



CATHOLIC WAR VETERANS

RITUAL

INSTALLATION OF OFFICER'S CEREMONY *SHORT FORM*

Personnel Needed:

All Echelon Officers
Installing Officer
Members and Guests

ITEMS REQUIRED:

Meeting Room set up properly as shown on page 38

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.*

Officer Installation for all Posts must be completed by December 31

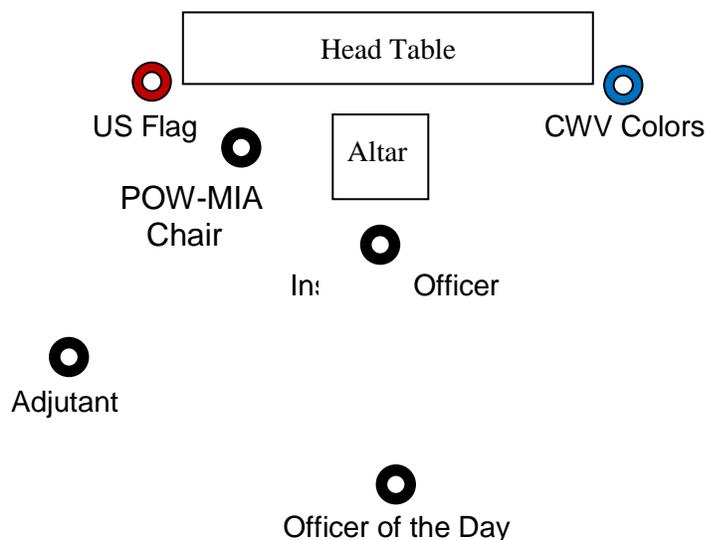
Installing Officer shall be designated by the Incoming Commander and a roster of the Officers installed shall be filed by the new Adjutant as soon as possible after completion of Installation ceremonies. The designated Installing Officer shall take charge, following the opening ceremony. Combined installations 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 podium)*

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)



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 (comrades) (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.

OD arranges Officers-elect to his/her left, (except new CDR) in one horizontal line in the front of the room. CDR-elect will take a place in rear of this line of Officers.

(After the Officers-elect are in line, the OD calls for a hand salute which is returned by the Installing Officer.)

INSTALLING OFFICER: 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 will salute the Installing Officer, who will return their salute. After each subsequent Officer is installed, the Officer of the Day conducts each to their seats and returns to his/ her station at left of the Altar.

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.

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: *(OMIT if installing a New Post's Officers.)*
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)