



INSTALLATION CEREMONIES

Each Council of Catholic Women may choose or create a ceremony that is meaningful to its members, and suitable for the time and place. The ideas below may be adopted, adapted, and used all or in part, or even using parts of two or more



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INSTALLATION CEREMONY

Based on Women Saints or Women of the Bible

Including 1st & 2nd Vice Presidents

LEADER: Newly elected officers of the **Name** Council of Catholic Women, the women of your organization have bestowed great honor, esteem and responsibility on you today. They have shown profound admiration of the ability you have to use your God-given gifts and talents. More than that, they have given you, as a body united in Christ, their hopes, their dreams and their aspirations for the life and future of this organization for which they have worked so hard. In you, they deposit their trust knowing that you will guide this organization into a challenging future which has deep roots in the hard work done by many in the past. The task before you requires great faith, humility, strength, knowledge, and an abundance of gracious love.

Our symbol for this installation ceremony is the rose which reflects strength, beauty, and love. At this growing time of year, we are most aware of the new life all around us. We recognize that new life derives its creative ability from the soil which has been worked by our mothers and fathers before us. We are reminded of the fruitfulness of their lives; that the earth and all those on it are connected by the strength of God's creative love for us and by our mutual love and care for one another.

As we begin a new council year, let us all, members and officers alike, be aware of the strength and power of love. Let us pray to be guided by this love as symbolized, by the rose. *(Allow moment for meditation)*

LEADER: As a CCW organization, we place ourselves under the patronage of Mary, our Mother and the Mother of Jesus. In addition, each of our officers is given a special woman in our tradition as her patroness.

May I present to you our treasurer:

As treasurer, you hold a trustworthy and important position. You will receive all monies and dispense all funds according to the rules of (name organization). Just as the stem of this rose balances it and gives perfect order to the leaves, so too, will your office demand preciseness and integrity. To you we give the patroness, **St. Teresa of Avila** who was a model of integrity and was trusted by the leaders of the Church in her time.

May I present to you our corresponding secretary:

As corresponding Secretary you will represent (name organization) in all the letters and notices you send and receive. You will need the gifts of graciousness and tact, efficiency and promptness. Your correspondence should depict affability and warmth. Just as the rose reflects beautiful memories of the sender, so too, shall your correspondence show your organization in the best possible light. To you we give the patroness, **Phoebe**, a deaconess in the early Church whose communication of Jesus aided the Church of Cencrae in its belief.

May I present to you our recording secretary:

As recording secretary, you will keep minutes of all the meetings of (name organization). You will need to be a keen observer at our meetings in order to submit a complete report of all the actions taken. You are to record and store the business of

(name organization] just as the rose stores pollen to be released as needed. To you we give the patroness, **St Paula**, who was a companion to St. Jerome and helped him in interpreting and translating the Bible.

May I present to you our second vice-president:

As second vice-president, you will be called upon when necessary, to fill in for the vice-president. You will also assume many and varied projects to add to the effectiveness and creativity of our organization. Your job will require the ability to be a team player. You will be like new sprouting buds of the rose, always ready to blossom and give life, joy and fragrance to your organization. To you we give the patroness, **Priscilla**, Church leader, teacher, and woman totally involved in team ministry for the sake of the gospel

May I present to you our vice-president:

As vice-president you will assist the president in any way possible and will always be ready, willing and able to stand in for her when necessary. You will also be a support person for our president, one on whom she can always call for advice and direction, just as the stem of the rose is the support system for its nourishment. To you we give the patroness, **Naomi** of the Old Testament, for her loyalty and fidelity to Ruth was a constant source of strength.

May I present to you our president:

As president, you are ultimately responsible for the leadership of this organization. You will delegate responsibilities, lead your board of directors, and represent (name organization] with grace and dignity. You will represent (name organization] at all (arch]diocesan functions and will be available for all (members or affiliations] when called upon. You will be an ambassador of love and good will just as the rose is symbolic of the love and good will that exist in the world of natural order. To you we give the patroness, **Queen Esther** of the Old Testament, whose grace, discretion and diplomacy enabled her people to live long and fruitful lives.

(Pause)

Each of you has heard her duties. Now we, as your membership, ask if you are ready to make a commitment to carry them out.

(Wait for response)

As an organization we thank you and we offer our congratulations and support. You are hereby duly installed. Go forth in the love and peace of our brother, Jesus, to carry out the work you have committed to do. God bless you all.

arranged by Donna Tiernan Mahoney, Palm Beach National Council of Catholic Women, Called to Pray, 1995.

**INSTALLATION OF OFFICERS
CONDUCTED DURING MASS**
(Based on ‘mission’; adapted from “*NCCW PRAYS*”)

Outgoing and incoming officers are seated in first row on either side of the main aisle. After Communion, the moderator calls the outgoing officers forward by name

**Spiritual
Advisor**

The word mission means “to be sent.” Jesus’ mission on earth was to bring the Good News of salvation, and today the Church Universal continues that work. We, as Church, are part of that mission. We form one people – bishops, priests, religious, and laity. We are bound together in a communion of faith; called to a commitment of love with Jesus as our center and the Holy Spirit as our source of life and power. Today we honor those women whose mission has guided the Parish/Deanery Name CCW for the last two years. Will outgoing Treasurer; Name, outgoing Corresponding Secretary; Name, outgoing Recording Secretary; Name, outgoing Vice President, and Name, outgoing President, please come forward?. *The Moderator then offers his words of congratulation and thanks for the service to the Parish/Deanery Name CCW. After applause by the congregation, the outgoing officers return to their seats.*

**Spiritual
Advisor**

The women we are about to present to you will lead the Parish/Deanery Name of Catholic Women for the next 2 years. Will incoming Treasurer, Name, incoming Corresponding Secretary, Name, incoming Recording Secretary, Name; incoming Vice President Names, and incoming President Name please come forward?

Each of us has different gifts and different ministries. These five women have been recognized for their gifts of leadership and responsibility and have been chosen by you to serve as officers of your Council.

(Turn to new officers) Do you accept this new responsibility of service to the Lord?

I do.

New Officers:

Do you accept this new responsibility of service to the Parish/Deanery Name Council of Catholic Women?

I do.

New Officers:

**Spiritual
Advisor**

As you have been duly elected and now officially installed, may God grant you the special graces of your office. Congratulations! *(Following applause, new officers return to their seats.)*

And for all of us, we now pray that the Holy Spirit may empower and guide each of us as we leave here to continue the mission of God’s work in our homes, our Church, and in our parishes, diocese and communities.

(Arranged by Mary Ann Kramer, NCCW President 1988/89; Annette Kane, NCCW Executive Director); adapted by Marianne McKeague 2008-10 EDD President.

CCW INSTALLATION SERVICE

(Based on the Rose)

Outgoing and incoming officers rise after the Final Blessing and come forward into the sanctuary. The Outgoing President will go to the ambo while Outgoing officers are on the left side of the altar and Incoming Officers are on the right side. Each Outgoing officer will have a rose to pass on to Incoming officer.

Celebrant: My Dear Incoming Officers: Our symbol for this installation service is the rose which reflects strength, beauty, and love. At this splendid time of the year, we are most aware of the new life around us. Today, we are bestowing upon you the act of committing to your care and entrusting you with the obligation to give credence to your assumption of duties as officers for the next two years in the Parish/Deanery Name Council of Catholic Women.

May you direct the productive use of your talents here within the Parish/Deanery Name Council of Catholic Women. May your work be reflective of the Gospel mandates of peace, justice and love and always mindful of the needs of others. In all your endeavors let it be known that we are a family; together we seek to make the council more visible to those with us and around us.

INCOMING OFFICERS

OUTGOING OFFICERS:

_____ Treasurer	_____
_____ Recording Secretary	_____
_____ Corresponding Secretary	_____
_____ Vice-President	_____
_____ President	_____

OUTGOING OFFICER will use first name of incoming officer and offer the following blessing while presenting the rose – *(May also just hand the incoming the rose without words being said):*

NAME _____ “May the Holy Spirit be with you, bless you and guide you in your new office.”

Celebrant: Do you accept the duties of the office to which our members have elected you? **(Response should be “I do.)** May the Holy Spirit may empower and guide each of you as we leave here to continue the mission of God’s work in our homes, our church, and our community.

All: Amen.

INSTALLATION OF CCW OFFICERS WITH TITLES OF MARY

with presentation of roses.

When done within a Mass, it takes place after Communion and before the Final Blessing;

Spiritual Advisor: WE WILL NOW INSTALL AND COMMISSION THE OFFICERS ELECTED TO THE Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN EXECUTIVE BOARD. AS MODERATOR OF THIS COUNCIL, I ASK THE OFFICERS TO PLEASE COME FORWARD.

ALL COUNCILS OF CATHOLIC WOMEN HAVE OUR LADY OF GOOD COUNSEL FOR THEIR PATRONESS. WE PRAY THAT HER PRESENCE WILL CONTINUE TO BE WITH OUR OFFICERS.

OFFICERS, KINDLY NOTE THAT OUR MEMBERS HAVE GIVEN YOU POSTS, NOT ONLY OF HONOR, BUT ALSO OF RESPONSIBILITY. THE TASKS THAT LIE BEFORE YOU ARE NOT SIMPLE ONES. THEIR SATISFACTORY EXECUTION CALLS FOR INTELLIGENT EFFORT, PERSEVERANCE, HUMILITY, COOPERATION, AND ABOVE ALL, GRACE.

Name, AS PRESIDENT OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOUR PATRONESS IS OUR LADY OF HUMILITY, WHOSE FEAST IS JULY 17. THE RED ROSE REPRESENTS YOUR DEDICATION TO THE COUNCIL AND THE FIDELITY TO THE WOMEN YOU WILL SERVE AT Parish/Deanery Name. DO YOU ACCEPT THE DUTIES OF THE OFFICE TO WHICH OUR MEMBERS HAVE ELECTED YOU? **(Response should be "I do.")** CONGRATULATIONS!

Name, AS VICE-PRESIDENT OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOUR PATRONESS IS OUR LADY OF DIVINE GRACE, WHOSE FEAST DAY IS JUNE 9. THE YELLOW ROSE REPRESENTS THE DIGNITY OF YOUR OFFICE AND THE ASSISTANCE YOU WILL OFFER TO THE PRESIDENT. DO YOU ACCEPT THE DUTIES OF THE OFFICE TO WHICH OUR MEMBERS HAVE ELECTED YOU? **(Response)** CONGRATULATION!

Name, AS RECORDING SECRETARY OF Parish/Deanery Name

COUNCIL OF CATHOLIC WOMEN, YOUR PATRONESS IS OUR LADY OF FAIR LOVE, WHOSE FEAST DAY IS MAY 31. THE PINK ROSE REPRESENTS THE JOY OF SERVICE TO OTHERS. DO YOU ACCEPT THE DUTIES OF THE OFFICE TO WHICH OUR MEMBERS HAVE ELECTED YOU? **(Response)** CONGRATULATIONS!

Name, AS CORRESPONDING SECRETARY OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOUR PATRONESS IS ALSO OUR LADY OF FAIR LOVE, WHOSE FEAST DAY IS MAY 31. THE PINK ROSE REPRESENTS THE JOY OF SERVICE TO OTHERS. DO YOU ACCEPT THE DUTIES OF THE OFFICE TO WHICH OUR MEMBERS HAVE ELECTED YOU? **(Response)** CONGRATULATIONS!

Name, AS TREASURER OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOUR PATRONESS IS OUR LADY OF RANSOM, WHOSE FEAST DAY IS SEPTEMBER 24. THE WHITE ROSE REPRESENTS TRUTH AND LOYAL SERVICE. DO YOU ACCEPT THE DUTIES OF THE OFFICE TO WHICH OUR MEMBERS HAVE ELECTED YOU? **(Response)** CONGRATULATIONS!

I DECLARE YOU DULY INSTALLED AS OFFICERS OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, TO FULFILL YOUR TERM OF OFFICE UNTIL YOUR SUCCESSORS HAVE BEEN ELECTED AND INSTALLED. PEACE TO YOU!

INSTALLATION OF CCW OFFICERS

with explanation of duties of officers and titles of Mary

6 officers: President, 1st and 2nd vice presidents, Recording and Corresponding Secretaries and Treasurer

Installing Officer:

WE WILL NOW INSTALL AND COMMISSION THE OFFICERS ELECTED TO THE _
Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN EXECUTIVE BOARD.

TO OUTGOING PAST OFFICERS: YOU HAVE COME TO THE CLOSE OF YOUR TERM OF OFFICE. YOU HAVE BEEN LOYAL TO YOUR COUNCIL AND LED IT COURAGEOUSLY. AS YOU RETIRE FROM OFFICE BE ASSURED THAT YOU TAKE WITH YOU THE RESPECT AND APPRECIATION OF THE MEMBERSHIP. THANK YOU!

I NOW DECLARE THE OFFICES VACANT.

AS CATHOLIC WOMEN, WE HAVE TURNED TO THE MOTHER OF GOD, TIME AND TIME AGAIN IN JOYS AND IN SORROWS. IT IS FOR THIS REASON THAT THE NATIONAL COUNCIL OF CATHOLIC WOMEN HAS CHOSEN FOR ITS PATRONESS, OUR LADY OF GOOD COUNSEL, WHOSE FEAST DAY IS APRIL 26TH WE HOPE THAT THE INCOMING OFFICERS OF THE Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN WILL ACCEPT HER AS THEIR PATRONESS. WE HAVE CHOSEN OUR BLESSED MOTHER IN SEVERAL OF HER TITLES TO BE THE PATRONESS FOR THE VARIOUS OFFICES. WE PRAY THAT SHE WILL BE WITH YOU THROUGHOUT YOUR TERMS, GUIDING YOU TO SERVE WELL.

OFFICERS OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN YOU ARE ABOUT TO UNDERTAKE A WORK AND ASSUME A RESPONSIBILITY TO WHICH WE TRUST YOU WILL GIVE GREAT CONSIDERATION. YOU MAY BE CONFRONTED WITH DIFFICULT PROBLEMS. HOWEVER, YOU MUST REMEMBER THAT NO OFFICER CAN SUCCEED WITHOUT THE COOPERATION OF EACH MEMBER OF THE ORGANIZATION.

Name, AS TREASURER OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOU WILL BE RESPONSIBLE FOR ALL FINANCIAL TRANSACTIONS AND BE PREPARED TO RENDER A STATEMENT AT ALL TIMES. AS HOLDER OF THIS IMPORTANT OFFICE, YOU ARE GIVEN AS YOUR PATRONESS OUR LADY OF RANSOM, WHOSE FEAST DAY IS SEPTEMBER 24. CONGRATULATIONS!

Name, AS CORRESPONDING SECRETARY OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOU HAVE BEEN ELECTED TO FILL THE OFFICE OF CORRESPONDING SECRETARY. YOU WILL RECEIVE AND ANSWER THE MAIL OF YOUR

ORGANIZATION IN ACCORDANCE WITH THE DIRECTION OF THE OFFICERS OR THE DECISION OF MEMBERSHIP. THIS OFFICE REQUIRES TACTFULNESS AND YOU ARE GIVEN AS PATRONESS THE HOLY NAME OF MARY, WHOSE FEAST DAY IS SEPTEMBER 12. CONGRATULATIONS!

Name, AS RECORDING SECRETARY OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOU HAVE BEEN ELECTED TO FILL THE OFFICE OF RECORDING SECRETARY. YOU WILL WORK IN CLOSE COOPERATION WITH THE PRESIDENT, RECORD ALL ACTIONS TAKEN AND KEEP ACCURATE MINUTES. THIS OFFICE REQUIRES SYSTEM AND PERSEVERANCE, AND YOU ARE GLIVEN AS PATRONESS OUR LADY OF FAIR LOVE, WHOSE FEAST DAY IS MAY 31. CONGRATULATIONS!

Name, AS SECOND VICE-PRESIDENT OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOU HAVE BEEN ELECTED TO FILL THE OFFICE OF SECOND VICE PRESIDENT AND YOUR PATRONESS IS OUR LADY OF DIVINE PROVIDENCE, WHOSE FEAST DAY IS THE 3RD SATURDAY IN NOVEMBER. AS VICE-PRESIDENT, YOU WILL SERVE IN WHATEVER CAPACITY YOU ARE CALLED UPON AND IN THE ABSENCE OF THE PRESIDENT AND FIRST VICE PRESIDENT YOU WILL ASSUME THE DUTIE OF THE PRESIDENT. CONGRATULATIONS!

Name, AS VICE-PRESIDENT OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, YOU HAVE BEEN ELECTED TO FILL THE OFFICE OF VICE PRESIDENT AND YOUR PATRONESS IS OUR LADY OF DIVINE GRACE, WHOSE FEAST DAY IS JUNE 9. AS VICE-PRESIDENT, YOU WILL SERVE IN WHATEVER CAPACITY YOU ARE CALLED UPON. YOU WILL PRESIDE OVER MEETINGS WHEN THE PRESIDENT CANNOT DO SO. YOU ARE NOT A SILENT MEMBER, BUT THE ROD AND STAFF OF THE PRESIDENT. CONGRATULATIONS!

Name, AS PRESIDENT OF Parish/ Deanery Name COUNCIL OF CATHOLIC WOMEN, YOU WILL GUIDE AND DIRECT OUR COUNCIL, PRESIDE AT ALL MEETINGS AND WILL BE AN *EX-OFFICIO* MEMBER OF ALL COMMITTEES. YOU ARE GIVEN THE LEADERSHIP IN THE LAY APOSTOLATE OF THE CHURCH TO PROMOTE SPIRITUAL AND TEMPORAL WORKS FOR THE BENEFIT OF YOUR ORGANIZATION AND COMMUNITY. REMEMBERING THAT IT TRULY REQUIRES MORE HUMILITY TO LEAD THAN TO FOLLOW, YOU ARE ASKED TO ACCEPT AS YOUR PATRONESS, OUR LADY OF HUMILITY,

WHOSE FEAST IS JULY 17. CONGRATULATIONS!

OFFICERS OF THE OF Parish/ Deanery Name COUNCIL OF CATHOLIC WOMEN, YOU HAVE ACCEPTED THE OFFICES TO WHICH YOU HAVE BEEN ELECTED. DO YOU, IN THE PRESENCE OF THE MEMBERS OF YOUR COUNCIL PLEDGE YOURSELVES TO FAITHFULLY FULFILL THE DUTIES OF THE OFFICE TO WHICH YOU HAVE BEEN ELECTED, TO OBEY ITS BYLAWS, WORK IN HARMONY FOR THE GOOD OF THE CHURCH AND YOUR COUNCIL?

Response should be “I DO”

I DECLARE YOU DULY INSTALLED AS OFFICERS OF Parish/Deanery Name COUNCIL OF CATHOLIC WOMEN, TO FULFILL YOUR TERM OF OFFICE UNTIL YOUR SUCCESSORS HAVE BEEN ELECTED AND INSTALLED. PEACE TO YOU!

Installation Ceremony (as used at Visitation PCCW)

CANDLELIGHT CEREMONY

(Immediately following the homily during Mass – Please read in its entirety)

As Catholic women, you have turned to the Mother of God, in joy and sorrow. It is for this reason that the National Council of Catholic Women has chosen for its Patroness, Our Lady of Good Counsel. We pray that she will be with those who are about to take office for the coming year, guiding them to serve you well.

1. As **LEIGH ANN** retires from office as President, she gives her lighted candle to **RITA**, the incoming President of the Council. The lighted candle denotes the light of the world, carrying on a precedent.
2. **RITA**, retiring First Vice President, gives her lighted candle to **GAIL**, incoming First Vice President.
3. **JEN** gives her lighted candle to **JANET**, incoming Second Vice President
4. **KATHY** gives her lighted candle to **JEN**, incoming Secretary.
5. **KATHLEEN** gives her lighted candle to **KERRY**, incoming Treasurer.

Officers of Visitation Council of Catholic Women, pledge yourselves to fulfill faithfully the duties of the office to which you have been appointed. Promise to obey the Constitution and the By-Laws of the Council, working in harmony, both by good example and diligent work. This board will be declared duly installed after we stand and pray together the prayer to our Lady of Good Counsel found on the back of your Mass booklet (motion ladies to stand).

Installation Candle Service as used at Holy Ghost PCCW

Installation of Officers

(Installing Officer, usually the Deanery CCW President, begins with an explanation of the Ceremony)

[Obviously, this 1st paragraph would be omitted or adapted when this ceremony is used by other CCWs]

On Tuesday, September 12, 1961, the women of Holy Ghost Parish met at Highland Public School to form one organization, the Council of Catholic Women of Holy Ghost Parish, an affiliate of the Deanery Council of Catholic Women, the Joliet Diocesan Council of Catholic Women, and the National Council of Catholic Women. Today we honor those women and all the many women of Holy Ghost, who have contributed 49 years of Ministry and Service to Holy Ghost Parish.

Fire, light and candles have long been traditional symbols of Christ, of newness, of new beginnings. At our Baptism, a lighted candle is used to represent Christ and our new beginning. Candles and light are used to show love and togetherness – candles on a birthday cake, a light in the window to welcome. In the Olympics, it is clear that with the torch, the hopes, the dreams, and the responsibilities and traditions are passed on to a new group.

Today, the hopes, responsibilities and traditions will be passed on to these officers, who will add ideas, programs and enthusiasm that help continue the Ministry of Service of the Holy Ghost Council of Catholic Women.

(The Outgoing Officers come forward carrying lighted candles; they are joined by the Incoming Officers. Installing Officer greets both, and thanks the Outgoing Officers for a job well done. The Outgoing Officers – except the President – blow out their candles; the President's candle remains lighted.

Installing Officer: **I now declare the offices vacant.**

Installing Officer: _____ (name), you have been elected **President** of the _____ Council of Catholic Women. As President, you shall preside at all regular meetings of the Council and of the Executive Board. You shall perform all the duties assigned to your office. You shall be the representative of the Council. As President, please accept as Patroness, the Queenliness of Mary, whose feast day is May 31st *(She receives the lighted candle from the Outgoing President)*

Installing Officer: _____ (name), you have been elected **Vice President** of the _____ Council of Catholic Women. As Vice President, you shall work in close harmony with the President, being informed and aware of those duties and in the absence of the President, you shall perform the duties of the President. You shall provide the program and social activities for all regular meetings. As Vice President, please accept as Patroness, the Immaculate Heart of Mary, whose feast day is August 22nd. *(She receives the unlighted candle from the Outgoing Vice President, and it is re-lit by the Incoming President, whose candle has never been extinguished.)*

Installing Officer: _____ (name), you have been elected **Secretary** of the _____ Council of Catholic Women. As Secretary, you shall keep all the minutes of all meetings and shall furnish a copy to the President and Spiritual Director. You shall be keeper of all the records of the organization and shall be responsible for the general correspondence.. As Secretary,

please accept as Patroness, the Holy Name of Mary, whose feast day is September 12th. *(She receives the unlighted candle from the Outgoing Secretary, and it is re-lit by the Incoming President, whose candle has never been extinguished.)*

Installing Officer: _____ (name), you have been elected **Treasurer** of the _____ Council of Catholic Women. As Treasurer, you shall receive all moneys of the organization and shall make disbursements upon approval of the Executive and at the discretion of the Spiritual Director. As Treasurer, please accept as Patroness, Our Lady of Ransom, whose feast day is September 24th. *(She receives the unlighted candle from the Outgoing Treasurer, and it is re-lit by the Incoming President, whose candle has never been extinguished.)*

Installing Officer: *(to the new officers)* Are you all ready and willing to assume the duties of the Office to which you were elected? **(Pause for answer): “I am”.**

Installing Officer: **Congratulations to these newly installed Officers!** *(Pause – there will probably be applause)*

Installing Officer: *(to the membership)* To you the members: as Officers, these women have a right to expect your cooperation and assistance. A thriving organization is the combined efforts of the Officers, the board, and the membership. To you members, we ask you to please accept as Patroness, Our Lady of Good Counsel, whose feast day we celebrate on April 26th. Are you all ready and willing to assume the duties of the Office to which you were elected? *(Pause for answer): “I am”.*

Installing Officer. **Congratulations to all of the women of the Holy Ghost Council of Catholic Women on the __th Anniversary of their Loyalty, Ministry and Service to Holy Ghost Parish, and the Deanery, Diocesan and National Councils of Catholic Women**

Thank you for asking me to be your Installing Officer.

Installation Ceremony for Deaneries (or Districts or Vicariates)

Installing Officer: Let us begin by offering a sign of peace to each other.

Installing Officer: (to the assembly)

Do you understand that the (*Name of Deanery*) is an organization ring of the Joliet Diocesan Council and of the National Council of Catholic Women with the purpose of unifying the women of your (*Name of Deanery*)?

All: We do.

Installing Officer: Do you understand that the objectives and purposes of the Council of Catholic Women are:

- to unify the Catholic Women of the Diocese in a program of Christian action;
- to carry our special works encouraged by the Bishop;
- to promote the objectives of the National Council of Catholic Women?

All: We do.

Installing Officer: Do you understand that a part of being a true follower of Christ is having a strong and active interest in the life and mission of his church?

All: We do.

Installing Officer: Will the officers to be installed come forward? Do you accept the office to which you have been elected?

All: We do.

Installing Officer: Do you promise that as an officer in this Deanery Council you will pray for its success, be sensitive to its nature and purposes, work in cooperation with the moderator and priests and women of the Deanery, foster charity among members, and promote the programs of the Deanery and the Diocesan Council of Catholic Women?

All: With the strength of Christ, we will, and we will pray for the success of our apostolic work.

Installing Officer: On behalf of the (*Name of Deanery*) Council and the (*Name of Diocese*) Diocesan Council, I accept your promises.

The officers will now pray together:

Officers: Lord Jesus, / you have called each of us here to come forward and take a position of leadership. / Help us to live out this role as you did; / with humility, / integrity, / justice, / patience, / and deep concern. / When discord or misunderstandings occur, / give us the insight and the strength to step in as peace makers. / Remind us often of the meaning of Your words to the Apostles the night of the Last Supper, / that the one in the role of leadership is the one who serves and often “washes the feet” of others. / Continue to bless us and the work of the Deanery Council. / We ask this in your name. / Amen.

Installing Officer: All please stand to pledge your support:

All: We, the members of the (*Name of Deanery*) Council of Catholic Women pledge our loyalty and cooperation to our new officers and pledge support to the efforts and purposes of the Deanery Council.

All: Prayer to Our Lady of Good Counsel

Installation Ceremony for Parish Organizations

Installing Officer: Let us begin by offering a sign of peace to each other.

Installing Officer: *(to the assembly)*

Do you understand that the *(Name of Parish organization)* is the basic organization ring of the Joliet Diocesan Council and of the National Council of Catholic Women with the purpose of unifying the women of your *(Name of Parish organization)* with the Catholic women of the diocese and of the United States

All: We do.

Installing Officer: Do you understand that the objectives and purposes of the Council of Catholic Women are:

- to unify the Catholic Women of the Diocese in a program of Christian action;
- to carry out special works encouraged by the Bishop;
- to promote the objectives of the National Council of Catholic Women?

All: We do.

Do you understand that a part of being a true follower of Christ is having a strong and active

Installing Officer:

interest in the life and mission of his church?

All: We do.

Installing Officer: Will the officers to be installed come forward? Do you accept the office to which you have been elected?

All: We do.

Do you promise that as an officer in this parish organization you will pray for its

Installing Officer:

success, be sensitive to its nature and purposes, work in cooperation with the moderator and priests and women of the Deanery, foster charity among members, and promote programs Council of Catholic Women?

All: With the strength of Christ, we will, and we will pray for the success of our apostolic work.

On behalf of the *(Name of Parish organization)*, the *(Name of Deanery)* Council and the

Installing Officer:

(Name of Diocese) Diocesan Council, I accept your promises. The officers will now pray together:

Officers: Lord Jesus, / you have called each of us here to come forward and take a position of leadership./ Help us to live out this role as you did;/ with humility,/ integrity,/ justice, / patience,/ and deep concern./ When discord or misunderstandings occur, / give us the insight and the strength to step in as peace makers./ Remind us often of the meaning of Your words to the Apostles the night of the Last Supper,/ that the one in the role of leadership is the one who serves and often “washes the feet” of others./ Continue to bless us and the work of the Deanery Council. / We ask this in your name. / Amen.

Installing Officer: All please stand to pledge your support:

All: We, the members of the *(Name of Parish organization)* pledge our loyalty and cooperation to our new officers and pledge support to the efforts and purposes of our Council.

Prayer to Our Lady of Good Counsel

Installation Ceremony with initial Prayer Service

Invitation: *(This could be done by Church Commission Chair or other designated person.)*

Leader: Let us begin our prayer: In the name of the Father, and of the Son and the Holy Spirit.

All: **Amen.**

Leader: The word mission means "to be sent". As Jesus had a mission, the Church universal has a mission; we as church are sent on a mission. Please respond with: "Father, you call us to this mission. Strengthen us to carry it out". R

All: R Father, you call us to this mission. Strengthen us to carry it out.

Leader: We form one people-bishops, priests, religious, and laity. We are bound together as a community of faith, called to love, celebrating the sacraments with Jesus as our center and the Holy Spirit as our source of life and power.

All: R Father you call us to this mission. Strengthen us to carry it R

Leader: The mission of the Church must be the same as the mission of Jesus.

All: R Father, you call us to this mission. Strengthen us to carry it out.

(At this time the installing officer should preside over installation)

Installing Officer:

As you begin your service as new officers of _____
let us respond to the word of the Lord, for he has called us to be His witnesses. "You must bear witness to me before all the people, since the Good News must first be proclaimed to all nations." (Mark 13: 1 0)

All: Lord, we who follow you are your witnesses. We are who we are because we believe.

Installing Officer:

"Do not worry beforehand about what to say. No, say whatever is given to you when the time comes, because it is not you who will be speaking, it will be the Holy Spirit!" (Mark 13: 11)

All: We will never be afraid of proclaiming our belief, for we have been strengthened by the seven-fold gifts of the Holy Spirit.

Installing Officer:

"Go, therefore, make disciples of all nations, teach them to observe all of My commands!"
(Matt. 28:19)

All: We promise, Lord, to "exercise a genuine apostolate by our activities, to bring the Gospel and holiness to everyone." (Vat. II) Our actions in the world will openly bear witness to You, Jesus Christ, and promote the salvation of all.

Installing Officer:

"You must know that even a small amount of yeast is enough to leaven all the dough."
(1 Cor. 5:6)

All: "It is proper to the laity's state in life that we spend our days in the midst of the world of secular transactions, but we are called by God to bum with the Spirit of Christ, and we exercise our apostolate in the world as a kind of leaven!" (Vat. II)

Installing Officer:

"You will be witnesses!" (Act. 1:8)

All:

Lord, we will be all things to all people, in order to bring all to You. Increase our faith, strengthen our resolve, grant us wisdom to proclaim our belief to the world and the persons in our community.

Installing Officer:

"Be an example to everyone in the way you speak and behave, in your love and in your faith. You have in you a spiritual gift which was given by means of prophecy, and with the imposition of hands in Confirmation. Put this into practice, taking great care about what you do and what you teach. Always do this and in this way you will save both yourself and all those who see and hear you." (Tim. 4: 12-16)

All:

"And you shall renew the face of the Earth." (ps. 104)

(New officers face the people)

Installing Officer:

The members of the _____ Council of Catholic Women are vesting in you the responsibility of being their new officers. Are you willing to accept this responsibility?

All:

(In unison) We are.

(If Spiritual Advisor is present)

Installing Officer:

As our Spiritual Advisor, are you willing to help guide this council and its officers throughout this new term of office?

Moderator: I am.

Installing Officer:

As members of _____, we pledge our support in all of your endeavors during your term of office.

(At this time a flower could be presented to each out-going officer by the new officers.)

Installing Officer:

Congratulations. You are now installed as officers of _____

**INSTALLATION OF Council of Catholic Women
OFFICERS (4 or 5) AND NOMINATING COMMITTEE**

(with text for the tag attached to each presented flower)

Spiritual Advisor

June 9.

WE WILL NOW INSTALL AND COMMISSION THE OFFICERS
ELECTED TO THE Name COUNCIL OF CATHOLIC WOMEN

***ALL COUNCILS OF CATHOLIC WOMEN HAVE OUR LADY
OF GOOD COUNSEL FOR THEIR PATRONESS. WE PRAY THAT
HER PRESENCE WILL CONTINUE TO BE WITH ALL OF YOU.
AS YOUR SPIRITUAL ADVISOR, I ASK THESE NEWLY ELECTED
WOMEN TO PLEASE COME FORWARD.***

Nominating Committee
Chair:

THE CHAIRPERSON OF THE NOMINATING COMMITTEE,
Name, WILL NOW INTRODUCE THE OFFICERS AND OUTGOING
PRESIDENT, Name, WILL GIVE THEM THE FLOWER OF THEIR
POSITION.

Name, HAS BEEN ELECTED TO THE OFFICE OF PRESIDENT;
Name, HAS BEEN ELECTED TO THE OFFICE OF VICE
PRESIDENT;

Name, HAS BEEN ELECTED TO THE OFFICE OF RECORDING
SECRETARY

Name, HAS BEEN ELECTED TO THE OFFICE OF CORRESPONDING
SECRETARY *(if needed)*

AND **Name**, HAS BEEN ELECTED TO THE OFFICE OF
TREASURER

Spiritual Advisor

OFFICERS, KINDLY NOTE THAT OUR MEMBERS HAVE
GIVEN YOU POSTS, NOT ONLY OF HONOR, BUT ALSO OF
RESPONSIBILITY. THE TASKS THAT LIE BEFORE YOU ARE
NOT SIMPLE ONES. THEIR SATISFACTORY EXECUTION CALLS
FOR INTELLIGENT EFFORT, PERSEVERANCE, HUMILITY,
COOPERATION, AND ABOVE ALL, GRACE.

*Outgoing president
presents a Red Rose,
with a tag indicating
that her Patroness is
Our Lady of Humility,
whose feastday is
July 17.*

Name, AS PRESIDENT OF Name COUNCIL OF CATHOLIC
WOMEN, THE RED ROSE REPRESENTS YOUR DEDICATION TO
THE COUNCIL AND THE FIDELITY TO THE WOMEN YOU WILL
SERVE.

*Outgoing vice
president presents a
Yellow Rose with a
tag indicating that
her Patroness is Our
Lady of Divine Grace,
whose feast day is*

Name, AS VICE-PRESIDENT OF Name COUNCIL OF CATHOLIC
WOMEN, THE YELLOW ROSE REPRESENTS THE DIGNITY OF
YOUR OFFICE AND THE ASSISTANCE YOU WILL OFFER TO
THE PRESIDENT.

Outgoing recording secretary presents a Pink Rose with a tag indicating that her Patroness is Our Lady of Fair Love, whose feastday is May 31.

Outgoing corresponding presents a Peach Rose with a tag indicating that her Patroness is Our Lady of Peace, whose feastday is July 9 (or January 24)

Outgoing treasurer presents a White Rose with a tag indicating that her Patroness is Our Lady of Ransom whose feastday is September 24.

Name, AS RECORDING SECRETARY OF Name COUNCIL OF CATHOLIC WOMEN, THE PINK ROSE REPRESENTS THE JOY OF SERVICE TO OTHERS.

Name, AS CORRESPONDING SECRETARY OF Name COUNCIL OF CATHOLIC WOMEN, THE PEACH ROSE REPRESENTS HARMONY BETWEEN ALL PEOPLES.

(Again, if needed)

Name, AS TREASURER OF Name COUNCIL OF CATHOLIC WOMEN, THE WHITE ROSE REPRESENTS TRUTH AND LOYAL SERVICE.

Spiritual Advisor:

DO ALL OF YOU ACCEPT THE DUTIES OF THE OFFICE TO WHICH OUR MEMBERS HAVE ELECTED YOU?

(Response should be “I DO”) CONGRATULATIONS!

I DECLARE YOU DULY INSTALLED AS OFFICERS OF **Name COUNCIL OF CATHOLIC WOMEN**, TO FULFILL YOUR TERM OF OFFICE UNTIL YOUR SUCCESSORS HAVE BEEN ELECTED AND INSTALLED. PEACE TO YOU!

Spiritual Advisor:

IN ORDER TO INSURE THE FUTURE OF THE COUNCIL OF CATHOLIC WOMEN HERE AT Name, IT IS IMPORTANT TO CHOOSE A NOMINATING COMMITTEE EACH YEAR. THAT COMMITTEE IS CHARGED WITH SEEKING OUT THE BEST CANDIDATES FOR OFFICERS AND THE SUCCEEDING NOMINATING COMMITTEE. THE CHAIRPERSON OF THIS YEAR'S NOMINATING COMMITTEE, Name, WILL NOW INTRODUCE NEXT YEAR'S NOMINATING COMMITTEE .

***Nominating
Committee Chair***

Name, HAS BEEN ELECTED AS CHAIRMAN OF THE 20__ NOMINATING COMMITTEE;

***Name, AND Name, HAVE BEEN CHOSEN AS MEMBERS OF THE 20__
NOMINATING COMMITTEE.***

Spiritual Advisor:

*Outgoing Nominating
Committee Chair
presents Carnations
symbolizing their
search
for new officers and
nominating committee
members for the
future
of the council.*

Name, Name, AND Name, THE CARNATION COMES FROM THE WORD 'CORONATION', AND IS A SYMBOL OF THE NEW WOMEN YOU WILL BE SEEKING TO 'CROWN' TO LEAD THE COUNCIL OF CATHOLIC WOMEN. DO YOU ACCEPT THE DUTIES AND RESPONSIBILITIES OF THE NOMINATING COMMITTEE?

(Response should be "I DO") CONGRATULATIONS!

***I DECLARE YOU DULY COMMISSIONED AS THE 20__ NOMINATING
COMMITTEE OF Name COUNCIL OF CATHOLIC WOMEN. MAY OUR LADY
OF GOOD COUNSEL GUIDE YOU IN YOUR EFFORTS.***

EACH FLOWER IS TAGGED WITH THE APPROPRIATE INFORMATION.

As President of **Name** Council of Catholic Women, your patroness is Our Lady of Humility, whose feast is July 17. The red rose represents your dedication to the Council and the fidelity to the women you will serve at St. Alexander's. Congratulations!

As Vice-President of **Name** Council of Catholic Women, your patroness is Our Lady of Divine Grace, whose feast day is June 9. The yellow rose represents the dignity of your office and the assistance you will offer to the President. Congratulations!

As Recording Secretary of **Name** Council of Catholic Women, your patroness is Our Lady of Fair Love, whose feast day is May 31. The pink rose represents the joy of service to others. Congratulations!

As Corresponding Secretary of **Name** Council of Catholic Women, your patroness is Our Lady of Peace, whose feast day is July 9 (or January 24). The peach rose represents the harmony between all peoples. Congratulations!

As Treasurer of **Name** Council of Catholic Women, your patroness is Our Lady of Ransom, whose feast day is September 24. The white rose represents truth and loyal service. Congratulations!

As the chair of the **Name** Nominating Committee, the carnation - which comes from the word 'coronation' represents your search for women to lead St. Alexander's Council of Catholic Women as Officers and Nominating Committee members.

As a member of **Name** Nominating Committee, the carnation - which comes from the word 'coronation' represents your search for women to lead St. Alexander's Council of Catholic Women as Officers and Nominating Committee members.

As a member of **Name** Nominating Committee, the carnation - which comes from the word 'coronation' represents your search for women to lead St. Alexander's Council of Catholic Women as Officers and Nominating Committee members.

Installation Service of Candle Light with pledges by the assembly

Place a Bible on a stand, with two lighted candles, one on each side of it. Dim lights if possible. Have small candles for each officer as well as installing officer.

Leader: We come together in the name of the Father and of the Son and of the Holy Spirit.

All: Amen.

Leader: The candle's light is soft and gentle. It is not glaring or harsh. This is the leadership quality most likely to obtain cooperative response.

All: We are the Name Council of Catholic Women who will keep the flame of that candle always burning.

Leader: The candle's light is warm, not a blistering heat, but it can be used to start a fire, if necessary. This is the leadership quality of suggesting action but ready to take definite and positive action where needed.

All: With these new officers, we are ready to keep the flame glowing.

Leader: The candle is only useful when it has burned to shed its light and fragrance. In the use of it, it disappears. There are many in this room who have served as officers or in other leadership positions. They served faithfully for a span of time and then relinquished the leadership to others who in turn, kept the flame burning. This is evidenced by the years the Council of Catholic Women has been in service to the church. Sometimes this flame has flickered and almost gone out, but always someone has been willing to assume leadership and carry on its purpose.

Installing Officer:

As you begin your service as new officers of Name CCW, let us respond to the word of the Lord, for He has called us to be His witnesses. "Go therefore make disciples of all nations, teach them to observe all of my commands!"

(Name) , you have been selected and have consented to take the office of President. Will you light your candle from one of these, symbolizing Jesus Christ, the light of the world, as an evidence of your pledge to serve?

In-Coming President:

I will. (Lights her candle)

Installing Officer:

(Name) , you have been selected and have consented to take the office of First Vice President. Will you light your candle as evidence of your pledge to serve?

1st Vice President:

I will. (Lights her candle)

Installing Officer:

(Name) , you have been selected and have consented to take the office of Second Vice President. Will you light your candle as evidence of your pledge to serve?

2nd Vice President:

I will. (Lights her candle)

Installing Officer:

(Name) , you have been selected and have consented to take the office of Treasurer. Will you light your candle as evidence of your pledge to serve?

Treasurer: I will. (Lights her candle).

President: Let your light so shine before all people, that they may see your good works and glorify your Father in heaven through Christ our Lord and with the Holy Spirit to guide you. Amen.

(If Spiritual Advisor is present, this may be added)

(Name) as our spiritual advisor, we thank you for being our spiritual leader, and we pledge to you our support as you guide us in the directives of the church. We shall be open to your suggestions and cooperation as we together build and strengthen the _____ Council of Catholic Women.

(All blow out candles and take their seats.)

Leader: Help all of us here Lord, to say yes to you. Sometimes we find it difficult, but like the newly installed officers, let us speak and live your love.

All: I am afraid to say yes to you Lord, but as I put my hand in yours, you hold on to it. Help me to trust in you.

Leader: As a sign of the unity that binds us together under one God, one faith and our organization, let us show each other a sign of peace.

Leader: Go now ready to serve God.

Closing Hymn:

"Though The Mountains May Fall," (*Earthen Vessels*, 2975 NALR, Phoenix, Arizona.)

2004 GUIDANCE AND RESOURCE MANUAL, pp 1-17,18

INSTALLATION OF CCW OFFICERS

Short ceremony for Church, with candles

Outgoing and Incoming Officers enter the Sanctuary: incoming on the right, outgoing on the left with lighted candles; all stand in front of altar.

Installation Officer:

We thank these outgoing officers for their untiring efforts, and loyal service on a job well done!

I now declare the offices of this Council vacant.

As Catholic women, we have turned to the Mother of God, time and time again in joys and in sorrows. It is for this reason that the National Council of Catholic Women has Chosen for its Patroness, Our Lady of Good Counsel whose feast day is April 26th To the Officers of the **Council Name** Council of Catholic Women, please accept her as your guide and model. We pray that she will be with you as you fulfill your offices.

Outgoing officers pass candles to new officers as their names are called:

Treasurer, _____
Secretary, _____
Vice-President, _____
President, _____

You are about to begin your term of office and assume the responsibility of the leadership of your council. Do you pledge to faithfully fulfill the duties of the offices to which you have been elected and will always endeavor to work for the good of the Church and the Council of Catholic Women?

Response should be "I DO"

Congratulations to the new Officers of the **Council Name** Council of Catholic Women!

Installation of Diocesan Officers and Deanery Presidents

Celebrant: As Catholic women, you have chosen for your patroness, Our Lady of Good Counsel whose feast is April 26th. We pray that she will be with those who hold these offices throughout this term, guiding them to serve you well.

(Officers will come forward, outgoing on the left with a lighted candle; incoming on the right with a rose)

Celebrant: *To the Outgoing Officers*

You have come to the close of your term of office. You have been loyal to the Council; as you retire from office, be assured that you take with you the respect and appreciation of the membership. Congratulations on your successful administration, and Thank You.

Celebrant: *To the Incoming Officers*

You are about to undertake a work and assume a responsibility to which we trust you will direct your prayerful endeavors. You may be confronted with difficult problems, but you must remember that no officer can succeed without the cooperation of each member of her organization.

Celebrant: *To the Treasurer*

(NAME), you have been elected Treasurer. You shall received funds collected for any purpose, and disburse according to the rules of your organization. Your Patroness is Our Lady of Ransom, whose feast is September 24th

(Outgoing officer presents candle to incoming officer; incoming officer presents rose to outgoing officer; outgoing officer returns to seat)

Celebrant: *To the Corresponding Secretary*

(NAME), you have been elected Correspondent Secretary. You shall be responsible for receiving mail for your organization as directed.. Your Patroness is Our Lady of Peace, whose feast day is July 9th

(Outgoing officer presents candle to incoming officer; incoming officer presents rose to outgoing officer; outgoing officer returns to seat)

Celebrant: *To the Recording Secretary*

(NAME), you have been elected Recording Secretary. You shall keep accurate minutes of all meetings and submit complete and accurate records of all actions taken at meetings. Your Patroness is Our Lady of Fair Love, whose feast day is May 31st

(Outgoing officer presents candle to incoming officer; incoming officer presents rose to outgoing officer; outgoing officer returns to seat)

Celebrant: *To the Vice President*

(NAME), you have been elected Vice President. You shall, in the absence or disability of the President, perform the duties of her office. You will assist the president and serve in whatever capacity you are called upon. Your Patroness is Our Lady of Divine Grace, whose feast day is June 9th

(Outgoing officer presents candle to incoming officer; incoming officer presents rose to outgoing officer; outgoing officer returns to seat)

Celebrant: *To the President*
(NAME), you have been elected fill the office of the president. You will guide and direct your Council, preside at all meetings, and will be an *ex-officio* member of all committees. You are given the leadership in the lay apostolate of the Church to promote spiritual and temporal works. Your Patroness is Our Lady of Humility, whose feast day is July 17^h

(Outgoing officer presents candle to incoming officer; incoming officer presents rose to outgoing officer; outgoing officer returns to seat)

Celebrant: Will the new Deanery Presidents come forward and stand next to the new officers? You have been elected by your Deanery to represent them on the Diocesan Board of this Council of Catholic Women, and act as a liaison between the Diocese and the Parishes of your Deanery.

Celebrant: *To the New Officers and Deanery Presidents*
Do you, in the members of this Council pledge yourselves to faithfully the duties of the office to which you have been elected? Please answer: "I will".

Celebrant: CONGRATULATION TO ALL OF YOU. I HEREBY DECLARE YOU DULY
INSTALLED AND COMMISSION FOR THE NEXT TERM.

(All return to their seat s for the closing hymn and/or recessional.