

Knights of Columbus Maryland State Council



Installation of Council Officers Ceremonial

(2016 major revision with Maryland notes)

Installation date:

Installation location:

Council:

INSTALLATION OF COUNCIL OFFICERS CEREMONIAL

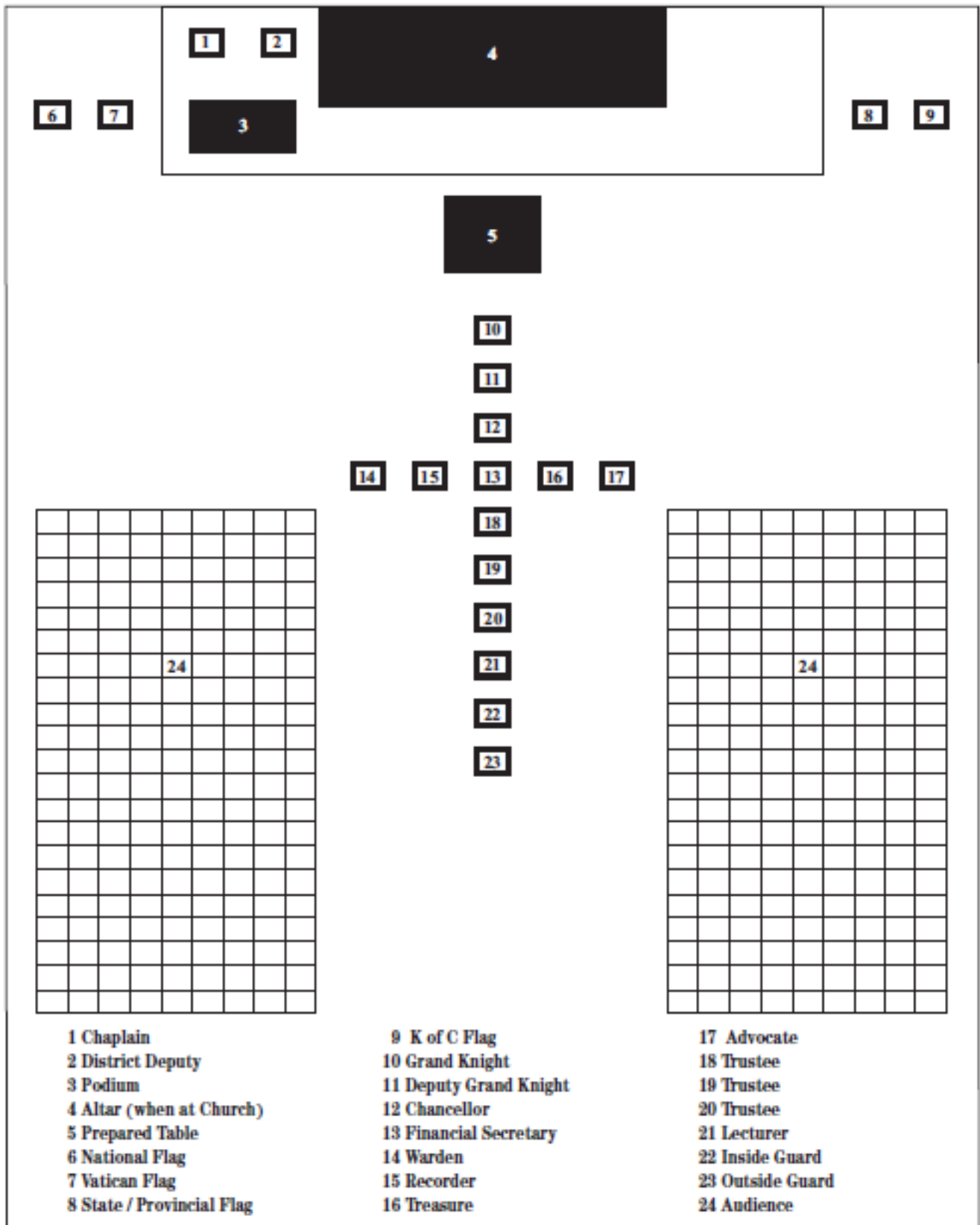
The Installation of Council Officers should be completed by the District Deputy as soon as practical and as close as possible to the start of the new fraternal year. The Council chamber or hall to be used is arranged as illustrated on the attached Diagram. The chairs are occupied as follows: Dais chairs are occupied by District Deputy and Council Chaplain.

The retiring Grand Knight opens the ceremonial and after the introduction of the District Deputy and the exchange of the gavel, the retiring Grand Knight joins the other retiring officers. If the Grand Knight is re-elected, the portion of the retiring Grand Knight may be omitted and the ceremony begins as indicated.

The newly-elected Officers should wear jackets and ceremonial baldrics, and be seated with their wives. Retiring Officers, Council members and guests will be seated as indicated on the Diagram (Audience).

The Warden of the Council will have arranged a prepared table in front of the dais, holding the Officer Medals, Holy Water, and a corsage for the wife of each Officer to be installed.

INSTALLATION OF OFFICERS DIAGRAM



Retiring, newly-elected or re-elected Grand Knight:



One rap of the gavel

Reverend Father,
my brothers of _____ Council,
ladies and gentlemen: Council name

**The installation of Council Officers
is always a solemn and hope-filled occasion.**

Retiring Grand Knight (omit if not Retiring GK)

**I offer my sincerest thanks to my Brothers who,
during the past year,
have given me the benefit of their prayers and advice,
the strength of their arms,
the invaluable support of their confidence.**

**You have demonstrated that a small group of people
united in a common cause
can be a powerful force for good,
and that by working together as a team
we can make a difference
in our parishes, our communities
and the world.**

**On behalf of the Officers who are retiring from their posts,
I extend to our worthy successors
our warmest congratulations,
assurance of continued cooperation,
and prayerful wishes for a most successful administration**



Three raps of the gavel

District Warden: **Please rise.**

Grand Knight:

**It is my pleasure to welcome and introduce
our Worthy District Deputy _____
and his District Warden _____**

**To you, Worthy District Deputy,
I present the gavel and ask that you proceed
with the Installation of Officers.**

*(Retiring GK shakes hands with D. D. - turns gavel over to him - Salutes and joins the other Retiring Officers;
the re-elected GK proceeds to join the officers to be installed.)*

District Deputy:



One rap of the gavel

District Warden: **Please be seated.**

District Deputy:

**Reverend Father, my Brother Knights,
ladies and gentlemen;
I bring you greetings from
our Supreme Knight Patrick Kelly,
the Supreme Officers,
the Board of Directors of the Knights of Columbus
and our Worthy State Deputy John F. Winfrey.**

(NOTE: Omit greeting on behalf of State Deputy if he is present.)

**Before we proceed
to the important and pleasant tasks ahead
I will ask our Worthy Chaplain
to invoke the blessings of God upon our efforts.
Worthy Chaplain, please lead us in prayer.**



Three raps of the gavel

District Warden: **Please rise.**

Chaplain: (Opening Prayer)

**In the name of the Father,
and of the Son, and of the Holy Spirit, Amen.**

**O Heavenly Father,
we, Your children, are assembled here
to invest the chosen Officers of our Council
with the medals symbolic of the authority
to lead and to administer our Council in the days to come.**

**Bestow upon us, the grace to remember
that as all duly appointed authority stems from You,
so, too, is the wisdom to exercise that authority
with justice and charity.**

**Inspire us, therefore, to always consult with you
in the important decision making process.**

**Imbue us with the strength to act
always in the spirit of brotherly love.**

**Grant us the precious humility
to acknowledge the ever-present possibility
of error in human deliberation.**

**O Heavenly Father,
aid us to be the finest example of complete dedication
to the practice of Christian principles,
as was our Blessed founder
Father Michael J. McGivney,
and to conduct ourselves at all times
so as to reflect your holy will.**

**In the spirit of Father McGivney,
may our Order continue his work
of caring for the needy and the outcast.**

**Through the example of his life and virtue
may we follow your Son, Jesus Christ more closely, fulfilling his
commandment of charity
and building up his Body which is the Church.**

**With Our Lady of Guadalupe,
under whose maternal protection
our Order is consecrated,
we make this prayer through Christ, our Lord. Amen.**

District Deputy:

*[If Color Corps is present, DD says "Color Corps, Present the Colors"
DW commands all present "Hand over your heart"
Color Corps will march to center, Present Colors,
then retire following the National Anthem or Pledge of Allegiance
All remain saluting until Color Corps are back to the rear
Once the Color Corps marches to the rear, then drop the salutes.]*

We shall now sing our National Anthem

(NOTE: Pledge of Allegiance may be substituted.)

District Warden:

Please place your hand over your heart.

*Oh, say can you see by the dawn's early light
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars thru the perilous fight,
O'er the ramparts we watched were so gallantly streaming?
And the rocket's red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
Oh, say does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?*



One rap of the gavel

District Warden: **Please be seated.**

District Deputy:

**To you, retiring Officers of this Council,
I offer my congratulations for work well done
and my gratitude to each of you for the devotion
with which you have exemplified our principles
of Charity, Unity, Fraternity and Patriotism.**

**To you, the Council Officers, whom I am about to install,
I express my confidence
that you will add luster to your Council's good works;
making them even more beneficial to the Church
and thereby enhancing our Order's proud name.**

**In the life of every man there arise many opportunities
to take stock of his advancement,
both in the spiritual and material sense,
to repair omissions,
to correct errors and to plan for a brighter future.**

**Likewise, in the life of a Council,
the commencement of each fraternal year
provides a similar opportunity.**

**It is a time when inventory must be taken,
past achievements weighed and evaluated,
future plans conceived and appraised.**

**These plans must always be considered in terms of
how well they will enable your council
to serve your parish,
to strengthen your members
and their families in the Faith,
and benefit your neighbors.**

May I please have the list of the Officers to be installed?

District Warden -

(The District Warden approaches with the list, hands it to the District Deputy and salutes.)

[If Color Corps is present, they will proceed without command up the side aisles at Carry Sword, then stop at Attention halfway across front aisle/seats.]

District Deputy:

I now ask our Worthy Chaplain to bless the medals of office.

Chaplain:

Father in heaven,

**we ask you to bless these medals,
symbolic of the offices
to which these men have been called.**

We pray that you will bestow

**upon the men who wear these medals
the wisdom to exercise the leadership and authority
that these symbols represent.**

**May this council ever support the life of the Church
through our parish,**

**and as a family-centered organization,
may our members and their families work together
to help build the common good as faithful citizens.**

May these medals always be worn

with reverence, dignity and grace.

We ask this through Christ, our Lord. Amen.

(Chaplain blesses the jewels and sprinkles them with Holy Water, then remain in position)

District Deputy:

Thank you, Worthy Chaplain.

[If Color Corps is present, they will Present Sword as Chaplain is named, then return to Carry Sword – without voice commands.]

As Council Chaplain,

you are heir to the great vision and legacy of our founder,

Blessed Michael McGivney

and a key figure in the structure of your council

and steward of its spirituality.

The genius of Father McGivney

was that he saw the great potential

inherent in the respectful collaboration

between clergy and laity

that lies at the heart of our Order.

More than ever before, your role as Council Chaplain

is indispensable to the Catholic character of our Order.

I shall now present you with your Chaplain's Medal.

(They proceed to the table with the assistance of the District Warden, the District Deputy assists the Chaplain in placing the medal around his neck.)

(Pause, as the Chaplain returns to his seat.)

Install the District Warden or skip and go to Installation of Council Officers

INSTALLATION OF DISTRICT WARDEN

(The installation of District Warden should take place during the Installation of Officers of the District Warden's Council immediately after The Blessing of the Jewels. The District Warden's jewel should be placed with the council jewels prior to the Blessing of the Jewels. The District Deputy should then announce that he will install the District Warden before proceeding to the installation of Council Officers.)

DISTRICT DEPUTY:

**I will now install the District Warden, _____, a
Past Grand Knight of _____ Council.**

(If the District Warden's wife is present and desires to participate in the installation, ask the District Warden to escort his wife to the podium. The District Warden then goes to where his wife is seated and escorts her to the podium.)

DISTRICT DEPUTY:

Worthy District Warden, please escort your wife to the podium.

(The District Warden stands in front of the DD facing the DD with the DW's wife at the DW's left.)

DISTRICT DEPUTY:

[If Color Corps is present, they will Present Sword as DW is named, then return to Carry Sword – without voice commands.]

**As District Warden you are charged
with assisting the District Deputy in his role
as guide, monitor, advisor, and friend
to the officers and members of the councils in this district
and to assist the District Deputy
in other activities as he may direct,
especially in the Installation of Council Officers
and in matters of protocol.**

**Yours is a real and consistent challenge
to bring honor and excellence to the councils in this district.
Your interest, involvement, judgment, and action
exemplified in your association with the officers and members
of the councils we serve
must reflect the highest level of competency and commitment.
The Maryland State Council is confident you will provide it;
the officers and members deserve no less.**

**And now Worthy District Warden,
I will ask you to pledge your full support to
the Maryland jurisdiction and the duties and responsibilities
of the office of District Warden during your term of office.**

Please raise your right hand.

**Will you support and promote
the Constitution, Laws, and Programs of the Supreme Council,
and the Maryland State Council?**

DISTRICT WARDEN: **I will.**

DISTRICT DEPUTY:

**Will you strive always to assist me as I strive to serve
the councils in this district
and to tactfully guide them as needed in my absence?**

DISTRICT WARDEN: **I Will.**

DISTRICT DEPUTY:

**I thank you for accepting this appointment
and for the pledge of support you have given.
Be assured that you are needed
and will make a vital contribution
to the smooth and effective functioning of this district.
May God bless you in all your efforts**

(The District Deputy picks up the District Warden's jewel and places the jewel of office on him. The District Deputy shakes hands with the District Warden and his wife. The District Warden and his wife turn to face the audience)

DISTRICT DEPUTY:

**I now present to you District Warden,
_____ and his wife, _____.**

(The District Warden escorts his wife back to her seat, and then advances to his normal station. The installation of Council Officers continues.)

District Deputy:

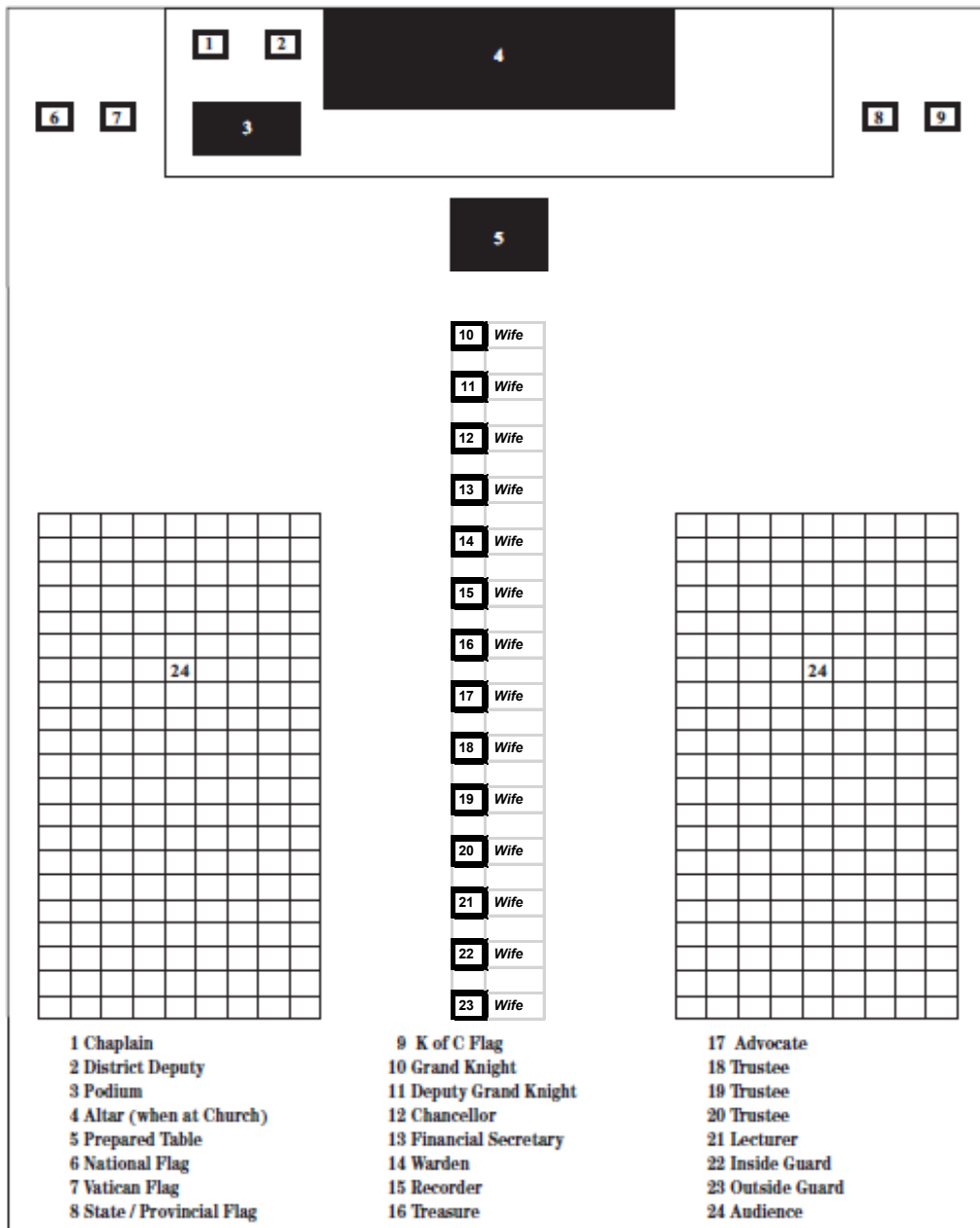
Worthy District Warden

please escort the elected Officers to be installed forward.

District Warden guides the Officers into a line down the center aisle of the church/hall with the Grand Knight leading the line. They remain in this presentation through the promises

The wives are invited to join beside the officers after the promises for the medal investiture. Following the medal presentation, the officers escorts his wife to her pew then rejoins the line at the rear.

INSTALLATION OF OFFICERS DIAGRAM



Worthy Officers,
you have been chosen by your Brothers
to guide the destiny of your Council during this year.
Your Brothers have demonstrated their confidence
that you are capable of outstanding leadership.
Prove that they were correct.
Remember that it is through their cooperation
that your past achievements have been made possible.
Continue to merit that cooperation
by measuring all of your decisions in the light
of what will be fair, just, and beneficial to them.
Solicit their advice.
Consider it carefully.
But remember always that
the “Good of the Order” is paramount!
Under the leadership of your Grand Knight,
the council officers must function as a united team,
for so powerful is the light of unity
that it can illuminate the whole world.

As your District Deputy, I offer you this advice.
Your council will be judged on its actions.
Accordingly, as fraternal leaders
You should focus your energies
on strengthening parish and family life
and growing your council in membership strength,
insurance protection for our families,
charitable outreach, and fraternal activities.

This will build a lasting legacy for your council,
in the spirit of Blessed Father Michael McGivney, our founder.
Remember,
your council’s greatest assets are its members
and their unique gifts and talents!

**And now, confident that you will
fulfil the duties of your respective offices
to the best of your abilities,
live a good Catholic life,
and serve as a model of Catholic brotherhood,
we shall proceed with the Installation of Council Officers.**

**It is now my duty to extract from you
several promises that, given in the presence of
your brothers, friends and family,
will be binding as long as you remain
in the Office to which you have been elected.**

District Warden:

Please raise your right hand.

District Deputy:

Do you promise to obey the laws and rules of the Order?

(Answer: I do.)

**Do you promise to be a Catholic gentleman
and to live your life through the practice of good works
that personify “the charity that evangelizes”?**

(Answer: I do.)

**Do you promise that, through your actions,
you will help build the domestic church,
protect the sanctity of the family,
and promote respect
for human dignity and religious liberty?**

(Answer: I do.)

**Do you promise to continue to form yourself
in the knowledge of our Holy Religion,
to foster priestly vocations,
and to faithfully serve our Church?**

(Answer: I do.)

**Do you promise to uplift those in need,
to respect your fellow human beings,
to treat all fairly,
and to disagree with others honestly and respectfully
through civil discourse, and to support one another?**

(Answer: I do.)

District Warden

Please lower your hand.

District Deputy:

**It is important that you, and your members,
remember that upon the conduct of each
depends the fate of all.**

**Know that locally your Council, and globally our Order,
is an enormous force for good,
and that the world needs us more than ever.**

**Your District Deputy, State Deputy
and the Supreme Officers are eager for your success
and for the prosperity of your Council.**

Never hesitate to ask for help.

**Study the official instructions you have received
and take advantage of any leadership resources
that are available.**

Worthy Council Officers,

**I accept your promises as given in good faith,
by Catholic Gentlemen,**

**therefore, I shall now invest each of you
with your medal of office,
a symbol of the duties and responsibilities
you accept as a Knights of Columbus fraternal leader.**

**I now ask that your wife come forward to join you
for the investing ceremony,
and receive a token of appreciation from your Council.**

Knights remain in single line down the center aisle. Ladies stand next to their Knight. After each Knight is invested by the District Deputy with his medal & spouse recognized, the Knight escorts his wife back to her pew and rejoins the single line of officers at the end of the line).

[If Color Corps is present, they will Present Sword as each Officer receives his medal, then return to Carry Sword – without voice commands.

Following the presentation of the Outside Guard medal, Color Corps will silently About Face and retire to the rear of the chamber.]

Worthy Grand Knight _____

**“May you ever wear this Grand Knight medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Deputy Grand Knight _____

**“May you ever wear this
Deputy Grand Knight medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Chancellor _____

**“May you ever wear this Chancellor medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Financial Secretary _____

**“May you ever wear this Financial Secretary medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Warden _____

**“May you ever wear this Warden medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Recorder _____

**“May you ever wear this Recorder medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Treasurer _____

**“May you ever wear this Treasurer medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Advocate _____

**“May you ever wear this Advocate medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Trustees _____, _____, and _____ -

**“May you ever wear this Trustee medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Lecturer _____

**“May you ever wear this Lecturer medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

Worthy Guards _____ and _____

**“May you ever wear this Guard medal proudly
so as to bring honor to
yourself, your Council, and the Order.”**

District Deputy:

Worthy District Warden, please form the officers.

(Knights are now back in original order in a single line down the center aisle and the wives are back in their pews.

The DW now moves 4 Knights forward and out to form the arm of the cross and the remaining Knights step forward to fill the open space.)

District Deputy:

**Worthy Officers of _____ Council No. _____,
you now form a cross to remind you that;
first and foremost you are a Catholic man,
and as a Knights of Columbus member
you are expected to live by the tenets of your faith;
and then put them into action
through your fraternal leadership skills.**

**As an officer,
you need to hold yourself to an even higher standard.
Your individual skills and leadership abilities,
when combined, with those of your fellow officers,
will help your Council to grow and expand
its charitable reach.**

**In doing so,
your Council will be able to help more people in need.
The expansion of your charitable service projects
is also an effective way for your council
to continue to grow, and recruit and retain members.
As the faces of those in need change,
your council's programs need to adapt
to meet the new challenges of tomorrow.**

**As your assigned District Deputy,
I stand ready to serve
the Officers, and members of your Council,
and so does (Full Name) Field Agent
from the _____ Agency.**

**And now,
I declare that you are truly qualified
and installed in your office and authorized to conduct
the business of your Council and our Order
until such time as you have been lawfully succeeded.**

District Deputy:

**Having completed my task, I present to you,
your duly installed Officers for the fraternal year.** *(Applause.)*

**I now call upon Worthy Grand Knight (Full Name)
to come forward and announce
the council calendar of events.**

Grand Knight:

(G.K. announces important dates and makes any other important comments.

G.K. returns to his place in the Cross configuration.

Then, the D.D. continues.)

District Deputy:



Three raps of the gavel

District Warden: **Please rise.**

District Deputy:

**Worthy Chaplain,
as we close our official business of the day,
please invoke the blessings of the Lord
upon these men who will serve as Officers of this Council
and upon all here present
who will be their close companions
in the great work of the Knights of Columbus.**

Chaplain:

**In the name of the Father,
and of the Son,
and of the Holy Spirit. Amen.**

**Worthy Officers, as you now stand
you form a living Cross.**

**May the Cross ever be a reminder to you
that you must be renewed in Christ
and that your administration must show
that Catholic lay leadership among the people of God
flows from this renewal.**

**Invoking God's help to fulfill this mission,
I will now impart to each His Blessing.**

**Holy Father,
we thank You for the graces
which You have bestowed upon us all.
We thank You for the spirit of cooperation
which has reigned here
and for the inspiration which you have placed
in the hearts of these men today.**

**We pray that You will find merit in the endeavors
of our newly elected Officers
and the Brother Knights of this council.**

**We ask this in Your Son's Name,
who lives and reigns with You and the Holy Spirit,
forever and ever. Amen.**

District Deputy:

I declare this Installation of Council Officers complete.



One rap of the gavel

The Officers then join their wives and lead them to the front of the assembly room and then form with their wives a reception line in the following order:

District Deputy

Grand Knight

Deputy Grand Knight

Chancellor

Financial Secretary

Warden

Recorder

Treasurer

Advocate

Trustees

Lecturer

Inside Guard

Outside Guard

Members and guests then proceed to the front of the chamber to offer congratulations to the new Officers.



Knights of Columbus

Maryland State Council

Council name/number: _____

Installation date/loc: _____

Chaplain: _____

Grand Knight: _____

Deputy Grand Knight: _____

Chancellor: _____

Financial Secretary: _____

Warden: _____

Recorder _____

Treasurer: _____

Advocate: _____

Trustee: _____

Trustee: _____

Trustee: _____

Lecturer: _____

Inside Guard: _____

Outside Guard: _____

Outside Guard: _____

*District Warden presents one copy to District Deputy during ceremony,
and retains second copy to ensure new Council Officers process promptly.*