

Installation Module

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Learning and Leading Ritual for Master Councilors

Ritual is the aspect of DeMolay that sets it apart from other organizations and clubs and the Master Councilor leads the way.

It should be the goal of every Master Councilor to have his portion of the Ritual memorized before the term begins. The Master Councilor can expect the members to have their part memorized only if he has set the example by having his part proficiently memorized. WHY?

- A. This is a requirement for the MSA:
- B. It turns out to be a really great idea:
- C. During the term, short term planning and execution consumes much of a Master Councilor's time and leaves only time to brush up the Ritual, not to be learning it from scratch.

Utilize this helpful sequence

1. Obligations (both degrees)

Anyone who is on the path to Master Councilor should regularly brush up and polish the obligations. It is hoped that you learned them proficiently and thoroughly when you first joined. By keeping them "ready to go," you lighten the memory load of both degrees.

2. Opening, Closing and Interpolation

These are the staples of your Ritual diet. You will use these parts more than any others during your term. Learn them well. Practice and practice the sequences over and over until they become second nature.

3. Initiatory Degree

If you have the obligation intact and proficient in your memory, there are only four generally brief sections of the Initiatory Degree. BE sure to be especially careful of the repeated patterns in describing the signs, grips and words.

4. *DeMolay Degree - Fourth Section

This will be the biggest challenge. Don't wait to get started on this.

* Some people who have some savvy and experience at chapter management suggest that upcoming Master Councilors learn and present the Fourth Section as part of their term as Senior Councilor. This, coupled with a "step-up" night later in the term (for opening and closing) makes the person who is rising to Master Councilor both more proficient and secure in all their work.

Selection of Your Officers

Use the following progression and information to assist you in making your appointments in your corps of officers.

Senior Councilor

Junior Councilor

Scribe

The councilors are selected by the members and the scribe is appointed by the advisory council. The scribe need not be a Past Master Councilor. Since you need to work closely throughout the term, consult with these officers and your chapter advisor when making appointments.

Senior Deacon

Marshal

Chaplain

These offices should be filled by your best ritualists who are also the most reliable overall. Effective Openings and Closings at regular meetings and successful Initiatory Degrees will rest in a large measure on the efforts of these officers.

Junior Steward

Senior Steward

Junior Deacon

As you evaluate the ritualistic effectiveness and overall reliability of your members -- these are the next to appoint. It will also be important to select members who are willing and able to take their responsibilities seriously and are comfortable with floor work.

Standard Bearer

Sentinel

These are excellent first time parts for new members. Each office has unique requirements. Make sure that your Standard Bearer is fully informed as to flag protocol. Train the Sentinel on the way to greet and examine guests as well as when it is appropriate to sound an alarm.

Almoner

This position has little function in the current working structure of many chapters, but is a good first office for a new or younger member if you have plenty of other active members.

Orator

Some chapters choose not to appoint an orator, including this position with the "cast" of the DeMolay Degree.

Preceptors

If you have sufficient active membership to appoint preceptors separately, do so according to their ritualistic ability and character appropriateness to the part. When assigning preceptors as doubled parts, all officers (except the Senior Deacon) should be willing to do a preceptor's part. Use common sense and again take individual character into account.

Treasurer

Selection of Your Officers

Elected:

Master Councilor

Senior Councilor

Junior Councilor

Scribe

Appointed

Senior Deacon

Marshal

Chaplain

Junior Deacon

Senior Steward

Junior Steward

Standard Bearer

Sentinel

Almoner

Orator

1st Preceptor

2nd Preceptor

3rd Preceptor

4th Preceptor

5th Preceptor

6th Preceptor

7th Preceptor

Preparing for the Installation and Reception

The name of the event is the "Installation of Officers"; not the "Installation of the Master Councilor" only. This is a chapter event and should be planned with the same kind of teamwork that makes any chapter truly successful.

The Installation

Date

- > The first item to be established in preparing for the installation is the date. Some chapters have a fixed schedule and this date may already be set and cleared with the lodge calendar. Others have nothing automatically in place.
- > When setting the date, it is important to check the school schedule(s) and community happenings as well as the lodge calendar and the district schedule. Therefore, once you have a date in mind that does not conflict with any school or community schedule, begin the process of clearing the date with
 - o The Advisory Council
 - o The Lodge calendar
 - o The DeMolay Area and State calendar
- > There is no such thing as planning too far ahead. Do not wait until you present your term plan to check on the installation date. Please be encouraged to begin the process of setting the date as far in advance as you are capable. (Getting a tentative date set one year ahead of time is not out of the realm of possibility.)

Installing Team

- > One of the most important keys to making the installation go smoothly is enlisting a competent installing team. Whatever your source (Past Master Councilors, Area or State Officers), there are two major components that need to be carefully selected - the Installing Officer and the Installing Marshal. You need an Installing Officer who knows the whole part from memory and who had some experience at protocol. The Installing Marshal must be well versed in the Protocol for the Introduction of Distinguished Guests, one who works well on his feet, is comfortable getting people organized and who is sharp on his floor work. The Installing Senior Councilor, Junior Councilor, Chaplain, and Senior Deacon can be filled by any competent person who is willing to learn the part. Choose wisely.
- > The Installing Team should be secured at least two to three months in advance or more. You may choose to enlist the entire team yourself or may ask the Installing Officer to put together a team himself.

Invitations

- > The Installation of Officers is one of the few times the local chapter has the opportunity to "put its best foot forward" in the public arena. It is also a great time to introduce friends and family to DeMolay purposes and people.
- > Do take the time to create an adequate invitation and mail them in a timely manner. Sample invitations are included in the appendix. Photocopied invitations are just fine.

It is more important to have an invitation that is informative, friendly and arrives in a timely manner than to have one that is expensive.

» Every invitation should include the following:

- o Full Chapter Name
- o Organization Name
- o Nature of Gathering (Installation of Officers)
- o Date
- o Time
- o Place
- o Address
- o Written Directions and/or Map
- o Any Other Useful Information (Reception and/or Dance to follow)
- o Name of Master Councilor-Elect
- o Phone Number or other contact information

» Invitations should be mailed out at least four to six weeks in advance of the Installation.

» Below is a prioritized list of those who might be included on a mailing list for invitation to the Installation of Officers:

- o Chapter members' parents
- o Advisory Council & sponsoring body
- o Past Master Councilors & Chevaliers of the chapter
- o Other DeMolay Chapters
- o Masonic Bodies that meet in the same Lodge Hall (area)
- o Rainbow Assemblies and Job's Daughters' Bethels in your area
- o Area and State Officers and Staff in your area

» The chapter should help with the names and addresses of these people and should bear the cost if this part of the mailing, at least.

» The Master Councilor's family, friends, and friends of the family should also receive invitations.

Printed Programs

» A printed (or photocopied) program is a useful part of the "stuff" of an installation, but is not essential. No part of the ceremony refers to the program and most of the information included in the program is shared verbally at some time during the event.

» Should you choose to have a program, be sure to check and double check all of the information that you include. The correct spelling of names and the appropriate use of DeMolay and Masonic titles are usually the greatest problems.

Flowers

» There are two primary uses of flowers during the installation. Flowers for the "Flower Talk" (if used) and flowers worn by the Installing team, parents, sweethearts and others.

The expense for these flowers (within the usual and customary range) is to be born by the chapter.

- > Each Chapter may have their own custom for the use of corsages and boutonnières.
There is no need to go overboard here. Below is a list of those for whom a corsage or boutonniere could be provided by the chapter.
 - o The Installing Team (6)
 - o The Councilors' Mothers (3)
 - o The Chapter Sweetheart
 - o The Mothers' /Parents' Club Officers
 - o The Advisory Council
 - o The Servers at the Reception
 - o Special Guests (i.e. Area or State Sweetheart)
 - o Musicians
 - o Other participants in the installation (i.e. chair attendants)
 - o Family members of the Master Councilor

Music

- > The use of music during an installation is an enhancement but not a requirement.
Music fulfills two potential functions:
 - o As background for procession, floor movements and as interludes
 - o As solo presentation for special moments
- > An organist or pianist can be enlisted to play for the Installation. A soloist may provide an appropriate musical selection while the master councilor is at the altar after having been installed, or some other suitable place.
- > The use of recorded background music and recorded accompaniments for soloists can be effective if you have a sound system set up, tested and operated by someone who has practiced what they are doing. An installation is no time for experimentation.
- > All music shall be pre-approved by the Chapter Advisor.

Appropriate Attire

- > The only appropriate attire for the officer to be installed is the uniform robe adopted by the DeMolay International. "That robe is for use by All officers in Open Ceremonies." (Monitor, page 4)
- > It is appropriate for the Master Councilor or the Councilors-Elect to wear tux shirts, ties, and cummerbund/vest with their officers' robe.
- > The officers' robes are worn in place of a sport coat or suit jacket. A sport coat or suit jacket is not to be worn under the robe. The proper attire with an officer's robe is a dress shirt and tie, dress slacks and dress shoes.
- > Installing Team members should wear a coat and tie, or a tux.

Expenses - Budget

- > The installation of Officers is a chapter event and all "usual and customary" expenses related to the Installation are to be the responsibility of the chapter. The chapter

needs to have a predetermined list of items and or amounts they are willing to pay for and clearly communicate this with the Master Councilor-Elect and his family. Some chapters have an installation budget format and some make a fixed dollar amount available. In any case, it is important to have a clear understanding of "who is responsible for what cost" up front.

- The Master Councilor is to be expected to make arrangements for no more than the chapter is willing to pay for. "Deep pockets" are not to be a prerequisite for the opportunity of serving as Master Councilor.

The Reception

Refreshments

- The evening is about the Installation of Officers and the beginning of their term of office. The refreshments and the efforts toward the preparation of the same should not overshadow the purpose of the evening.
- Basic party fare is always in order: a cake, coffee, punch, etc. is sufficient. Beyond that, it is up to the local customs and interests of the Mothers' Club / Parents' / reception committee just what will be served.
- The work of preparing for the reception should be a team effort. It is not the responsibility of the Master Councilor's family, though they should be made welcome and encouraged to take part as they can and choose to be available.
- The cost for all basic expenses involved in the reception are the responsibility of the chapter. These need to be clearly established and/or agreed upon ahead of time.

Decorations (optional)

- Decorations for the reception are pleasant, but not essential. It would be up to the "team" in charge of the reception to make decisions and plans in reference to any decorations and to factor them into the overall budget. Always be sure to check the building rules and regulations.

Entertainment (Optional)

The Installation, Step - By - Step

Entrance of Installing Team

The Installing Team enters, kneels for a moment of silent prayer at the altar, and takes their stations as described in the Monitor, page 37.

Opening

The Installing Team is to be informed ahead of time if someone other than the Installing Senior Deacon is to present the Flag at the Altar as well as if someone other than the Installing Senior Councilor is to open the Holy Bible.

Entrance of Officers to be Installed

The officers to be installed enter (Ritual, pages 83-85) and proceed directly to the triangle (Monitor, page 105).

Installation of Officers

In order from Master Councilor to Preceptors, i.e. in descending orders of rank as per order of the Executive Officer of the Jurisdiction (Monitor, page 36)

Master Councilor's Remarks

The Master Councilor should work from a set of written notes listing everyone he wishes to thank and any other comments. These remarks conclude with the introduction of the Councilors' families.

Introduction of Distinguished Guests

The Protocol for the Introductions of Distinguished guests is to be followed as written.

Presentations, Awards, Honors and Other Recognitions

If there are presentations to be made to the Master Councilor, the people making those presentations need to be informed that the time to do so is "right after the Councilors introduce their families".

The Chapter Advisor or other person should have chapter related items "Laid out and ready to go." All presentations should be prepared ahead of time, show appropriate honor to those involved, and be brief.

Nine O'clock Interpolation

Check the clock. This should be done as near 9 o'clock as possible without disturbing a particular ceremony or presentation.

Remarks

Specific people should be called upon for remarks (do not open the floor for remarks). Please use the following list as a guideline when preparing for your installation:

- ../ Sweethearts Representatives
- ../ State Officers
- ../ Masonic Representative(s), if appropriate

../ Area Governor
../ Ranking Elected State Officer (unless SMC is present) ../
District Deputy Grand Master,
../ Executive Officer
../ State Master Councilor
../ Most Worshipful Grand Master of the Grand Lodge

The Ceremony of Light

"This ceremony is recommended as a public relations tool to be used on occasions where a brief ceremony which summarizes the basic teaching of DeMolay is required." (Monitor, page10)

The ceremony of Light is not intended to be used at every Installation. If you have a full evening of presentations, special music, etc., it should not be added.

Closing

The Installing Officer calls upon the Installing Chaplain, a designated minister or other person for a prayer. In any case, there are three raps, lights are dimmed, and Active DeMolays are called to kneel.

Chapter Officers Exit

The Chapter Officers are to reform the triangle and retire as per the prescribed pattern, see Ritual, pages 88-91 for instructions.

The Installing Officer then calls upon the Installing Senior Deacon to "attend at the altar." The Installing Senior Deacon thus:

- o closes the Holy Bible
- o extinguishes the candles in the shield
- o removes the school books (which he places on the Installing Officer's pedestal)

Installing Team Exits

Installation Checklist

Advance Planning for the Installation:

Compile term plan (using PMC-MSA checklist as guideline)

Learn Ritual

Set Date

Enlist Installing Team 0

Review Budget

Appoint officers

Present Term Plan for approval by Advisory Council

Compile, Print & Mail Invitations

Compile & Print Programs

Order Flowers

Check equipment and robes

Arrange for Music (i.e. pianist/organist/soloist/tape)

Arrange for pictures to be taken

Arrangements for Reception

Decorations

Refreshments

Entertainment

Prepare printed copy of Term Plan for distribution

Before the Installation:

Prepare Master Councilor's Remarks

Set up chapter room with extra chairs for Installing Team

All equipment in place

All awards, etc. arranged on Scribe's desk

Reserve Seats if necessary

Officers arrive early

Consult with Installing Team

- o Review Officers' names
- o Review Order of Ceremony
- o Inform Marshal of Distinguished Guests

Distribute Flowers

Flowers for Flower Talk easily accessible

Pictures (What will you want pictures of?)

After The Installation:

Pictures

Put equipment away

Clean up thoroughly

Write Thank You letters/cards

News release and photo to local newspapers, etc.

PMC-MSA Letter of Intent

Plan your work, then work your plan