves to the center of the aisle, and stands. The Vice Regent moves to the right of the Regent, the recording Secretary to the left of the Regent; Financial Secretary to right of the Vice Regent; Treasurer to left of Recording Secretary. The five Officers should stand so as to form a semi-circle, facing the podium.

As each officer is presented, she leaves her place in the semi-circle, goes to the center and bows to the Celebrant. She then proceeds to the candle station, and, with the assistance of the Ceremonial Coordinator, lights a candle. Officer then returns to the center of the semi-circle and faces Chaplain/Celebrant and/or District Deputy/State Representative to receive the charge. Once the charge has been received, officer is to return to her original place in semi-circle. Ceremonial Coordinator will remain near the candles to assist all officers in lighting their candles. When no District Deputy/State Representative is appointed by State Regent, the Ceremonial Coordinator shall assume assignments outlined for District Deputy/State Representative. A Past Regent may assist in lighting candles. After pledge of the membership, officers return to their seats.

Proxies:

Once elected YOU ARE AN OFFICER- the installation is only a ceremony.

YOU MAY HAVE A PROXY (optional) for Installation of Officers and Reception of New Members Ceremonies.

EXAMPLE: “Now let me present the proxy _____ who is standing in for newly elected Vice Regent _____.”

The officers who are not present will not need to receive the charge at a later date.

Who Installs: In the event the Chaplain/Celebrant does not wish to install officers, the highest ranking officer present will install.

National and State Officers are guests when District Deputies and Clergy are present. National Officer/Representative is a guest when State Officers and District Deputy are present, and no clergy is present.

National Officer installs when no State Officer or Clergy is present

When two or more State Officers are present and no clergy, the highest-ranking officer installs.

In the absence of the clergy, State Officers, and National Officer, the District Deputy installs, and the Ceremonial Coordinator presents.

National Officer/Representative and Clergy install the officers at a State Convention.

If a court requests that a specific person install the officers, the State Regent may choose to grant the request.

Ceremonial Coordinator:

Prior to the entrance Hymn, Ceremonial Coordinator is to welcome all in attendance, explaining that newly elected officers of Court will be installed during the Liturgy.

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

Immediately following HOMILY , District Deputy/State Representative assists the Chaplain/Celebrant with the installation of the officers.

District Deputy/State Representative

If there is a new chaplain, you will install the chaplain at this time.

INSTALLATION CEREMONY FOR COURT OFFICERS

(When celebrated within the Mass, the Installation Ceremony is intended to take place after the Homily and before the General Intercessions. The Retiring Chaplain or the Celebrant first installs the new Chaplain. If the Chaplain is not retiring, proceed immediately to the installation of the State Board.)

INSTALLATION CEREMONY OF COURT OFFICERS

NATIONAL REPRESENTATIVE:

**Retiring officers, officers elect, distinguished National and State dignitaries,
Clergy, members and friends:**

**Before we proceed with the installation of your new Court Officers, it is our privilege to
first install _____, as the Chaplain for
Court _____ # _____**

RETIRING CHAPLAIN/CELEBRANT: (Omit if Chaplain is not retiring)

_____, 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 that
they may be guided by the Holy Spirit as they serve the Catholic Daughters of the Ameri-
cas. 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 _____ # _____

NEW CHAPLAIN:

I am.

_____, I now install you as the Chaplain of Court
_____ # _____ of the Catholic Daughters of the Americas, 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.

(The new chaplain accepts the pin and signs the Chaplain Commitment Form)

(The Newly Installed Chaplain will now install the newly elected Court Officers)

DISTRICT DEPUTY:

**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.**

(The officers, carrying their roses, assume positions for the installation
by forming a semi-circle near the front of the altar.)

Your Excellency, (or Reverend Monsignor, or Reverend Father) I present to you for your guidance and blessing the Officers of Court _____#_____

CHAPLAIN/CELEBRANT:

In accordance with the provisions of the Bylaws of the Catholic Daughters of the Americas, the members of this Court have elected you to serve the Court for the next term,

Our ceremony today marks a highly significant milestone in the progress of this order, the regular ‘Changing of the Guard’ of leadership. Newly elected officers, are you ready to assume the office to which you have been elected and to pledge your fidelity and service at the highest level, to your order, to your country, to your church, and to your God?

OFFICERS:

We Are!

CHAPLAIN/CELEBRANT:

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.

We know that each of you must have devoted many hours to Catholic Daughters in order to have achieved this Office. We know that because of this, you must have a clear understanding of the responsibilities you are assuming.

But 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 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 and very fulfilling and rewarding.

Now 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 of _____ # _____ freely assume the responsibilities entailed by the holding of office in this court. In this resolve, we humbly ask the divine help of the holy spirit of God. May He aid us to provide a joint example to our fellow members of unity and charity by our personal exercise of love for one another.

As newly elected officers, three 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.

DISTRICT DEPUTY:

May I present the newly elected Treasurer, _____.

(The 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 celebrant to be installed and receive a blessing)

CHAPLAIN/CELEBRANT:

The office of Treasurer is essential, requiring special skills and knowledge. You will handle most of the financial transactions of the Court. You will assist in determining how best the funds of the Court can be used in spreading the kingdom of God here on earth. Accuracy in keeping accounts and reporting will help to assure financial stability for your state.

I now install you as Treasurer and present you, _____, as the official holder of this office to the membership of your Court.

(Following the blessing the Treasurer returns to the semi-circle)

District Deputy:

Let me present the newly elected Financial Secretary of the Court, _____

(The 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 celebrant 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 services rendered are vital to the life of this Court.

I now install you, _____ as Financial Secretary of your Court.

(Following the blessing the Financial Secretary returns to the semi-circle)

DISTRICT DEPUTY:

May I present the newly elected Recording Secretary of the Court _____.

(The 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 celebrant to be installed and receive a blessing)

As Recording Secretary of this Court your duty will be to record accurately the minutes of all meetings and conventions. As you do this you will be writing the history of this Court. Each Court, each member, is an important asset to the Catholic Daughters of the Americas.

I now install you as Secretary of this Court and present you, _____, as the official holder of this office to the membership of your state.

(Following the blessing the Recording Secretary returns to the semi-circle)

District Deputy:

May I now present the newly elected Vice Regent, _____.

(The 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 celebrant to be installed and receive a blessing)

CHAPLAIN/CELEBRANT:

The Vice Regent is a most important official. You are the strong right arm of the Regent. You must be ready, informed, and able to take over, at moment's notice, the function of the Court Regent. Whatever duties are assigned to you by the Regent, you will accept cheerfully and perform well. It is your obligation to be loyal to the administration and help to

make it a success. You must always work in harmony with the Regent to demonstrate our motto of “Unity and Charity.” Being a Vice Regent is a challenge and an education for future leadership. It will be a pleasant and rewarding experience.

I now install you as Vice Regent and present you, _____, as the official holder of this office to the membership of your Court.

(Following the blessing the Vice Regent returns to the semi-circle)

DISTRICT DEPUTY:

I now have the honor to present the newly elected Regent, _____.

(The 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 celebrant to be installed and receive a blessing)

CHAPLAIN/CELEBRANT:

The office of Regent is the highest honor your Court can bestow upon one of its members. With that honor come responsibilities to be accepted graciously and wholeheartedly. This office will be a real challenge because you will hold the key to the tenor of life of all the Catholic Daughters in your Court. You, by your leadership and example, can shape the Catholic Daughters of Court _____, # _____ into a group of dedicated, active, dependable Catholic women, committed to carrying out our National, State and Local programs. Work in harmony with your National and State Court Officers. Hold fast to our important traditions but do not be afraid to venture into new ideas that will add interest and progress to your Court.

May the Spirit of God guide you and may you be blessed with the loyalty, devotion and cooperation of all the members who have placed their confidence in you.

I now install you as Regent of this Court and present you, _____, as the official holder of this officer to the membership of your Court.

I call upon the Immediate Past Regent _____ to present the gavel to _____, the newly installed Regent.

IMMEDIATE PAST REGENT:

Reverend Father _____ will you please bless this gavel that I have the honor of passing on to our new Regent _____.

CHAPLAIN/CELEBRANT:

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.

IMMEDIATE PAST REGENT:

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

After Past Regent presents the gavel and congratulates the Regent:

(The State Regent returns to the semi-circle)

DISTRICT DEPUTY:

Officers, please pray the Act of Consecration together:

**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;
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**

DISTRICT DEPUTY:

**Officers, please face the members to receive their pledge of confidence.
All Members of the Catholic Daughters please stand and repeat after me:**

**WE THE MEMBERS OF COURT _____ # _____ ONE IN UNITY AND LOVE
PLEDGE OUR ALLEGIANCE
TO OUR CHURCH,
TO 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**

DISTRICT DEPUTY:

Congratulations, ladies, as you begin the journey for the next two years leading your state in Unity & Charity. You may return to your seats.

(Mass continues with the General Intercessions)

The Ceremonial Coordinator, along with the assistance of Chaplain/Celebrant, may write additional prayers to fit occasion, the Liturgical Season, the Church Community, etc.

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 the Gifts: Financial Secretary and Treasurer

COMMUNION MEDITATION:

(Read by Incoming Regent after the Communion Song is sung)

One of the happiest mysteries of endings and beginnings in the Catholic Daughters of the Americas seems to be what we take with us from one office to the next, or from one segment of our lives to the other; so that earlier experiences do prepare us for experiences yet to come. Growth occurs when we respond to the life that is all around us, with openness and joy, with reverence, with gratefulness and with care.

Life is a mystery and a Gift from God. Membership in our Order places us in an atmosphere which is most conducive to a full understanding and appreciation of this mystery and this gift, especially the sharing of God's life, in the Eucharist here and in heaven hereafter.

Presider says the prayer after communion and gives the final blessing.

Newly elected Regent invites those in attendance for refreshments/lunch or to congratulate the new officers, following the recessional.

Recessional Hymn is announced. (This will be the signal for Choir/Organist, Color Guard, and Banner Bearer and Guides to begin recessional.)

Ceremonial Checklist

Installation of Local and Campus Court Officers at a Liturgy

As you prepare for your Court's Installation of Local and Campus Court Officers at a Liturgy, use this handy checklist to assist you.

Place a check mark after each task has been completed.

CHAPLAIN/CELEBRANT/CEREMONIAL COORDINATOR:

- Meets with Regent, Ceremonial Coordinator, and/or Membership Chairman to discuss the type of ceremony to be presented.
- Sets the date and time of ceremony.
- If he so desires, a theme for the occasion may be recommended.
- Receives a copy of the Installation of Officers ceremony.
- Receive a copy of the National Chaplain's message.
- Review the Installation ceremony and advises/revises.
- May suggest special hymns; General Intercessions; who will do the scriptural readings, and when the ceremony will take place during the Mass.
- 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:

- Consult with the Regent and Membership Chairman to select several dates and times for the ceremony.
- Meet with Chaplain/Celebrant to discuss date, time, and liturgical preparations for ceremony.
- Furnish Chaplain/Celebrant with a copy of the Installation Ceremony and a copy of the National Chaplain's message.
- Review with Chaplain/Celebrant the installation ceremony.
- Furnish readers with copies of the reading prior to rehearsal for the ceremony.
- Meet with the Choir/Organist to prepare hymns for the ceremony.
- Welcome everyone at the opening of the ceremony and read the General Intercessions.
- See that necessary seats for all participants are reserved and properly marked.
- 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 INSTALLATION CEREMONY

REGENT:

- Consults with Ceremonial Coordinator and Membership Chairman to select several dates for the Installation and rehearsal date(s).
- Contacts Chaplain/Celebrant to arrange a meeting to discuss the Installation ceremony.

- Meets with Chaplain/Celebrant, Ceremonial Coordinator and Membership Chairman to discuss the date, time, and liturgical preparations.
- Identify flag bearers and banner bearers.
- Identify readers (usually Vice Regent) and other Mass participants with advice from the Chaplain/Celebrant.
- Contact District Deputy/State Regent to advise of date and of ceremony and rehearsal.
- Notify members of dates, times, and if refreshments are needed.
- 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.

- Prepare officers, advising them of dates and times for ceremony and rehearsal.
- Familiarize officers with the procedure for the procession/recession and their participation during the liturgy.
- Officers march in procession for the Installation Ceremony.

DISTRICT DEPUTY/STATE REPRESENTATIVE:

- Stay in close contact with Regent and/or Ceremonial Coordinator to assist in making all necessary plans and or changes.
- Rehearse with Officers prior to Installation.
- Be early on the day of the ceremony help with the line-up.

**ITEMS NECESSARY FOR THE INSTALLATION CEREMONY:
(Responsibility of Ceremonial Coordinator)**

- Small table
- 5 Flowers and a vase (in front of Blessed Mother)
- 5 Candles
- Taper to light candles
- Covenant and pen
- Gavel

Installation of Court Officers Form On the Next Page, Below



*Installation of
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