

INSTALLATION OF OFFICERS

Book of Instruction pgs. 74 - 82

Ritual pgs. 93 - 125, Diagrams pgs. 189- 194

General Instructions:

- ❖ Installations **may** be held on a Sunday.
- ❖ The incoming Worthy Matron is responsible for planning all items of the Installations and shall select the Installing Officers.
- ❖ Installing officers must **not** be of a lower rank than Worthy Matron, Worthy Patron, Past Matron, Past Patron.
- ❖ If an Assistant Installing Officer is used, he or she only installs the Worthy Patron.
- ❖ A soloist is not an Installing Officer. At an open installation the soloist does not need to be a member of the Order.
- ❖ Officers shall not be installed by proxy.
- ❖ It is the duty of the Secretary to furnish the Installing Marshal with a list of the elected and appointed officers.
- ❖ All officers to be installed must be members of the Chapter.
- ❖ All introductions are done by the outgoing Worthy Matron, except for the introductions of the families of the incoming officers.
- ❖ All courtesies are extended after the Installation Ceremony.
- ❖ The open Bible must be on the Altar for the Installation Ceremony.
- ❖ The charter must be in the Chapter room for the Installation Ceremony.
- ❖ On the Worthy Matron's pedestal there must be a gavel, a copy of the Secret Work, a copy of the Grand Chapter constitution, a copy of the Chapter's bylaws.
- ❖ The electric star may be lighted.
- ❖ When setting up the semi-circle in the West, a space needs to be left for the Installing Chaplain to approach the Altar for the prayer.
- ❖ The semi-circle of chairs should be left in place until **after** the proclamation by the Installation Marshal
- ❖ Square corners are used always unless otherwise directed by the Diagram of the Labyrinth on Pgs. 189-194 in the Ritual.
 - To the Altar for the obligation
 - From the Altar after obligation
 - Conductresses to station when leaving Altar between Martha and Electa's stations continuing square corners all the way.
 - Conductress is the first to drop off to her station, and then the Associate Conductress – but they do not sit until the Installing Marshal nods to them.
 - Star Points drop off as they come to their stations starting with Adah. (Be sure to have a chair removed from the semi-circle so Esther can get to her station.)
 - None of the Officers sit until the Installing Marshal nods all to sit.
- ❖ **Reverent Attitude** is assumed by all members during the Obligation and when Chapter is called up for the Conductress to open the Bible.

- ❖ **Attitude of Prayer** is assumed by all members as the Chaplain kneels for prayer.
- ❖ The outgoing Worthy Matron signs the minutes of the Installation.
- ❖ The rank of the Installing Officer determines the titles of the officers assisting in the Installation Ceremony. Ritual (pages 94-96) defines the appropriate titles for the installing officers.

Open Installation Instructions:

- ❖ An Open Installation may **only take place by vote of the Chapter** at a previous stated meeting.
- ❖ Star Point emblems, the lighted Star may be used. Flower baskets, pedestals are optional
- ❖ The Charter must be present in the Chapter room.

Instructions

1. The WP enters and with **one rap (*)** of the gavel, the retiring officers march in and assume their stations **without invitation or escort.**
2. The WM says, “**Sister Conductress, you will open the Bible.**” Calls up the chapter with **three raps (***)** of the gavel.
3. The Star Points turn toward the Altar and all members assume the Reverent Attitude.
4. The WM says: “**You will unite with me in praying the Lord’s Prayer.**”
5. The WM declares Chapter open for the Ceremony of Installation of Officers. She gives **one rap (*)** of the gavel on the word “**open**”.
6. The Flag Salute is given and the National Anthem sung. (The Salute is held during the Pledge of Allegiance **and while singing.**)
7. The WM extends a welcome and makes introductions as appropriate.
8. If the WM or WP is the Installing Officer (IO), she/he remains in the East and announce his/her assistants.
9. If the WM or WP is not the Installing Officer, the WM asks the Conductress to escort the Installing Officer to the East **or the IO may just come to the dais.**
10. The IO announces those who will assist. They are not escorted.
11. The IO declares a recess, and the Officers retire with no special march.
12. During the recess:
13. The Installing Marshal collects the badges and arranges them on the Altar in the following order:
14. On the north side: Worthy Matron, Treasurer, Conductress, Associate Conductress, Chaplain, Organist (unless the instrument is on the other side (south) of the room) Star Points, Warder and Sentinel
15. On the south side: Worthy Patron, Associate Matron, Associate Patron, Secretary and Marshal.
16. The Installing Marshal (IM) is responsible for the proper position of the
17. officers entering the Chapter Room.
18. REMINDER: Chairs are to be set up according to the Ritual pg. 189, leaving a space for the Installing Chaplain to approach the Altar for prayer.

Installation Ceremony Instructions:

1. One rap of the gavel and assistants assume their stations.
2. The Installing Marshal and Installing Chaplain sit in the outside chairs with the inside chairs for the officer to be installed.
3. The IM leads the officers into the semi-circle of chairs, nods to them to be seated and then returns to her/his station. (Ritual, pg. 186)
4. The Installing Chaplain goes to the Altar in the same manner as in the Ritualistic opening. After the prayer and response to prayer, he/she steps back out of the Labyrinth and returns to his/her station.
5. When the IM calls the roll of Officer, they **stand** as their title is called and **nod** as their names are said. For example, Worthy Matron, Sister Jane Doe.
6. The IM leads the officers to the Altar for the Obligation. When in proper position around the Altar, the officers face the East in unison (Ritual pg. 190-191)
7. The IM, steps to the right but stays within the Labyrinth before addressing the IO.
8. The Obligation is given from the East by the IO. The Chapter is called up and Reverent Attitude is assumed by all members.
9. Following the Obligation, the Officers return to their chairs in the semi-circle, the IM nods, officers return nod and are seated in unison except the WM who remains standing and is escorted to the Altar for Installation.
10. If there is a solo for the WM or WP, the IM and Officer remain at the Altar until the song has ended. A solo may be presented after they have received the Grand Honors and are seated in the East.
11. The IM approaches the officer(s) to be installed, nods, and offers her/his arm.
12. If there is only one officer, she/he is escorted. If more than one, they follow. (Ritual pg. 192)
13. Officers escorted on the IM's right arm are: Worthy Matron, Treasurer, Chaplain, and Organist (when the instrument is in the north). All other officers are escorted on the IM's left arm or asked to follow.
14. In presenting the Officers at the Altar, the IM addresses the Installing Officer and steps back slightly so the officer stands alone at the Altar.
15. The Officers face the IM to receive their badge and then **face the East for the Charge**.
16. When groups of Officers are to be installed, the IM collects all the badges at the same time. The Officers face the IM as a group to receive their badges. After they individually receive their badges, they turn to face the East.
17. The Chapter is called up after the Worthy Matron and the Worthy Patron and the IO assists them on to the dais. Each receives the Grand Honors.
18. To seat the Associate Conductress and Conductress, the IM leads them across the East, leaving the Conductress at her station in the South, then leads the Associate Conductress across the West to her station in the North (Ritual pg 193). Both officers are seated at the same time.

19. To seat the Warder and Sentinel, the IM leads them to their stations within and without the door, and then returns to the chair reserved for the IM beside the Marshal.
20. After the Proclamation by the IM, the IO hands the gavel to the WM. The WM gives **one rap (*)** to seat everyone.
21. At that point, the chairs are removed from the semi-circle.

Closing of Open Installation Instructions:

1. The WM says: **“Sister Conductress you will close the Bible.”** And calls up Chapter with three raps of the gavel.
2. Conductress approaches the Altar in the same manner as in opening and leaves the Altar in the same way. This is an open meeting; therefore she merely closes the Bible without ceremony.
3. Star Points turn toward the Altar and all members assume the Reverent Attitude.
4. An Ode is sung and the Mizpeh Benediction is repeated.
5. The installation is declared closed with one blow of the gavel.
6. The newly installed officers may use a retiring march.
 - **If not all officers are installed, the IM will still make the Proclamation according to the Ritual, using words directly from the Ritual. There should be no deviation!**

Installation Out Of Time Instructions:

A dispensation must be received from the Grand Secretary to install out of time. (Elected Officers)

- ❖ Installation will take place at a stated meeting under Unfinished Business.
- ❖ When two or more officers are to be installed, they may be installed at the same time.
- ❖ The Installing Marshal shall pick up the badge(s) of the officer(s) to be installed and place it/them on the Altar.
- ❖ The following portions of the Installation Ceremony must be given:
 - Call the roll of officers to be installed.
 - The Obligation
 - The Charge and receiving of the badge
 - Proclamation

Closed Installation Instructions:

- ❖ The Chapter is opened in Ritualistic form and business is conducted.
- ❖ Installation may take place under **New Business** or **Good of the Order**.
- ❖ The WM introduces the Installing Officer and presents the gavel to her/him, who then names their Installing Assistants.
- ❖ An Installing Warder and an Installing Sentinel are needed for a closed Installation.
- ❖ The Installing Officer declares a recess and the officers retire through the preparation room door.
- ❖ The Installation Ceremony takes place as previously outlined.
- ❖ After the Sentinel is installed, she/he gives the Salutation Sign, retires in form and assumes her/his station outside the Chapter room.
- ❖ The Chapter is closed in Ritualistic form.