



Knights  
of Columbus

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# Installation of Council Officers



Worthy District Deputy,

On several occasions in its history, the Knights of Columbus has modified degree ceremonies in order to reflect the modern meaning of our language, to account for historical changes, and to improve the teaching flow of ceremonials. In making these changes, the Supreme Council Ceremonials Committee, in consultation with the Supreme Council Board of Directors, has always been mindful of the meaning, purpose, intent and relationship of degree ceremonials to one another.

Fr. Michael J. McGivney, our founder, and the early officers of our Order, understood the dual meaning of “charity” as love of our neighbor and love of God, and the importance of putting that love into charitable action. This lesson of charity is so important to each member, and to us as Catholics, that the true meaning of charity is the focus of the Admission Degree.

In the Formation Degree, the strength of Unity in fostering a greater practice of charity is revealed and demonstrated through a simple yet powerful example. Both the lesson of Charity and the strength of Unity are given additional meaning in the Knighthood Degree. It is in the Knighthood Degree that we are reminded that all are united through the fraternity of the Eucharist as sons of God and in His love for us.

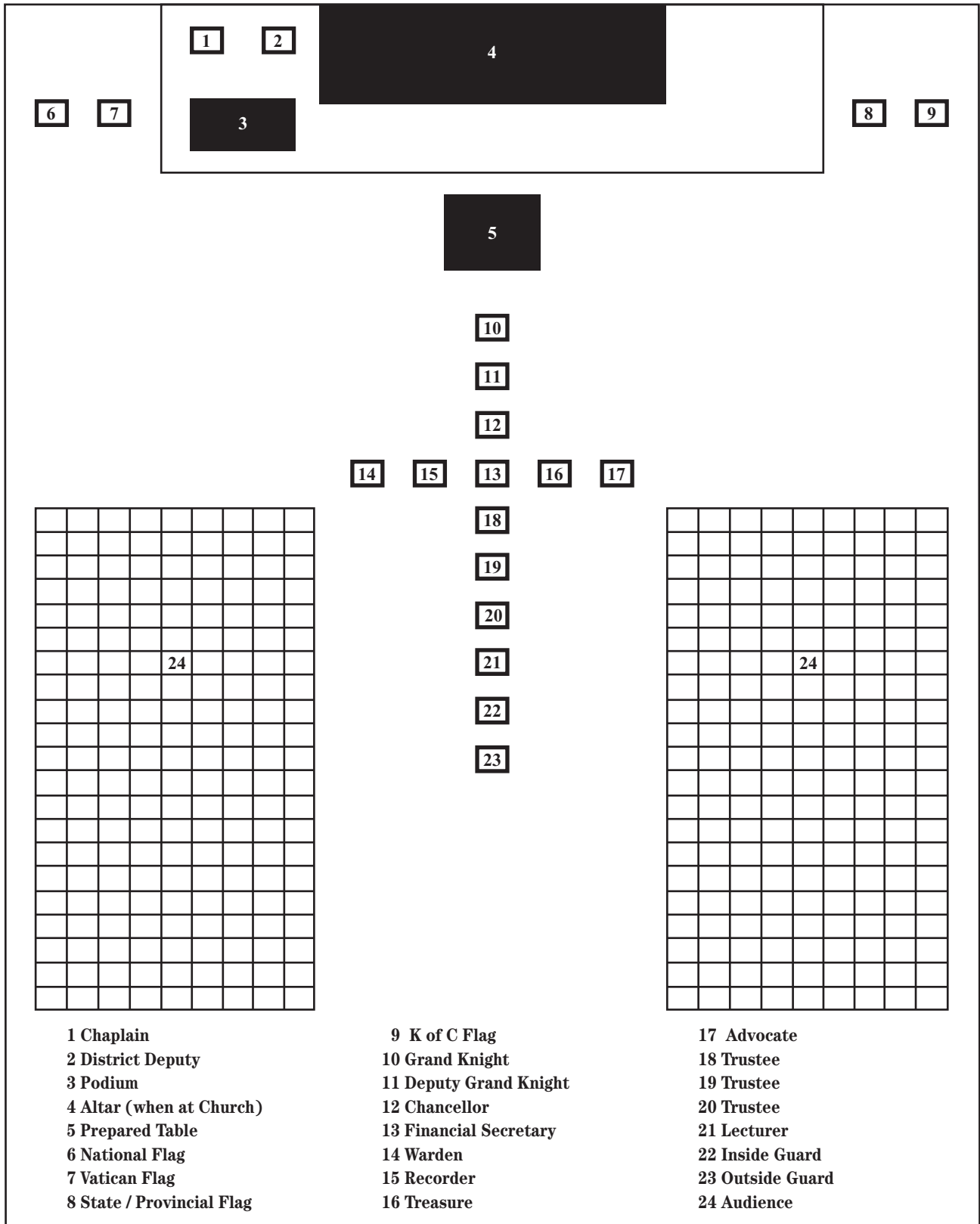
In the Patriotic Degree, the role of our respective nations in shaping the character of its citizens is used to illustrate the importance of faith and charitable love in our development. “The true test of civilization,” declared American essayist Ralph Waldo Emerson in 1870, “is not its census, nor its cities, nor its crops – no, but the kind of man the country turns out.” Likewise, a true test for our fraternal Catholic Order is the faithfulness and charitable action that our members incorporate into their daily lives.

Thus, following is “*The Installation of Council Officers*.” It stands as an annual reminder to council officers of their duty to shape and build the character of their members in the love of neighbor and the love of God by offering and conducting charitable programs, which strengthens our parishes and builds up the Domestic Church. The life, health and strength of the council is dependent upon the actions of Catholic fraternal leaders taking action and working together. Each district deputy is advised to take seriously this obligation of installing the council officers. Conducting “*The Installation of Council Officers*” is an important obligation, if not his most important obligation, and positions him as a guide, friend and mentor to his assigned councils.

Fraternally yours,

***Ceremonials Committee***

# INSTALLATION OF OFFICERS DIAGRAM



- 1 Chaplain
- 2 District Deputy
- 3 Podium
- 4 Altar (when at Church)
- 5 Prepared Table
- 6 National Flag
- 7 Vatican Flag
- 8 State / Provincial Flag

- 9 K of C Flag
- 10 Grand Knight
- 11 Deputy Grand Knight
- 12 Chancellor
- 13 Financial Secretary
- 14 Warden
- 15 Recorder
- 16 Treasure

- 17 Advocate
- 18 Trustee
- 19 Trustee
- 20 Trustee
- 21 Lecturer
- 22 Inside Guard
- 23 Outside Guard
- 24 Audience

# **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 is omitted and 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 the Officers' chairs in the form of a Cross as described in the Diagram, and he shall place the proper number on each chair. A prepared table shall be set 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 COUNCIL OFFICERS

**Retiring, Newly-elected or Re-elected G. K.** - Reverend Father, my Brothers of \_\_\_\_\_ Council No. \_\_\_\_\_, ladies and gentlemen:

The Installation of Council Officers is always a solemn and hope filled occasion.

[[[RET. G.K. (ONLY): 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 in our actions, and 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.]]]

**D.W.** - Please rise.

**G. K.** - It is my pleasure to welcome and introduce our Worthy District Deputy (Full Name) and his District Warden, (Full Name).

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

*(G. K. shakes hands with D. D. – turns gavel over to him and salutes.*

*Retiring G.K. proceeds to join the Retiring Officers; the re-elected G.K. proceeds to join the officers to be installed.)*

**D. W.** - Please be seated.

**D. D.** - Reverend Father, my Brother Knights, ladies and gentlemen; I bring you greetings from our Supreme Knight  (Full Name) , the Supreme Officers, the Board of Directors of the Knights of Columbus and our Worthy State Deputy  (Full Name) . Before we proceed to the important and pleasant tasks ahead, I will ask our Worthy Chaplain to invoke the blessing of God upon our efforts. Worthy Chaplain, please lead us in prayer.

**D. D.** -  *(Three raps.)*

**D. W.** - Please rise.

**CHAPLAIN** - 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 also does 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 venerable 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.

**D. D.** - We shall now sing our National Anthem (*or recite the country's Pledge of Allegiance*).

**D. D.** -  (*One rap.*)

**D. W.** - Please be seated.

**D. D.** - 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?

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

**D. D.** - 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 medals and sprinkles them with Holy Water.)*

**D. D.** - Thank you, Worthy Chaplain. As Council Chaplain, you are heir to the great vision and legacy of our founder, Venerable 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.)*

**D. D.** - Worthy District Warden, please escort the elected Officers to be installed forward.

*(They proceed to the table with the assistance of the District Warden.)*

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 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.

**D.W.** - Please raise your right hand.

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.)*

**D.W.** - Please lower your hand.

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.

**D. D.** - 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.

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.”

**D. D.** - Worthy District Warden, please form the officers.

*(Wives return to their seats, and the District Warden leads the officers to form a Cross in the center aisle of the chamber according to the Installation of Officer Diagram, for the Final Charge and prayer.)*

**D. D.** - 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.

**D. D.** - 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.

**G. K.** - *(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.)*

**D. D.** -  *(Three raps.)*

**D. W.** - *(To audience.)* Please rise.

**D. D.** - Worthy Chaplain, as we close our official business of the day, please invoke the blessing 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  $\dagger$  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, for ever and ever. Amen.

**D. D.** - I declare this Installation of Council Officers complete.

 *(One rap of 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.*





