

Maryland State Council



Ladies Auxiliary Installation

Installation Date: _____
Installation Location: _____
Auxiliary Name: _____

INSTALLATION INSTRUCTIONS

The installation must be conducted by the District Deputy or one of the State Ladies Auxiliary Co-Chairs. It is meant to immediately follow the Council installation. The State Ladies Auxiliary Chairs may grant permission for installation on an alternate date when they are available to attend.

Participants:

- State Ladies Auxiliary Co-Chairman or District Deputy
- Chaplain (Ask his permission. The installing official can lead prayers if the Chaplain is unavailable.)
- Ladies Auxiliary Officers (seated near the front of the church/hall)
- Organist (or CD player with selected hymns)
- Wife of the State Representative or Wife of the District Deputy or next highest-ranking wife may be asked to assist with flowers/jewels. Ask if she will help and brief her on what she needs to do.

Props:

- Script with specific modifications for the auxiliary being installed.
 - **(Yellow Highlighted items)** require verification.
 - (Instructions)
- Four (or number needed) chairs placed in front or first pew with space for officers.
- Page with Chaplain's prayers in large print. Print in the correct language for the Chaplain. (Large print prayers are at the end of this script.)
- Jewel/flower/pin – provided by Auxiliary – verify what will be used.
 - purple ribbon for President
 - blue ribbon for Vice-President
 - yellow ribbon for Secretary
 - green ribbon for Treasurer
 - pink ribbon for any other elected officer
- Programs containing officer's names and song lyrics * (optional)
- *Note that music is optional – Lyrics to songs available at the end of this document.

INSTALLATION SCRIPT

INSTALLING OFFICER – (*If you were introduced – Thank you, Worthy add title.*)

Hello. (*You may wish to introduce yourself here if you were not introduced.*)
I am very pleased and honored to be here to conduct the installation of officers for the (Name of Auxiliary).

Would everyone please stand.

(OPTIONAL MUSIC) **Please join us in singing the first verse of *Immaculate Mary.* (If using hymnal: The words are in the hymnal #)**

(*If not a part of the Council installation, the Pledge of Allegiance should be said here.*) **Please turn to face the flag and place your hand over your heart.**

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.

Will the Worthy Chaplain please lead us in prayer and bless the jewels?

(If the Chaplain is not present, the Installing Officer says the prayer and the blessing of the jewels is skipped)

CHAPLAIN – In the name of the Father, and of the Son, and + of the Holy Spirit. Amen.

**Lord, as we gather here, we ask that you bless the ladies of this Auxiliary and place them under your Mother's protection as we say:
“Hail Mary, full of grace, the Lord is with thee, blessed are thou among women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.”
In the name of the Father, and of the Son, and of the Holy Spirit, Amen.**

(Blessing of jewels follows prayer).

INSTALLING OFFICER – Thank you Worthy Chaplain.

Please be seated.

(If there are no outgoing officers, skip this paragraph)

To the outgoing Auxiliary Officers, please accept my thanks and congratulations for your dedication and service. The newly elected officers of (Name of Auxiliary) will need your advice. Your experience is a great asset. You are the living history of your auxiliary, and your knowledge and assistance will help to create a powerful source of good for your auxiliary.

Would the Ladies Auxiliary Officers to be installed please (stand/come forward).

Ladies, you have been elected to the offices of (President, Vice-President, Secretary, and Treasurer). (Some auxiliaries have a Recording Secretary and a Corresponding Secretary; some have a Historian, Chancellor, or other elected positions. List all officers to be installed.) Your members have vested their faith, confidence, and good wishes in you. You have individual responsibilities and duties that will require you to work together. You are responsible for the administrative affairs of the Auxiliary, and you will determine its policies and activities. You should be present at all meetings and take an active part in all discussions. As Auxiliary leaders, you should carefully consider advice from your members and make decisions that will benefit your parish, members, and the council.

Auxiliary officers, please raise your right hand. (Pause)

Do you promise to fulfill the duties and responsibilities of your office to the best of your abilities?

ALL NEW OFFICERS – I do.

INSTALLING OFFICER – You may lower your hand.

As I call your name, please come forward to be installed.

(If the wife of the State Representative or District Deputy is assisting) **Would (name and position), please come forward to assist with the presentation of the (jewel/flower/pin)?**

President: _____. Congratulations on your election.

As President, it is your responsibility to work with your fellow officers and create an atmosphere of unity and collaboration. You should ensure that your officers and committees are performing their duties. Communication begins and ends with you, and it is important that all members are made to feel informed and given a chance to be involved. Please accept this (jewel/flower/pin) with a purple ribbon as a symbol of the office of President.

(Wait for the officer to step back.)

Vice President [REDACTED]. Congratulations on your election. As next in line for the office of President, you become her understudy, and you fulfill her duties if she is unable to serve. Offer your knowledge and experience to the development of strong and enjoyable programs for your Auxiliary and do your best to increase participation. Focus your energies on reaching out to bring new members into the Auxiliary.

Please accept this (jewel/flower/pin) with a blue ribbon as a symbol of the office of Vice President.

(Wait for the officer to step back.)

(If the Auxiliary has two secretaries, please skip this paragraph.)

Secretary [REDACTED]. Congratulations on your election. The position of Secretary is one of the most important of all responsibilities. It is your duty to keep careful, accurate, and legible minutes and to keep these on file for future reference. You are responsible for all timely correspondence to and from the Auxiliary and to prepare social correspondence as directed by the President.

Please accept this (jewel/flower/pin) with a yellow ribbon as a symbol of the office of Secretary.

(Wait for the officer to step back.)

(If there are two secretaries – Recording & Corresponding.)

Recording Secretary . Congratulations on your election. The position of Recording Secretary is one of the most important of all responsibilities. It is your duty to keep careful, accurate, and legible minutes and to keep these on file for future reference.

Please accept this (jewel/flower/pin) with a yellow ribbon as a symbol of the office of Recording Secretary.

(Wait for the officer to step back.)

Corresponding Secretary . Congratulations on your election. You are responsible for all timely correspondence to and from the Auxiliary and to prepare social correspondence as directed by the President.

Please accept this (jewel/flower/pin) with a yellow ribbon as a symbol of the office of Corresponding Secretary.

(Wait for the officer to step back.)

Treasurer [REDACTED]. Congratulations on your election.

This office requires financial ability and demands personal integrity.

Your duties are to oversee funds, keep proper records, distribute funds upon approved request, and provide the auxiliary with an annual financial report.

Please accept this (jewel/flower/pin) with a green ribbon as a symbol of the office of Treasurer. (Wait for the officer to step back.)

(If the Auxiliary has any other elected office—Historian, Chancellor, or others, it may be inserted here.)

(**Office and Name of Officer**) [REDACTED]. Congratulations on your election. It is your responsibility to (insert duties here). Please accept this (jewel/flower/pin) with a pink ribbon as a symbol of the office of (Office Name).

(Wait for the officer to step back.)

Thank you, (name of the person assisting with the jewel/flower/pin), for your assistance.

INSTALLING OFFICER – It is a great privilege to welcome you as duly installed officers of (Name of Auxiliary). As you move forward, remember that this is more than just an office. It is important to remember that making friends and having fun will make your hard work more enjoyable and meaningful. The events you sponsor and participate in will impact your parish and your community, and you will be able to make a positive difference in their lives. This is a large undertaking, but I am confident that you will each do a remarkable job and be a credit to your auxiliary. Congratulations and best wishes to each of you.

Ladies, please turn and face the audience.

Ladies and Gentlemen, I now present to you the officers of (Name of Auxiliary). (*Clap to lead Applause*)

I now ask that everyone please stand for the closing prayer.

Worthy Chaplain, please invoke the blessings of the Lord upon these women who will serve as Officers of this Auxiliary.

CHAPLAIN – In the name of the Father, and of the Son, and + of the Holy Spirit. Amen. Heavenly Father, we pray that you will fill the newly installed officers of this Ladies Auxiliary with Your Spirit and that You will bless their endeavors. We ask this in Your Son's Name, who lives and reigns with You and the Holy Spirit, one God forever and ever.

Amen.

INSTALLING OFFICER – Thank you Worthy Chaplain.

Ladies you may take your seats.

(OPTIONAL MUSIC) Let us conclude this Installation by singing one verse of [REDACTED]. (If using hymnal, The words are in the hymnal # [REDACTED].)

The auxiliary may select from:

Hail Holy Queen

Daily, Daily Sing to Mary

Sing of Mary, Pure and Lowly

Thank you all for coming. This concludes the installation.

(Ask in advance if you are requested to make any announcements such as, “Please remember to join us in the parish hall” or “Will everyone who was installed please come forward for a picture?”)

IMMACULATE MARY

1. Im - ma - cu - late Ma - ry, thy prais - es we -
 2. In hea - ven the bles - sed thy glo - ry pro -
 3. Thy name is our pow - er, thy vir - tues our -
 4. We pray for our Moth - er, the Church up - on -

1. sing, Who reign - est in splen - dor with
 2. claim; On earth, we thy chil - dren in -
 3. light, Thy love is our com - fort, thy
 4. earth, And bless, dear - est La - dy, the

1. Je - sus our King. A - ve, A - ve,
 2. vole thy fair name.
 3. plead-ing our might.
 4. land of our birth.

A - ve Ma - ri - a! A - ve, A - ve Ma - ri - a!

HAIL HOLY QUEEN ENTHRONED ABOVE

1. Hail, ho - ly Queen en - thron'd a - bove,
 2. Our life, our sweet-ness, here be - low,
 3. To thee we cry, poor sons of Eve,
 4. Turn then most gra - cious Ad - vo-cate,

1. O Ma - ri - a! Hail, Moth-er of mer - cy
 2. O Ma - ri - a! Our hope in sor - row
 3. O Ma - ri - a! To thee we sigh, we
 4. O Ma - ri - a! To-ward us thine eyes com -

1. and of love, O Ma - ri - a!
 2. and in woe, O Ma - ri - a!
 3. mourn, we grieve, O Ma - ri - a!
 4. pas - sion - ate, O Ma - ri - a!

Tri - umph all ye Che - ru - bim, Sing with us ye -

Ser - a - phim, Heav'n and earth re - sound the hymn;

Sal - ve, Sal - ve, Sal - ve Re - gi - na!

DAILY, DAILY SING TO MARY



1. Dai - ly, dai - ly sing to Ma - ry,
2. She is might - y in her plead - ing,
3. All our gra - ces flow through Ma - ry;



1. Sing, my soul, her prai-ses due: All her feasts, her
2. Ten - der in - her lov-ing care; Ev - er watch - ful,
3. All then join - her praise to sing: Fair-est work of



1. ac-tions hon - or With the heart's de - vo - tion true.
2. un - der-stand-ing, All our sor - rows she will share.
3. all cre - a - tion, Moth-er of cre - a - tion's King.



1. Lost in wondring con - tem - pla - tion, Be her maj - es -
2. Ad - vo - cate and lov - ing - mo - ther, Me - di - a - trix
3. Sing in songs of peaceun - end - ing, Call up - on her



1. ty con-fessed: Call her Moth - er, call her Vir - gin,
2. of all grace: Heaven's bless - ings she dis - pen - ses
3. lov - ing - ly: Seat of wis - dom, Gate of heav - en,



1. Hap - py Moth - er, Vir - gin blest.
2. On our sin - ful hu - man race.
3. Morn - ing star_ up - on the sea.

Sing of Mary, Pure and Lowly



1. Sing of Mar - y pure and low - ly, Vir - gin - moth - er
2. Sing of Je - sus, son of Mar - y, In the home at
3. Glo - ry be to God the Fa - ther; Glo - ry be to



un - de - filed, Sing of God's own Son most ho - ly,
Naz - a - reth. Toil and la - bor can - not wea - ry
God the Son; Glor - ry be to God the Spir - it;



Who be - came her lit - tle child. Fair - est child of
Love en - dur - ing un - to death. Con - stant was the
Glo - ry to the Three in One. From the heart of



fair - est moth - er, God the Lord who came to earth,
love he gave her, Though he went forth from her side,
bless - ed Mar - y, From all saints the song as - cends,



Word made flesh, our ver - y broth - er,
Forth to preach, and heal, and suf - fer,
And the church, strain re - ech - oes



Takes our na - ture - by his birth.
Till on Cal - va - ry he died.
Un - to earth's - re - mot - est ends.

Opening Prayer

In the name of the Father, and of the Son, and + of the Holy Spirit. Amen. Lord, as we gather here, we ask that you bless the ladies of this Auxiliary and place them under your Mother's protection as we say: "Hail Mary, full of grace..." Amen.

(Blessing of jewels follows prayer).

Closing Prayer

In the name of the Father, and of the Son, and + of the Holy Spirit. Amen. Heavenly Father, we pray that you will fill the newly installed officers of this Ladies Auxiliary with Your Spirit and that You will bless their endeavors. We ask this in Your Son's Name, who lives and reigns with You and the Holy Spirit, one God forever and ever. Amen.