

**INSTALLATION OF
ASSEMBLY OFFICERS
CEREMONIAL**



**Fourth Degree
Knights of Columbus
November 2012
English Version**

INSTALLATION OF ASSEMBLY OFFICERS CEREMONIAL

This ceremony shall be under the direction of the District Master or whoever he designates. The Installation of Assembly Officers should be completed by the District Master as soon as practical after the first day of July in the new fraternal year.

The hall or church to be used is arranged as illustrated on Diagram attached. The chairs are occupied as follows:

Dais chairs are occupied by District Master and Faithful Friar. Retiring Faithful Navigator opens the ceremonial and after the introduction of the District Master and the exchange of the gavel, the retiring Faithful Navigator joins the other retiring officers.

A podium will be needed; a prepared table for the officer jewels; flag stands for flags.

Arrangement of the prepared table shall be completed so that all is in readiness prior to the ceremonial, with jewels to be blessed, corsages, and holy water.

The Color Corps is under the direction of the Marshal if present; if not, then the Color Corps Commander.

The Installation of Assembly Officers is an official Fourth Degree Assembly function and the attire should be the attire as set forth by the Board of Directors in the Laws of the Fourth Degree and the Color Corps Drill Manual.

Adopted by the Board of Directors, November 2012

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Form 1355 E- 11-12

Installation of Officers Attire

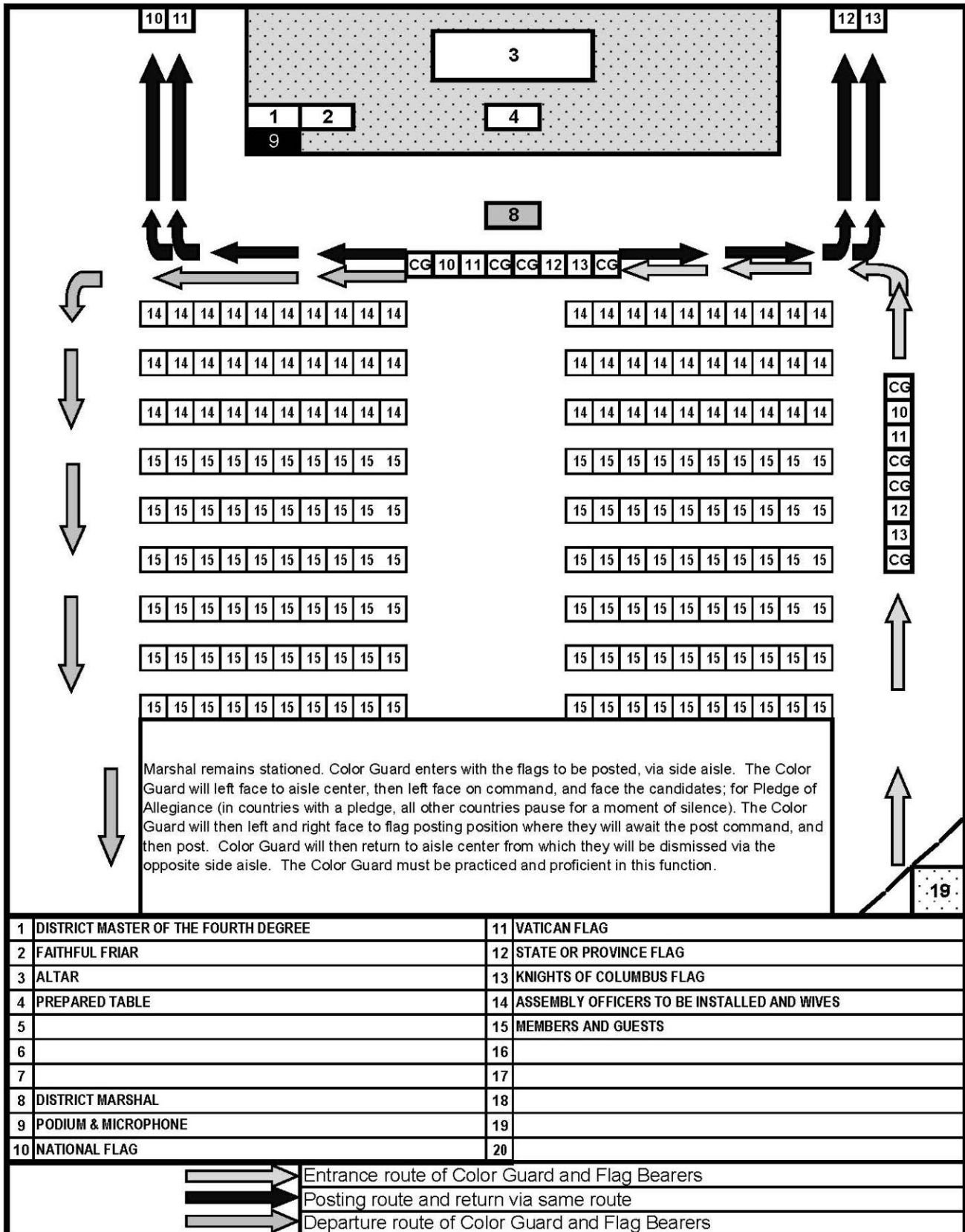
Members - Tuxedo, social baldric, Fourth Degree lapel pin, pocket name badge, incumbent jewel, past and former miniature jewel(s).

Color Corps - Tuxedo, service baldric with sword, Fourth Degree lapel pin, incumbent jewel, past and former miniature jewel(s), cape, chapeau and gloves.

District Master - Tuxedo, service baldric with sword, Fourth Degree lapel pin, Master of the Fourth Degree jewel, past and former miniature jewel(s), cape, chapeau and gloves.

Marshal - Tuxedo, service baldric with sword, Fourth Degree lapel pin, Marshal jewel, past and former miniature jewel(s), cape, chapeau and gloves.

INSTALLATION DIAGRAM "A" - COLOR GUARD ENTRANCE EXIT



INSTALLATION OF ASSEMBLY OFFICERS

FAITHFUL NAVIGATOR - Reverend Father, my Brothers and Sir Knights of Assembly (*Name and Number*), ladies and gentlemen:

The installation of Assembly Officers who, during the year to come, will guide the destiny of our Assembly is always a most solemn occasion.

[Omit #1 if Faithful Navigator is not retiring and go directly to #2.]

1. FAITHFUL NAVIGATOR - I offer my sincerest thanks to my Brothers who, during the past year, and particularly in periods of stress and uncertainty, have given me the benefit of their advice, the strength of their arms, and the invaluable support of their confidence. With them I have achieved whatever success has been mine in the ultimate performance of my duties.

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 and productive administration.

2. FAITHFUL NAVIGATOR - It is my pleasure to welcome and introduce our Worthy District Master, (Full Name) and his Marshal, (Full Name). To you, Worthy District Master, I present the gavel and ask that you proceed with the installation of our new officers.

(Faithful Navigator shakes hands with District Master – turns gavel over to him – Salutes – and proceeds to join other Retiring Officers.)

DISTRICT MASTER - Reverend Father(s), Sir Knights, ladies and gentlemen; I bring you greetings from our Supreme Knight (Full Name), Supreme Officers, our Supreme Master (Full Name), the Board of Directors, our Worthy State Deputy (Full Name) and our Vice Supreme Master (Full Name) of the (Province Name) Province. Before we proceed to the important and pleasant tasks ahead I will ask our Faithful Friar to invoke the blessings of God upon our efforts. Faithful Friar, please lead us in prayer.

DISTRICT MASTER -  *(Three raps.)*

MARSHAL - Please rise.

FAITHFUL FRIAR - O Heavenly Father, we, Your children, are assembled here to invest the chosen Officers of this assembly with the jewels symbolic of their authority to lead their Brother Sir Knights in the ways of your wisdom and to administer the affairs of this assembly during the coming term.

Bestow upon them the grace to remember that all authority stems from You. So, too, is the wisdom to exercise that authority with justice and charity.

Inspire them to consult with You always when important decisions are to be made. Imbue them with the strength to act always in the spirit of fraternal love. Grant them the humility to acknowledge the ever present possibility of error in human deliberation and to accept correction before such error can lead to harmful decisions.

Help them and all members of this assembly to conduct ourselves in such a manner that our endeavors, spiritual and earthly, will be carried out in accord with Your will at all times. Aid them and us to provide the finest example of complete dedication to the practice of Christian principles.

We ask this in the name of Your Son, Our Lord and Savior, Jesus Christ, who with You and the Holy Spirit lives and reigns forever and ever. Amen.

DISTRICT MASTER – Let us exercise our civic pride and acknowledge our country.

DISTRICT MASTER – Worthy Marshal – Present the Colors.

MARSHAL - *[SALUTE] – [ABOUT FACE] (Marshal there remains directly in front of the District Master, facing the rear of the chamber, and from that position gives commands to those in the chamber and to the Color Corps Commander, according to the “Knights of Columbus Color Corps Drill Manual” and as shown in Installation Diagram “A”.)*

MARSHAL - **[COLOR CORPS] - [ATTEN - -TION].**

(Pause.) **[DRAW - -SWORD].** *(Pause.)*

[COLOR GUARD COMMANDER] – [PRESENT - - - THE COLORS].

(The Color Guard approaches the front and center of the chamber per Diagram “A” then, on command face the audience.)

[NOTE: Countries with a Pledge of Allegiance begin at #1 and recite their pledge. All other countries omit #1, and begin with #2, acknowledging the flag representing their country. After either the Pledge of Allegiance or pause the ceremony continues with the Marshal command to “Post --- the Colors.”]

1. DISTRICT MASTER – With love for our country, let us recite the Pledge of Allegiance to our flag.

MARSHAL - [COLOR CORPS] – [PRESENT -- SWORD] – [SIR KNIGHTS AND GUESTS] - [HAND OVER YOUR HEART]. *(Pause.)*

DISTRICT MASTER – *(Leads the Pledge, then at the conclusion the Marshal continues.)*

2. DISTRICT MASTER - Let us pause and acknowledge the flag of our country.

MARSHAL - [COLOR GUARD] - [POST - - - THE COLORS].

(Color Guard Commander gives commands so that the colors are posted in unison.)

MARSHAL - [COLOR GUARD] - [CARRY - - - SWORD].

(The Color Guard will return to their previous position, in the center of the chamber facing the audience, in silence. The Marshal then gives commands to retire the Color Guard.)

MARSHAL - [COLOR GUARD] – [RETIRE].

(Color Guard retires.)

MARSHAL - *(Remains facing the rear of the chamber, with all in silence, until the color guard is discharged in the rear of the chamber, then the Marshal continues.)*

MARSHAL - [RETURN – SWORD].

[After all swords are returned, the Marshal then takes two or three steps to the right (or left of the podium), to be out of the line of sight of the District Master and there remains facing audience.]

DISTRICT MASTER -  *(One rap.)*

MARSHAL - Please be seated.

DISTRICT MASTER – Faithful Friar, Sir Knights, Distinguished Guests, Ladies, and Friends.

It is a pleasure for me to be with you and to conduct this ceremony. Your interest during the ceremony will help impress upon us all the importance of formally installing your officers.

May we remind you that we owe your retiring officers our thanks and gratitude for the faithful manner in which they have served *(name of assembly)* during the past year. In the name of the members of this assembly, I thank you for the thorough and efficient manner in which you have performed your duties and hope you will continue as active and interested members of the Fourth Degree.

DISTRICT MASTER - I now ask our Faithful Friar to bless the jewels of office.

FAITHFUL FRIAR - Father in heaven, we ask you to bless these jewels, symbolic of the offices to which these men have been called. May these jewels be worn with dignity and grace! We pray that you will bestow upon these men the wisdom and authority these symbols represent. We ask this through Christ our Lord. Amen.

(Faithful Friar blesses the jewels and sprinkles them with holy water.)

DISTRICT MASTER - Thank you, Worthy Faithful Friar.

(Pause, as the Friar returns to his seat, then continues.)

DISTRICT MASTER - Worthy Marshal please present to me the list of the officers to be installed.

MARSHAL - *(The Marshal advances with the list and hands it to the District Master, salutes.)*

DISTRICT MASTER - It is now my privilege to install your Faithful Friar, *(Rank), (Full Name)_____.*

As the Faithful Friar, you are a key figure in the structure and spirituality of our Order, and you are heir to the great vision and legacy of our founder, Venerable Michael McGivney. 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 Faithful Friar is indispensable to the Catholic character of our Order. I shall now present you with your Faithful Friar's Jewel.

(They proceed to the table and the District Master places the jewel around his neck.)

Worthy Faithful Friar, I invest you with this jewel emblematic of your office in the Fourth Degree of the Order of the Knights of Columbus. May we brother Knights always take to heart the spiritual guidance that you will give us during the coming fraternal year.

DISTRICT MASTER - Worthy Marshal, please escort each officer to be installed to my presence as I call his name. Worthy Faithful Navigator: (Full Name) .

DISTRICT MASTER - By electing you as their Faithful Navigator the Sir Knights of your Assembly made a public statement of their faith and confidence in your integrity, honesty and leadership as a Catholic man and citizen of this great country.

It is your duty to preside at all meetings of your Assembly and enforce the Laws and Rules Governing the Fourth Degree and abide by the current Color Corps Drill Manual in the conduct of your assembly's Color Corps.

In your parliamentary and other decisions as presiding officer you will be just and impartial. Guide your Assembly to always be "Religiously Devoted and Patriotically Proud" in fact as well as in name. Follow our principles of Charity, Unity, Fraternity and Patriotism and keep in mind at all times that the "Good of the Order" always comes before the interests of any individual member.

You, Worthy Sir Knight, are to be congratulated. As Master of this District I encourage you to promote membership recruitment in your Assembly and conduct viable patriotic programs for the benefit of your members.

(Faithful Navigator is then escorted to his chair (#1) by the Marshal.)

DISTRICT MASTER - Faithful Captain: (Full Name) .

DISTRICT MASTER - The Sir Knights of your Assembly have elected you to be their Faithful Captain. Like the Faithful Navigator, you must surely realize that you have earned the trust and confidence of your fellow Sir Knights and the remarks addressed to the Faithful Navigator apply equally to you.

In the absence of the Faithful Navigator you are to assume his duties. Upon you, Sir Knight, will in a large measure depend the attendance of the members at the meetings and social functions of your Assembly. You are to make the meetings instructive and entertaining.

You, Worthy Sir Knight, are to be congratulated. I urge you to be diligent in your duties.

DISTRICT MASTER - Faithful Pilot: (Full Name) .

DISTRICT MASTER - You have been elected Faithful Pilot. Your duties correspond with the duties of the Warden of a Council. You are responsible for the arrangement of the chamber, for meetings and the paraphernalia of the assembly. Additionally, the Sentinels report to you.

You, Worthy Sir Knight, are to be congratulated. I trust that you will faithfully perform all of the duties of your office.

DISTRICT MASTER - Faithful Comptroller: (Full Name) .

DISTRICT MASTER - The Sir Knights of your Assembly have elected you to be their Faithful Comptroller. They place the highest trust and confidence in your abilities.

As Faithful Comptroller it is your duty to: maintain the membership records and financial accounts of your Assembly; make available your records of the accounts to the Faithful Navigator and Trustees so that they may prepare the official Assembly audit; draw all orders on the Faithful Purser for the payment of obligations; issue a membership card to each member and provide the District Master and Financial Secretary the names of all candidates awaiting the honors of the Fourth Degree. Your dedication to the Order and adherence to the Laws of the Fourth Degree will aid in the overall success of your assembly.

DISTRICT MASTER - Faithful Scribe: (Full Name) .

DISTRICT MASTER - You have been elected Faithful Scribe of your Assembly. As such, you are expected to attend all meetings. You will maintain for the present, as well as the future, the official record of meetings, data and actions taken that may be of vital fraternal interest in the future, not only to your Assembly but also to the Order. Your attention to detail, then, is most important.

You, Worthy Sir Knight, are to be congratulated. Be sure that you faithfully perform all of the duties of your office.

DISTRICT MASTER – Faithful Purser: (Full Name) .

DISTRICT MASTER - The Sir Knights of your Assembly have elected you to be their Faithful Purser. Your Brother Sir Knights place their trust and confidence in you to handle the funds of your Assembly. Your duty is to keep them safe and secure, accounting for them strictly as prescribed in the Laws and Rules of the Fourth Degree. You will work closely with the Faithful Navigator and the Faithful Comptroller in the execution of their duties. You too must make available your records so that the Faithful Navigator and Trustees can complete the Assembly audit.

You, Worthy Sir Knight, are to be congratulated. Be faithful as you perform the duties of your office.

DISTRICT MASTER – Faithful Sentinels: (Full Name) and (Full Name) .

DISTRICT MASTER - The Sir Knights of your Assembly have elected you to be their Faithful Sentinels. It is your duty to guard the portals of your Assembly while it is in session, and to see that none but qualified members enter. To this end it is important that you attend regularly the sessions of your Assembly. As Sentinels in name, be Sentinels in deed.

You, Worthy Sir Knight, are to be congratulated. I encourage you to faithfully perform all of the duties of your office.

DISTRICT MASTER – Faithful Admiral: (Full Name) .

DISTRICT MASTER - The Sir Knights of your Assembly have elected you to be their Faithful Admiral from among the Past Faithful Navigators of your Assembly. Because of your past experience you will render a great service to your Assembly.

In the absence of the Faithful Friar, you are to perform his duties at the Assembly meeting. In the event that both the Faithful Navigator and Faithful Captain are absent, then, you are to preside.

You, Worthy Sir Knight, are to be congratulated. I know from your past service that you will faithfully perform all of the duties of your office.

DISTRICT MASTER – Faithful Trustees: (Full Name) , (Full Name) , (Full Name) .

DISTRICT MASTER - The Sir Knights of your Assembly have elected you to be their Faithful Trustees. Your very name implies the trust and confidence placed in you by your Assembly to faithfully watch and guard both the finances and membership. You are to audit the reports of the financial officers and periodically report to the members and to the Master of your District. It is your duty to keep your Assembly in a sound and healthy financial condition.

You, Worthy Sir Knights, are to be congratulated. I trust that you will faithfully perform all of the duties of your office.

MARSHAL - Officers please rise.

DISTRICT MASTER - It is now my duty to exact from you a promise which, given in good faith in the presence of your Brother Sir Knights, friends and family, will be binding as long as you remain in the Office to which you have been elected. Raise your right hand and respond to my questions, so that all may hear.

Do you, Worthy Sirs, promise to support and obey the Constitution and Laws of our Order and to insure that, insofar as you are able, the Members of your Assembly will also do so?

(A: – “I do.”)

DISTRICT MASTER - Do you promise to devote the necessary time to the discharge of your responsibilities as designated by the Laws of our Order?

(A: – “I do.”)

DISTRICT MASTER - Do you promise to keep the welfare of your Assembly, your Council and the Order uppermost in your mind and to promote it to the best of your ability?

(A: – “I do.”)

DISTRICT MASTER - Accepting your promises as given in good faith, I declare that you are truly qualified and installed in your office and authorized to conduct the business of your Assembly and our Order until such time as you have been legally succeeded at the end of your term.

MARSHAL - Sir Knights: Lower your hand.

I now ask that each officer come forward with his wife. I will then invest you with the jewel of your office.

(Officers, beginning with the Faithful Navigator, together with his wife, come forward to the District Master at the table prepared. The Faithful Navigator and his wife will remain with the District Master and assist him to invest each officer with his jewel and present a gift to his wife. Following investiture the officer with his wife will return to their seats.)

[DISTRICT MASTER - (To each officer as he is invested.)]

“Worthy Faithful _____, I invest you with this jewel emblematic of your office. May you ever wear it proudly so as to bring honor to yourself and the Order.”

DISTRICT MASTER – Sir Knights, your promises are accepted and now, by the authority vested in me, I declare you fully qualified Officers of the *(Assembly Name and Number)* for the ensuing year. Let us show our appreciation for the newly installed officers. *(Applause.)*

DISTRICT MASTER - We will now close this Installation of Officers by Retrieval and Salute to our Flag and then our Faithful Friar will deliver our Closing Prayer.

DISTRICT MASTER -  (Three raps.)

MARSHAL - All Rise.

DISTRICT MASTER - Worthy Marshal – Retrieve the Colors.

MARSHAL - *([Salute] – [About Face] – and there remains.)*

MARSHAL – **[Color Guard] - - [Post].**

(Color Guard. comes to the front and center of the chamber; per Installation Diagram “A” then on Color Corps Commander command, approach posted colors and there await the retrieve command of the Marshal.)

MARSHAL - **[Color Corps - - Draw - - Sword.] (Pause.)**

MARSHAL - **[Retrieve - - - the Colors].**

(The Color Corps Commander gives appropriate commands to the Color Guard to retrieve colors, in unison. The Color Guard will return to the center of the chamber, and on command face the audience. When in place the District Master continues.)

DISTRICT MASTER - To honor our country let us join together in singing our National Anthem.

MARSHAL - **[Atten - - tion] – [Color Corps - - Present - - Sword]**

(At conclusion of the National Anthem, the Marshal continues.)

MARSHAL - [Carry - - Sword].

MARSHAL - [Color Guard] - - [Retire - - - the Colors.]

(Color Guard retires in silence and when fully retired, the Marshal continues.)

MARSHAL - [Color Corps] - - [Return - - Sword].


DISTRICT MASTER - Worthy Faithful Friar, as we close our official business of the day, please invoke the blessings of our Lord upon these men who will serve as Officers of this Assembly and upon all here present who will be their close collaborators in the great work of promoting patriotism throughout our country.

FAITHFUL FRIAR – Let us pray for our beloved Holy Father (name), that our God and Lord, who chose him as Supreme Pontiff, may preserve him in good health and safety for the welfare of his holy Church.

We pray also for our bishop (name), his brother bishops, priests and deacons, that each in his own duties may, by your grace, serve you faithfully.

Finally we pray for the heads of government and for all elected officials, that our Lord God may direct their minds and hearts according to his will for our lasting peace.

We ask this through Christ, our Lord. Amen.

DISTRICT MASTER – I declare this Installation of Assembly Officers officially closed and present the gavel to your Faithful Navigator.  (*One rap.*)

(District Master here hands the gavel to the newly installed Faithful Navigator.)

(The Faithful Navigator may make any announcements necessary.)

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