

# Knights of Columbus Maryland State Council



## Installation of Council Officers Ceremonial

(2012 revision)

Installation date:

Installation location:

Council:

# 2012 Revision for use in the Maryland State Council

The 2012 Revision to the Installation of Council Officers Ceremonial is designed for use in a council chamber. Adaptation to perform the ceremony in a church or parish hall following the Installation Mass is permitted. In this case, chairs for the council officers may be omitted based upon available space.

The 2012 Revision calls for newly elected council officers to be robed or wearing jackets with ceremonial baldrics. The wearing of suits/sports coat is permitted.

The 2012 Revision recommends providing a corsage for the wife of each officer to be installed. The newly elected Grand Knight is encouraged to recognize the officer's wives in a manner chosen by the council. Suggestions include a corsage, a single flower, the annual Maryland State Pin, a Father McGivney prayer card, or a small religious medal.

## Installation of Council Officers Ceremonial (2012 Revision)

The Installation of Council Officers should be completed by the District Deputy as soon as practical after the first day of July in the new fraternal year.

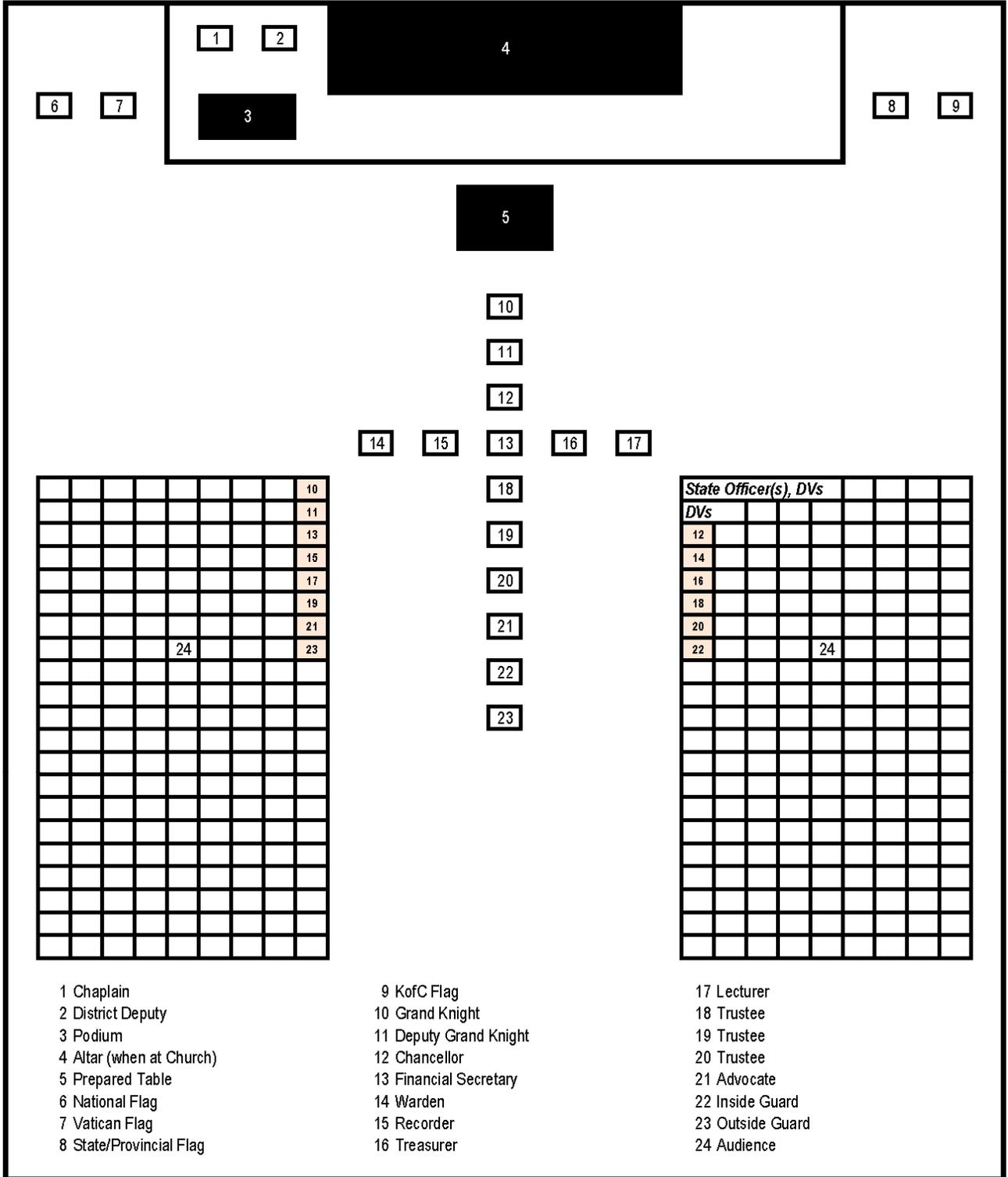
The Council chamber or hall to be used is arranged as illustrated on Diagram attached. The chairs are occupied as follows: Dais chairs are occupied by District Deputy and Council Chaplain.

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.

The newly elected Officers should be robed, or 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.

The Warden 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 officers jewels, Holy Water and a corsage for the wife of each officer to be installed.

# Installation of Officers Diagram



**District Warden begins the ceremony seated on an aisle with the DVs, or standing in the rear of the chamber.**

*[Optional: Consider opening the ceremony with new Council Officers seated on the center aisle. This enables the DW to smoothly escort officers to their positions during the ceremony.]*

*Retiring Grand Knight:*



One rap of the gavel

**Reverend Father,**  
**my brothers of \_\_\_\_\_ Council,**  
**ladies and gentlemen:** Council name

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

**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,**  
**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 post,**  
**I extend to our worthy successors**  
**our warmest congratulations,**  
**assurance of continued cooperation**  
**and prayerful wishes**  
**for a most successful and progressive administration.**



Three raps of the gavel

*District Warden:* **Please rise.**

*Retiring 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 new officers.**

*(Retiring GK shakes hands with D. D. - turns gavel over to him - Salutes and joins the other Retiring Officers.)*

*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 Carl A. Anderson,  
the Supreme Officers,  
the Board of Directors of the Knights of Columbus  
and our Worthy State Deputy **William C. Kuchmas, III.****

*(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 jewels symbolic of the authority  
to lead and to administer the affairs of 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 them and us, therefore, to consult with You  
when important decisions must be made.**

**Imbue us with the strength to act always  
in a spirit of brotherly love.  
Grant us the precious humility to acknowledge  
the ever present possibility  
of error in human deliberation**

**Help us to conduct ourselves  
so as to reflect Your Will at all times  
in our spiritual and earthly endeavors.  
Aid us to be 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 Deputy:*

**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:*

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

*Chaplain:*

**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.**

*(Chaplain blesses the jewels and sprinkles them with Holy Water)*

*District Deputy:*

**Thank you, Worthy Chaplain.**

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

**The installation of Council Officers continues.**

**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 more worthy future.**

**So, 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,  
and future plans conceived and appraised.**

**These plans must always be considered in terms  
of how well they will enable the council  
to serve their church  
and their fellowmen.**

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

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

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

*District Warden*

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

*District Deputy:*

**It is now my privilege to install your Council Chaplain,**

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*Rank & Full Name*

**As a Knights of Columbus Council Chaplain,  
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 Council Chaplain is indispensable  
to the Catholic character of our Order.**

**I shall now present you with your Chaplain's Jewel.**

*(They proceed to the table and with the assistance of the District Warden; the District Deputy assists the Chaplain in placing the jewel around his neck.)*

*District Deputy:*

**Worthy District Warden**

**please escort each officer to be installed  
to my presence as I call his name.**

*District Deputy:*  
**Worthy Grand Knight**

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*Rank & Full Name*

*(After the charge to each officer, by the DD, the officer will proceed to his assigned chain)*

**you have been chosen by your Brothers  
to guide the destiny of your Council during this year.**

**As its Chief Administrative Officer,  
you are directly responsible for every aspect  
of your Council's operation and success.  
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.**

**Bear in mind  
that a Council is composed of many individuals.  
Solicit their advice.  
Consider it carefully.  
But remember always  
that the "Good of the Order" is paramount!**

**As your District Deputy I offer you this advice.  
Your term as Grand Knight  
will be judged on your achievements;  
accordingly, you should do all in your power  
to grow the Order in membership, insurance  
and fraternal activities.  
This will be your lasting legacy.  
Remember, your council's greatest assets are its members!**

**Your District Deputy,  
State Deputy  
and the Supreme Officers  
are eager for your success  
and the prosperity of your Council.  
Never hesitate to ask for help.**

**Study the official instructions you have received.  
Obey the Laws and Rules of our Order and your Council.  
Ensure that each member does so.  
You will then deserve the title  
by which you will be addressed  
throughout your term of office –**

**Worthy Grand Knight.**

*(Grand Knight is then escorted to his chair (#1) by the District Warden.)*

*District Deputy:*

**Worthy Deputy Grand Knight**

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*Rank & Full Name*

**you have been selected as  
Deputy Grand Knight of your Council.**

**In effect, you are the Grand Knight's right-hand man  
who must be available and ready at all times  
to take his place,  
make decisions for him whenever he is unable  
to exercise his responsibilities.**

**Therefore,  
all the remarks I have addressed to him apply,  
in substance, equally well to you.**

**Make yourself valuable to your Grand Knight  
as close adviser and strong supporter.**

**Acquaint yourself with his plans  
and learn to think and act as one with him.**

**To merit the title by which you are known,  
Worthy Deputy Grand Knight,  
you will want to prepare yourself  
to contribute further  
to the growth and welfare of your council.**

*District Deputy:*  
**Worthy Chancellor**

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*Rank & Full Name*

**as Chancellor,  
your duty is to assist  
the Grand Knight and Deputy Grand Knight  
in the performance of their duties.**

**It is also your duty  
to strengthen the interest of the members  
in council activity,  
as such,  
you should continue to stress the lessons of the Order,  
so that all members understand them more fully  
and practice them more faithfully in their daily lives.**

**May the conduct of your own personal and fraternal life  
be an inspiration to your fellow Knights.**

**Make certain that the Admissions Committee  
performs its duties  
and knows the talents and interests of the members,  
so that those talents  
can be put to the best use of the Council.**

**Carrying out these responsibilities  
will give you the satisfaction of knowing  
that you indeed truly are ..**

**a Worthy Chancellor.**

*District Deputy:*

**Worthy Financial Secretary**

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*Rank & Full Name*

**the title, Financial Secretary,  
bestowed upon your office, by the Supreme Knight,  
upon the recommendation of your council,  
is self-explanatory.**

**The responsibility of keeping accurate  
financial and membership records  
of your Council is yours.**

**In a great measure  
the preservation of membership  
depends upon your efficiency in carrying out your duties  
in the billing and collecting of dues from the members.**

**I am confident you will ensure  
that your accounts are in order,  
and that all funds are properly recorded.**

**You are the direct link  
between your Council and the Supreme Office.  
You should work closely and cooperatively  
with the Grand Knight,  
Trustees,  
and the Treasurer of your Council-**

**thus you will earn and maintain with pride  
the title which is yours –**

**Worthy Financial Secretary.**

*District Deputy:*  
**Worthy Recorder**

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*Rank & Full Name*

**To you as Recorder,  
is assigned the important task of maintaining  
a full and accurate account of all Council  
meetings and actions in the Recorder's Minute Book.**

**Such records are immensely valuable  
for current, practical, and historical reasons.**

**Discharge your duties well  
and you will be justly identified as a –**

**Worthy Recorder.**

*District Deputy:*  
**Worthy Warden**

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*Rank & Full Name*

**as Council Warden,  
the impressive and informative ceremonials of our Order  
depend to a great degree  
on the manner in which you discharge your duties.**

**Attention to detail  
in the proper arrangement of the chamber  
will ensure that they are as beautifully  
and significantly exemplified as they should be.**

**Maintain well the prescribed paraphernalia  
and other belongings of the council.**

**Prepare for your role as guide  
to the candidates for membership in our Order  
and you will earn their gratitude  
as well as that of the Brothers who have elected you –**

**Worthy Warden.**

*District Deputy:*  
**Worthy Treasurer**

---

*Rank & Full Name*

**you have been elected Treasurer,  
responsible for the funds of your Council.**

**This fact bears silent witness to the excellent reputation  
for honesty, integrity and accuracy  
which is yours among your Brothers.**

**Exercise to the fullest these virtues,  
always working closely with the Financial Secretary.**

**You will then warrant your Brothers' confidence  
and you will indeed be a**

**Worthy Treasurer.**

*District Deputy:*  
**Worthy Lecturer**

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*Rank & Full Name*

**as Lecturer**

**yours is the rewarding but exacting duty  
of providing for your Brothers  
enjoyable, informative, and educational programs  
at your council meetings.**

**Worthwhile programs will help build meeting attendance  
and provide benefits to the membership.**

**Forethought and planning**

**will enable you to live up to the expectation  
of your Brother Knights.**

**All of these important gifts are yours to dispense.  
Do so consistently and you will merit your title –**

**Worthy Lecturer.**

*District Deputy:*  
**Worthy Trustees**

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*Rank & Full Name*

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*Rank & Full Name*

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*Rank & Full Name*

**your title implies the importance of your office  
which cannot be over-estimated.**

**You have the confidence of your Brothers.  
As guardians of your Council's funds  
you are responsible for its sound financial status,  
and, that the vitally important semi-annual audit  
is promptly filed after each January 1 and June 30.**

**This will guarantee that the bonds  
on the Grand Knight, Financial Secretary and Treasurer  
remain in full effect**

**Thus, your Brothers will be proud to address you as  
Worthy Trustees.**

*District Deputy:*  
**Worthy Advocate**

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*Rank & Full Name*

**your election to the office of Advocate  
implies your ability to represent your Council  
in all fraternal and fiscal legal affairs.**

**Bear in mind always  
that while your inclinations  
will always tend to favor your Council,  
your first allegiance is to our Order and its Laws.**

*District Deputy:*  
**Worthy Inside and Outside Guards**

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*Rank & Full Name*

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*Rank & Full Name*

**as Guards,  
upon you rests the responsibility  
of maintaining order and security in the council chamber.**

**Punctuality,  
faithful attendance  
and strict care in the admission of qualified individuals  
to council meetings  
will assure you of your Brothers' respect for your title as  
Worthy Guard.**

*(pause as Guards return to their chairs.)*

District Deputy:



*Two raps of the gavel*

*District Warden:*

**Officers please rise, and raise your right hand.**

*District Deputy:*

**It is now my duty to exact from you a promise which,  
given in good faith  
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.**

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

*District Warden:* **Worthy Sirs answer: "I do."**

*District Deputy:*

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

*District Warden:* **Worthy Sirs answer: "I do."**

*District Deputy:*

**Do you promise to keep the welfare  
of your Council and Order  
uppermost in your mind and to promote it  
to the best of your ability?**

*District Warden:* **Worthy Sirs answer: "I do."**

*District Deputy:*

**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 the Council and our Order  
until such time as you have been legally succeeded  
at the end of your term.**

**I now ask that each officer come forward with his wife.  
I will then invest you with the jewel  
emblematic of your office  
and present a token of appreciation to your wife.**

*(Officers. beginning with the Grand Knight, together with his wife,  
come forward to the District Deputy at the table prepared.  
The District Deputy will invest each officer with his jewel and present a gift to his wife).*

*District Deputy:*

*(pause, takes the jewel and invests the GK and says.)*

**"May you ever wear this jewel proudly  
so as to bring honor to yourself and the Order."**

*(The District Deputy will at this point invest each chair Officer with his jewel of Office.  
Following investiture with jewels District Warden will reassemble officers in form of cross at their assigned chairs.)*

*District Deputy:*

*(To each officer as he is invested.)*

**"May you ever wear this jewel proudly  
so as to bring honor to yourself and the Order."**

*(After all Officers are invested with their jewel, and return to stand at their assigned chairs.)*

*District Deputy:*

**Having completed my task, I present to you,  
your duly installed officers for the fraternal year.**

*(Applause.)*



*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:***

**Let's join together and sing "America the Beautiful"**

*(or a country appropriate song.)*

*O beautiful for spacious skies,  
For amber waves of grain,  
For purple mountain majesties  
Above the fruited plain!  
America! America!  
God shed his grace on thee  
And crown thy good with brotherhood  
From sea to shining sea!*

*[OPTIONAL Endings (coordinate transition during ceremony rehearsal):*

- DD explain the receiving line plan prior to adjourning the ceremony.*
- DD explain plan to assemble for photo, then transition to receiving line.*
- DD introduce Council Master of Ceremonies who will introduce brief speeches by IPGK, GK, DD, State Officer, Chaplain.]*

***District Deputy:***

**I declare this installation of Council Officers,  
officially closed.**



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:*

<i>District Deputy</i>	<i>Warden</i>
<i>District Deputy's Warden</i>	<i>Treasurer</i>
<i>Grand Knight</i>	<i>Lecturer</i>
<i>Deputy Grand Knight</i>	<i>Trustees</i>
<i>Chancellor</i>	<i>Advocate</i>
<i>Financial Secretary</i>	<i>Inside Guard</i>
<i>Recorder</i>	<i>Outside Guard</i>

*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: \_\_\_\_\_

Lecturer: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Trustee: \_\_\_\_\_

Advocate: \_\_\_\_\_

Inside Guard: \_\_\_\_\_

Outside Guard: \_\_\_\_\_

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





**#10  
GRAND KNIGHT**



**#11  
DEPUTY GRAND KNIGHT**



**#12  
CHANCELLOR**



**#13  
FINANCIAL SECRETARY**



**#14  
WARDEN**



**#15  
RECORDER**



**#16**  
**TREASURER**



**#17**  
**LECTURER**



**#18**  
**1 YEAR TRUSTEE**



**#19**  
**2 YEAR TRUSTEE**



**#20**  
**3 YEAR TRUSTEE**



**#21**  
**ADVOCATE**



**#22**  
**INSIDE GUARD**



**#23**  
**OUTSIDE GUARD**



