

Section V



Eucharistic Liturgy for Installation of State Officers

INSTRUCTIONS FOR INSTALLATION OF STATE OFFICERS

The Ceremonial Coordinator for the State Convention is appointed by the State Regent. Her tenure in this office continues only during the convention. The retiring State Regent may serve as Ceremonial Coordinator, if she so desires. The Ceremonial Coordinator, in consultation with the State Regent, is responsible for the arrangements and planning of the Installation of State Officers. The Installation of State Officers may be done during the Eucharistic Liturgy or in the Convention Hall.

CEREMONIAL COORDINATOR

- o Meets with State Chaplain/Celebrant and Convention Liturgical Chairman to discuss Liturgical preparations for the ceremony. State Chaplain/Celebrant may wish to have Ceremonial Coordinator assist in the selection of hymns and special General Intercessions (Prayers of the Faithful).
- o CDA ceremonials for Installation of Officers suggests officers be installed following the Homily. Check with the State Chaplain/Celebrant for their approval – they may wish to make changes. The outgoing State Chaplain begins with the Installation of the new State Chaplain. The New State Chaplain then installs the newly elected board. Suggestions for processional and recessional are outlined.
- o Makes sure the State Liturgical Committee has made arrangements for the Blessed Mother statue with a vase for flowers, five red roses, five copies of the Act of Consecration, five candles, and the pledge for the officers to sign.. These should be accessible to the State Officers for the Installation Ceremony. Have matches or a taper for lighting candles. State Regent will appoint someone to assist the officers in lighting the candles. Roses are to be given to state officers to carry in the procession.
- o Sees that necessary pews for all participants are reserved and properly marked.
- o Furnishes readers (selected by the State Regent) with copies of the readings prior to the rehearsal for the ceremony.
- o Assists in rehearsing with the officers and others who are to participate in the Installation Ceremony.
- o Inserts the names of the State Chaplain and State Officers who are to be installed on the Celebrant's copy of the ceremony.
- o Wears a white dress and white shoes when participating in the ceremonial.
- o Arrives early on the day of the ceremony to assist with the last minute details.
- o Has a gavel available to present to new State Regent.
- o Welcomes everyone at the opening of the ceremony and reads the General Intercessions if there is no Deacon assisting at the Mass.
- o During the Installation Ceremony, stands near the candles with a lit taper or matches for lighting the candles one at a time as each officer comes to light her candle. Extinguish all candles after the ceremony.
- o

STATE CHAPLAIN/CELEBRANT

- o Meets with the Ceremonial Coordinator to discuss the ceremony to be presented.
- o Recommends liturgy to be used, including scriptural readings.
- o May assist the Ceremonial Coordinator/Liturgical Chairman with selection of hymns and special General Intercessions.
- o CDA ceremonials suggest the State Officers (or someone selected by the State Regent) read the scriptural readings; however, State Chaplain/Celebrant may wish to use Liturgical Ministers if ceremony is a regularly scheduled liturgy.
- o Suggestions for processional and recessional are outlined for the various ceremonials. State Chaplain/Celebrant should advise Ceremonial Coordinator of any changes he may wish to make.
- o **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.**
- o If a new State Chaplain is present, the State Chaplain/Celebrant will install the new State Chaplain first. Then the new State Chaplain may install the newly elected State Officers.
- o Administers the charges to the newly elected officers.

NATIONAL REPRESENTATIVE

- o Is responsible for the proper exemplifications of the Installation Ceremony.
- o Presides at the Installation Ceremony.
- o Rehearses with the Ceremonial Coordinator and the State Officers who are to be installed.
- o Presents the new officers to the Celebrant who will administer the charges to each officer.

STATE REGENT

- o Reviews the ceremony with National Representative and Ceremonial Coordinator.
- o Selects persons for the scriptural readings, presentation of gifts, and Color Guard, Banner Bearer and Guides.
- o Provides list of names of the newly elected State Officers to be installed for the celebrant, National Representative and the Ceremonial Coordinator.

COLOR GUARD AND BANNER BEARERS

- o Proper advancement of the colors – the United States flag should never touch the ground.
- o When Color Guard, 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 to the right and face congregation.
- o When all in procession are in their places, Color Guard and Banner Bearer and Guides place the flag and banner in standards. This usually occurs after the Celebrant kisses the altar.
- o The Flag of the United States is posted first. The Flag Bearer takes one step forward, places flag in standard, and then takes one step back (returning to position even with the Color Guard). Then all three salute and wait, facing flag.
- o The Banner Bearer walks forward, posts the banner, and then returns to the Guides.
- o All six pivot to the right and sit at the end of left and right front pews

CEREMONIAL DRESS CODE

STATE OFFICERS

- o Robes are to be worn with dignity and respect. Robes are to be clean and well pressed.
- o 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.
- o WHITE shoes are to be worn with robes at all times. Optional - whether or not stockings are to be worn. If stockings are worn, they must be nude or skin color.

- o **One pair of small stud earrings may be worn on the earlobe and no bigger than the earlobe. No dangling or hanging earrings.** Rings and watches are allowed with robes.

- o Handbags are NOT to be carried when in procession with robe.

- o Slacks are NOT to be worn with robes at any time.

COLOR GUARD AND BANNER BEARERS

- o White dress, white shoes and white gloves will be worn by Color Guard and Banner Bearers.
- o Red, White and Blue shoulder ribbons will be worn by Color Guard, except for the flag bearer. Ribbons will be worn left shoulder to right hip, with red at the neck.
- o If it is not possible to secure three members for Banner Bearers, it will be permissible to use one member, dressed in white, carrying banner.

PROCESSIONALS, SEATING ARRANGEMENTS AND RECESSIONALS

- o All members, guests, Local Court Officers, District Deputies and visiting State Officers not vested in robes, are seated before the procession enters.
- o Past State and National Officers are escorted to a special reserved seat before the procession begins.
- o National and State Officers are to be seated in the first pews on the right of center aisle, facing the altar.
- o Officers in procession walk double file.

ORDER OF ENTRANCE PROCESSION*

**Cross Bearer
Candle Bearers**

**Color Guard
Banner Bearer and Guides**

**Treasurer
Financial Secretary
Recording Secretary
Vice Regent
Regent
District Deputies**

**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 Bearers and Guides**

**National Officers
National Director/Supervisor
State Regent
First Vice State Regent
Second Vice State Regent
State Secretary
State Treasurer**

**District Deputies
Regents
Vice Regents
Recording Secretaries
Financial Secretaries
Treasurers**

**Other Clergy
Celebrant (with Deacon)**

The Gospel Book is not carried in the Recessional procession; a lay Lector does not process out with the Closing Procession.

*NOTE: Subject to change – Check with State Chaplain and Celebrant for their approval.

GUIDELINES FOR PRESENTATION OF OFFICERS FOR INSTALLATION CEREMONY

The National Representative calls for the elected State Board to come forward and form a semi-circle facing the altar. The State Officers, carrying their roses, leave their places, face the altar, take several steps forward and stand in a semi-circle.

The State Regent stands in the center. The First Vice State Regent moves to the right of the State Regent, the Second Vice State Regent moves to the left of the State Regent. The State Secretary moves to the right of the First Vice State Regent and the State Treasurer moves to the left of the Second Vice State Regent.

The State Chaplain will be called first for the installation. The retiring State Chaplain or Celebrant will install the State Chaplain.

As each officer is presented by the National Representative, she leaves her place in the semi-circle, goes to the center, and bows to the Celebrant. After the Celebrant's blessing each officer walks to the table to place her flower in the vase. She then lights the candle corresponding to her place in the semi-circle, signs the Commitment form, picks up a copy of the Act of Consecration, and waits by the table. She returns to her position in the semi-circle when the next officer approaches the table, crossing behind the new officer.

After the charge is given to the State Regent and the Celebrant's blessing, the National Supervisor will ask the newly installed state officers to pray the act of Consecration together. She will then ask the State Court members in attendance to stand. The State Officers will turn and face the membership to accept the pledge.

When the pledge of the membership has been given, the State Officers will return to their seats.

INSTALLATION CEREMONY FOR STATE OFFICERS

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

INSTALLATION CEREMONY FOR STATE 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 State Board, it is our privilege to first install _____, as the State Chaplain for the _____ State Catholic Daughters of the Americas.

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

_____, as State Chaplain, we ask that you be ready and willing to assist the State 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 State Officers that they may be guided by the Holy Spirit as they serve the Catholic Daughters of the Americas in your State. 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 State Chaplain of the Catholic Daughters of the Americas?

NEW STATE CHAPLAIN

I am.

_____, I now install you as the State Chaplain of the _____ State 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 State Chaplain will now install the newly elected State Board)

NATIONAL REPRESENTATIVE:

**I call upon the elected Officers of the State Court of _____
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 the State Court of**

_____.

STATE CHAPLAIN/CELEBRANT:

**In accordance with the provisions of the Bylaws of the Catholic Daughters of the
Americas, the delegates of this Biennial State Convention have elected you to serve
the State 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!

STATE 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 State 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 State Court just how great the responsibility of a State Office really is. You will be the leaders of this State. 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 the State of _____, a powerful, active force, performing God's work in every court in this state. Working at this challenge will make your years as a member of the State Board 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 THE STATE COURT OF _____
FREELY ASSUME THE RESPONSIBILITIES ENTAILED
BY THE HOLDING OF OFFICE IN THIS STATE.
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.

NATIONAL REPRESENTATIVE:

May I present the newly elected State Treasurer, _____.

(The Treasurer steps forward and bows to the Celebrant)

STATE CHAPLAIN/CELEBRANT:

The office of State Treasurer is essential, requiring special skills and knowledge. You will handle most of the financial transactions of the State Court. You will assist in determining how best the funds of the State 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 State Treasurer and present you, _____,
as the official holder of this office to the membership of your State.**

(The Celebrant gives his blessing; 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 waits by the table. When the Secretary approaches the table, the Treasurer returns to the semi-circle.)

NATIONAL REPRESENTATIVE: (As soon the Treasurer has arrived at the table)

May I present the newly elected State Secretary, _____.

(The Secretary steps forward and bows to the Celebrant)

STATE CHAPLAIN/CELEBRANT:

As Secretary of the State Court your duty will be to record accurately the minutes of all state meetings and conventions. As you do this you will be writing the history of this State Court. You will also have much contact with the Local Courts in handling membership records and correspondence. Always be gracious and helpful. Each Court, each member, is an important asset to the Catholic Daughters of the Americas.

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

(The Celebrant gives his blessing; the 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 waits by the table. When the Second Vice approaches the table, the Secretary returns to the semi-circle.)

NATIONAL REPRESENTATIVE: (As soon the Secretary has arrived at the table)

I now present the newly elected Second Vice State Regent, _____.

(The Second Vice Regent steps forward and bows to the Celebrant)

STATE CHAPLAIN/CELEBRANT:

As Second Vice State Regent you must be a willing and able assistant to the State Regent, performing well any duties, which may be assigned to you. At the same time you must always be ready to assume the duties of the First Vice State Regent or in the absence of both the First Vice State Regent and the State Regent, the duties of the State Regent. You should be always alert to learn more about the Catholic Daughters, your State Court, the position you hold now and the offices you might occupy in the future. The office of a Vice State Regent can be an education for future leadership and it will be a pleasant experience if you choose to make it so.

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

(The Celebrant gives his blessing; the Second Vice 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 waits by the table. When the First Vice approaches the table, the Second Vice returns to the semi-circle.)

NATIONAL REPRESENTATIVE: (As soon the Second Vice Regent has arrived at the table)

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

(The Vice Regent steps forward and bows to the Celebrant)

STATE CHAPLAIN/CELEBRANT:

The First Vice State Regent is a most important official. You are the strong right arm of the State Regent. You must be ready, informed, and able to take over, at moment's notice, the function of the State Regent. Whatever duties are assigned to you by the State 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 State Regent to demonstrate our motto of "Unity and Charity." Being a Vice State Regent is a challenge and an education for future leadership. It will be a pleasant and rewarding experience.

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

(The Celebrant gives his blessing; 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 returns to the semi-circle.)

NATIONAL REPRESENTATIVE:

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

(The Regent steps forward and bows to the Celebrant)

STATE CHAPLAIN/CELEBRANT:

The office of State Regent is the highest honor your State 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 State. You, by your leadership and example, can shape the Catholic Daughters of the State of _____ into a group of dedicated, active, dependable Catholic women, committed to carrying out our National and State programs. Work in harmony with your National and Local 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 State.

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

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

IMMEDIATE PAST STATE REGENT:

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

STATE 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 STATE REGENT:

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

(Celebrant gives his blessing; the State Regent walks over and places her flower in the vase, signs the commitment paper, picks up a copy of the Act of Consecration, and returns to the semi-circle.)

NATIONAL REPRESENTATIVE:

State 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**

NATIONAL REPRESENTATIVE:

State 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 THE STATE COURT OF _____
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 STATE OFFICERS.
WE PROMISE TO DO ALL WE CAN
FOR THE GOOD OF THE ORDER
BY OUR SUPPORT**

NATIONAL REPRESENTATIVE:

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)

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.

COMMUNION MEDITATION:

(Read by Incoming State 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.

Ceremonial Checklist

Installation of State Officers at a Liturgy

As you prepare for the Installation of State Officers at a Liturgy, use this handy checklist to assist you.

Place a check mark after each task has been completed.

CEREMONIAL COORDINATOR/STATE REGENT:

- Meet with State Chaplain/Celebrant and Convention Liturgical Chairman to discuss Liturgical preparations for the ceremony. State Chaplain/Chaplain may wish to have the Ceremonial Coordinator assist in the selection of hymns and special General Intercessions (Prayers of the Faithful). Installation takes place after the Homily. The outgoing State Chaplain/Celebrant begins the installation by installing the new State Chaplain. The New State Chaplain then installs the newly elected board.
- Please cooperate with the Celebrant/State Chaplain regarding all aspects of the Installation Ceremony
- See that the necessary pews for all participants are reserved and properly marked.
- Furnish readers selected by the State Regent.
- Assist in rehearsing with the officers and others who are to participate in the Installation Ceremony.
- Insert the names of the State Chaplain and state Officers who are to be installed on the Celebrant and National Representative's copies of the ceremony.
- Make arrangements for the following items:
 - Blessed Mother statue
 - Table
 - Roses
 - 5 Candles
 - A taper for lighting the candles
 - Covenant & pen
 - Five copies of the Act of Consecration
 - Pin for the new State Chaplain
 - Gavel

Preparing for the Installation Ceremony

STATE REGENT:

- Identify flag bearers and banner bearers.
- Identify readers (usually Vice Regent) and other Mass participants with advice from the Chaplain/Celebrant.
- Review the ceremony with the National Representative and Ceremonial Coordinator.
- Provide a list of the names of the newly elected officers.

NATIONAL REPRESENTATIVE:

- Stay in close contact with State Regent and/or Ceremonial Coordinator to assist in making all necessary plans and or changes.
- Rehearse with Officers prior to Installation.

COLOR GUARD AND BANNER BEARERS:

- Rehearse the ceremony prior to the Installation