



CATHOLIC WAR VETERANS

RITUAL

INSTALLATION OF OFFICER'S CEREMONY

.....*NOPI FORM*

Personnel Needed:

- All Echelon Officers
- Installing Officer
- Members and Guests

ITEMS REQUIRED:

- Meeting Room set up properly (as shown on page 30)

NOTE: *With respect to the dignity due to his priesthood, the Chaplain should never be requested to stand in any formation for any length of time and should never be requested to take an oath or pledge.*

RITUAL FOR THE INSTALLATION OF OFFICERS

Officer Installation for all Posts must be completed by December 31

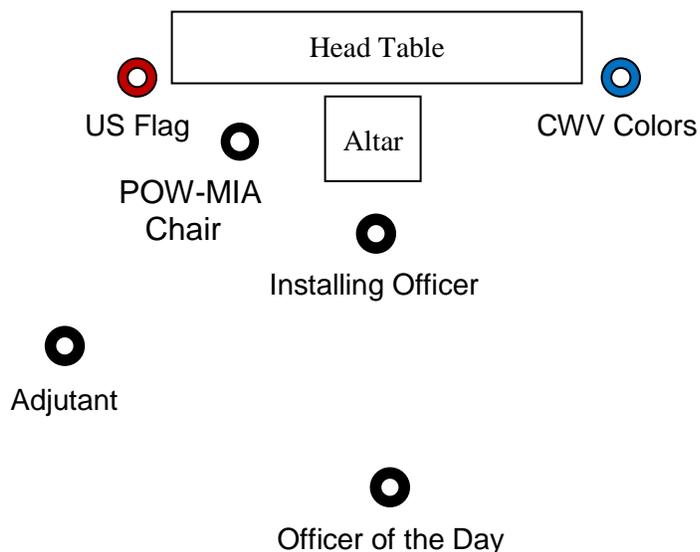
Installing Officer shall be designated by the Incoming Commander and a roster of the Officers installed shall be filed by the new Adjutant as soon as possible after completion of Installation ceremonies. The designated Installing Officer shall take charge, following the opening ceremony. Combined installations of Posts may be held where such combined installations are preferred.

Ritual Team shall consist of: Installing Officer, Officer of the Day and Adjutant. (*Installing Officer is conducted to rostrum*)

The Officer of the Day, with the Adjutant, marching to his/her left, shall approach and halt in front of the altar. The Officer of the Day reports the team to the Installing Officer. (*They exchange salutes.*)

INSTALLING OFFICER: Team, take your respective stations.

Each member will at this time proceed to the station he/she is to occupy. (See Diagram below)



OFFICER INSTALLATION - LONG FORM

INSTALLING OFFICER: Officer of the Day, (*they exchange salutes*) present the Officers-elect for installation.

*(Officer of the Day arranges Officers-elect in order shown below.
CDR-elect should be positioned about 10 feet in front of Altar)*

Front of line: Commander
 1st Vice Commander
 2nd Vice Commander
 3rd Vice Commander
 Adjutant
 Treasurer
 Historian
 Welfare Officer
 Judge Advocate
 Officer of the Day
 Director(s) / Trustees
 Director(s) / Trustees
 Director(s) / Trustees

INSTALLING OFFICER: Reverend Chaplain, please join me at the front of the altar. (*Chaplain moves to left side of Installing Officer*). The Adjutant will call the roll of the newly elected Officers and as each one's name is called he or she will respond.”

Ritual Team ADJUTANT: (*salutes the Installing Officer, calls the roll in reverse order. After the last name is called, salutes again.*) Roll Call is finished – all Officers-elect present or accounted for.

OFFICER OF THE DAY: (*salutes the Installing Officer*) The newly elected Officers are ready to be installed.

INSTALLING OFFICER: Officers-elect, At Ease! Your fellow veterans have shown their confidence in you executive ability by electing you to office. Familiarize yourselves with the duties of your particular office

and proceed upon those duties in a Catholic spirit. The Welfare and Success of the unit of CATHOLIC WAR VETERANS depends on you. Public opinion is everything, with it - nothing can fail; without it - nothing can succeed. It is your solemn duty to protect the good name of CATHOLIC WAR VETERANS and to make known its policies and purpose. Memorize the Preamble of the National Department's Constitution and keep in mind our five principles of Unity, Justice, Tranquility, Welfare and Liberty.

*(Raps 3 times with gavel, **ALL** will stand.)*

(Installing Officer turns to Altar, removes the Bible, hands it to the Chaplain at his/her left)

INSTALLING OFFICER: Officers-elect, place your left hand on the shoulder of the Officer in front of you. Commander-elect, place your left hand on the Bible that the Chaplain is holding. Officers-Elect, raise your right hands and repeat after me:

*(pause at *** for repeating by Officers-elect):*

**On my honor as a Catholic Citizen and Armed Forces Veteran
*** I promise without reservation *** to uphold the Constitution
of the United States *** to obey its laws and defend its Flag ***
against all its enemies whomsoever. *** I further promise upon
my honor *** to uphold the Constitution and By-Laws of the
CATHOLIC WAR VETERANS of the U.S.A. *** and to fulfill the
duties of my office to the best of my ability. *** That at no time
*** will I introduce for membership *** any who are not entitled
thereto *** and that I will not at any time *** through word or
deed *** bring discredit to the organization.**

INSTALLING OFFICER: You may now lower your hands. The audience may now be seated. Officer of the Day, please position the Officers-elect for instruction in their duties.

LONG FORM - Stepping out of his/her place in line, the OD will conduct each new Officer, as they are called to the front of the line, in front of the CDR-elect.

INSTALLING OFFICER: The following newly elected Officers will step forward as they are called by rank, dressing on the Officer of the Day.

(As the Officers-elect come forward, the OD calls for a hand salute which is returned by the Installing Officer.)

Trustees, Officer of the Day, Historian and Judge Advocate. The name of your Office is explanatory to your duties. In addition, you shall perform such other duties as shall be prescribed by your Commander. Study your Constitution and By-Laws so that you will be of assistance to your unit and superior Officers. Congratulations. You are dismissed. *(They exchange salutes.)*

Before taking seats these Officers-elect salute the Installing Officer, who will return their salute. After each subsequent Officer is installed, the OD conducts each to their seats and returns to his/ her station at left of the altar.

INSTALLING OFFICER: Welfare Officer-Elect, step forward. You shall assist in seeking employment, relief and rehabilitation of members, their widows and dependents. Every aid should be given to all veterans in order that they may obtain every privilege that is rightly theirs. When a Welfare Officer accepts this office, s/he must remember that s/he has accepted a responsibility, which cannot be slighted. S/he should be discreet in dealing with individuals and should treat each case with intelligence, care and indulgence. S/he should also be progressive in his/her efforts to better the welfare of every discharged veteran, and at all times reflect the policy of the CATHOLIC WAR VETERANS. Congratulations. You are dismissed. *(They exchange salutes.)*

INSTALLING OFFICER: Treasurer-Elect, step forward (*they exchange salutes*). You will receive and disburse the funds of the unit. It is your duty to pay all properly authorized obligations and to have your records in order, ready to be presented at each meeting, and file reports requested. You are a member of the Finance Committee. Live up to the trust placed in you by your fellow members.

Congratulations! You are dismissed. (*They exchange salutes.*)

INSTALLING OFFICER: The newly appointed Adjutant will step forward. (*They exchange salutes.*) You are to execute the policies and mandates of the Officers and Commander of this unit. Your duties consist of keeping records, correspondence, supplies, and other functions, incidental to your office. You are to assist your Commander, to serve and keep a friendly relationship, not only with our Commander, but all pastors, veteran, civic, and fraternal organizations with whom we have contact. In the event of the death or resignation of the Commander of this unit, you shall be authorized to summon the Board of Officers and Trustees of this unit for the election of his/her successor. Congratulations. You are dismissed. (*They exchange salutes.*)

INSTALLING OFFICER: The 3rd Vice-Commander-Elect step forward. (*They exchange salutes.*) Your specific duty shall be to organize and plan child welfare and youth activities. The children of today are our citizens of tomorrow. They will put our ideals and ideas into practice if they are properly trained. You shall also plan, organize and execute athletic programs for your unit. Congratulations. You are dismissed. (*They exchange salutes.*)

INSTALLING OFFICER: The 2nd Vice-Commander-Elect step forward (*They exchange salutes.*) Your specific duties shall be the Membership and the Speakers' Committees. The future of the CATHOLIC WAR VETERANS depends upon its membership; therefore your position is an important one. Over forty percent of the United States armed forces during the Campaigns and Wars were

Catholics. In your work you will be asked many questions. Study well your Constitution and By-Laws, the purposes and programs of the CATHOLIC WAR VETERANS. It is essential that public opinion be enlightened! Therefore, choose well those who are to make known our cause to the public. Congratulations! You are dismissed. (*They exchange salutes.*)

INSTALLING OFFICER: The 1st Vice-Commander-Elect, step forward. (*They exchange salutes.*) You shall act as representative of your Commander on all matters s/he refers to you. Your specific duties shall be Catholic Action and Americanism. In the Preamble of the National Department Constitution we read that one of the reasons for having organized the CATHOLIC WAR VETERANS was, '*That we may be bound by a greater spirit of faith and patriotism.*' It is your duty to organize and set in motion programs for Catholic Action and Americanism. Congratulations! You are dismissed. (*They exchange salutes.*)

INSTALLING OFFICER raps three (3) times with gavel. **ALL** present will rise and stand at ATTENTION. OD brings forward the Commander-elect. INSTALLING OFFICER addresses the new Commander.

INSTALLING OFFICER: (*They exchange salutes*), Commander, you shall be the executive head of this unit with full power to enforce the provisions of its By-Laws. You are to promote the programs and purposes of CATHOLIC WAR VETERANS and enforce the provisions of the Constitution and all higher Echelon By-Laws. You shall be the Chairman of the Board of Officers and Trustees and shall appoint all Committees. The success or failure of the year's program rests largely with you. You are to teach the principles of CATHOLIC WAR VETERANS, supervise the duties of your Officers, and see that the programs are carried through to completion. Seek unity, be just in your decisions, always advocate peace and order, look to the general welfare of your unit and to the welfare of members. In time of trial and tribulation prayerfully ask Almighty God to guide you.

I congratulate you and wish you and your staff success.

The OD conducts new CDR to the rostrum. Installing Officer may introduce his Ritual Team before dismissing it. Installing Officer presents gavel to New CDR.

INSTALLING OFFICER: I present to you this gavel, as the symbol of your authority as Commander of this Unit, Use it wisely and well.

Appropriate remarks by New Commander

(Omit the next paragraph if the Officers of a new Post are being installed.)

NEW COMMANDER: *(Addresses the retiring Commander at his/her left, who has been brought forward by the OD.)*

You have performed your duties well. You no doubt appreciate and value your experience. Your continued enthusiasm for the CATHOLIC WAR VETERANS will make you the most active member of this unit and your experience will enhance its cause.

(They exchange salutes and remain at the Installing Officer's Station. New Commander may make presentation of Past Commander's Pin.)

(New Commander may invite Chaplain to make remarks)

NEW COMMANDER: Reverend Chaplain, lead us in prayer for Divine Guidance and a successful year.

(Prayers are recited, following which Commander calls for reading of Memorial Verse.)

CHAPLAIN: recites "OUR DEAD" (See page iii)