



# Louisiana DeMolay

## INSTALLATION GUIDE

### FOR THE NEW MASTER COUNCILOR

\_\_\_\_\_ CHAPTER, ORDER OF DeMOLAY

PUBLIC INSTALLATION OF OFFICERS

SUGGESTED METHOD FOR PREPARING MC's

"POST GAVEL RECEIPT" AGENDA

Following the Installing Officers ritualistic gavel presentation the newly installed Master Councilor is responsible for the rest of the program. The following contains a suggested agenda for such a program and includes the events usually included at an Installation. Special events (e.g. special recognition, presentation or performance by a group or other organization) may be added and/or an event may be substituted (e.g. Ceremony of Light in

place of Flower Talk) . . . any or all of which require adding or deleting even at the last moment. **IT IS IMPORTANT TO NOTE, HOWEVER, THAT NOTHING FOLLOWS THE CEREMONY OF LIGHT OR THE FLOWER TALK EXCEPT THE "CLOSING" OF THE INSTALLATION.**

This form will include some suggested wording for a momentary blank in the MC's mind; however the MC may use his own words. Some of the instructions are to sequence the events (e.g. the Executive Officer will always be the last person to give remarks unless the Grand Master or his representative is in attendance). If there are several guests who will be called upon for remarks, it may be desirable to intersperse such remarks with other events rather than have several consecutive speakers.

DATE:

NEW MASTER COUNCILOR INSTALLED:

**MASTER COUNCILOR's OPENING REMARKS:**

PUT YOUR THOUGHTS DOWN IN WRITING SO YOU DON'T FORGET WHAT YOU WANT TO SAY.

These remarks are what you will say when the gavel is turned over to you and the rest of the evening is yours to handle.

These are your first remarks as the Master Councilor. These remarks should include:

List of people to thank and what to thank them for:

- Thank and introduce the installing officers with name, chapter and title.
  - Installing Officer: \_\_\_\_\_
  - Installing Sr. Councilor: \_\_\_\_\_
  - Installing Jr. Councilor: \_\_\_\_\_
  - Installing Sr. Deacon: \_\_\_\_\_
  - Installing Chaplain: \_\_\_\_\_
  - Installing Marshal: \_\_\_\_\_
- Chapter for electing you.
- Thank all the members who helped you.
- Thank your family for their support, planning today, cooking, driving and decorating.
- Lodge for their support, attending events and donations  
Lodge Name & #: \_\_\_\_\_
- Worshipful Master for his support.  
Name: \_\_\_\_\_
- Eastern Star for their support, attending events and donations.  
Chapter Name & #: \_\_\_\_\_
- Worthy Matron and Patron for their support.  
Names: \_\_\_\_\_
- Amaranth for their support, attending events and donations.  
Court Name & #: \_\_\_\_\_
- Royal Matron and Patron for their support.  
Names: \_\_\_\_\_
- Rainbow for their support and attending events.  
Assembly Name & #: \_\_\_\_\_
- Worthy Advisor for her support.  
Name: \_\_\_\_\_
- Chapter Sweetheart for her support.  
Name: \_\_\_\_\_
- Advisors for their support, planning, driving and putting up with us.
- Any other Masonic supporting body.
- Tell how you have planned for this evening for years.
- Tell what you hope to achieve as Master Councilor.

## **PRESENTATIONS**

**MC:** "Are there any presentations to be made at this time?"

>> Your family member(s) should be the first to rise and be recognized to present your gavel and/or other gifts.<<

**NOTE:** The Installing Marshal is to escort all persons to and from the EAST.

<> DONE <>

**MC:** "Are there any further presentations to be made?"

**NOTE:** The Installing Marshal is to escort all persons to and from the EAST. >> Continue to ask if "any more" until none appear. . .<<

## **PRESENTATION OF CHAPTER AWARDS**

>> Presentation of such Chapter Awards as Merit Bars, RD Awards, LCC Certificates, Founders Membership Award, Blue Honor Key, etc.<<

**MC:** "Dad \_\_\_\_\_, will you please present the Chapter Awards at this time."

**NOTE:** The Installing Marshal is to escort all persons to and from the EAST.

**MC:** "Brother Installing Marshal, please escort Dad \_\_\_\_\_, to the East."

## **CHAPTER SWEETHEART REMARKS**

**MC:** "It is now my pleasure to introduce our Chapter Sweetheart, Miss \_\_\_\_\_"

**MC:** "Brother Installing Marshal, please escort our Chapter Sweetheart to the East."

>> MC to present flowers to Sweetheart at this time.<<

**MC:** "We deeply appreciate all the time and effort you have devoted to our Chapter as Chapter Sweetheart." (Present flowers, necklace, etc.)

**MC:** "We would like to hear any comments that you would care to make at this time."

**MC:** \* {1 Rap}

## **CROWNING OF NEW CHAPTER SWEETHEART**

Appropriate Ceremony to be done at this time.

**NEW SWEETHEART:** To make remarks at this time.

**MC:** "Miss \_\_\_\_\_, we congratulate you on your achievement and look forward to the time and effort you will devote to our Chapter as Chapter Sweetheart. We would

like to hear any comments that you would care to make at this time.”

MC: \* {1 Rap}

### **INTRODUCTIONS**

**MC:** “Please, only stand to be introduced once at this installation. I will be calling for heads of organizations and members, so please choose when you wish to stand and be introduced.”

### **INTRODUCTION OF MASTER COUNCILOR's FAMILY AND FRIENDS**

**MC:** “Brethren and friends, I have the pleasure of introducing to you my family and friends. Please hold your applause until all are introduced.”

- My parents, Mr. and Mrs. \_\_\_\_\_
- My brother(s) and/or sister(s) \_\_\_\_\_
- My grandparents, \_\_\_\_\_
- Other family & friends attending at your request, \_\_\_\_\_

**MC:** “Please join with me in extending to them a warm welcome.”

{\_\_\_\_ Lead the applause}

### **INTRODUCTION OF CHAPTER OFFICER's FAMILY AND FRIENDS**

It is recommended that this not be done in order to avoid embarrassing any officer who may not have family and friends present. Also there is a lot of duplication if brothers or cousins belong to the same chapter.

### **INTRODUCTION OF SPONSORING BODY WORSHIPFUL MASTER(s)**

**MC:** “Brother Installing Marshal, please escort Dad \_\_\_\_\_, to the East.

**MC:** “Brethren and friends, I have the honor of introducing Dad \_\_\_\_\_, Worshipful Master of \_\_\_\_\_, our Sponsoring Body.”

**MC:** “Dad \_\_\_\_\_, we would appreciate hearing from you at this time and also, would you please introduce the officers of the lodge who are here with you today.”

<>Done<>

**MC:** “Please join with me in giving him (them) a very warm welcome.”

**MC:** “Brother Installing Marshal, please escort

Dad \_\_\_\_\_, back to his seat.”

MC: \* {1 Rap}

### **INTRODUCTION OF OES \_\_\_ WORTHY MATRON & PATRON**

**MC:** “Brethren and friends, I have the honor of introducing Mom \_\_\_\_\_, Worthy Matron and Dad \_\_\_\_\_, Worthy Patron of \_\_\_\_\_ Chapter # \_\_\_\_\_, Order of the Eastern Star.”

**MC:** “Please join with me in giving them a very warm welcome.”

### **INTRODUCTION OF AMARANTH ROYAL MATRON & PATRON**

**MC:** “Brethren and friends, I have the honor of introducing Mom \_\_\_\_\_, Royal Matron and Dad \_\_\_\_\_, Royal Patron of \_\_\_\_\_ Court # \_\_\_\_\_, Order of the Amaranth.”

**MC:** “Please join with me in giving them a very warm welcome.”

### **INTRODUCTION OF \_\_\_ OTHER MASONIC ORGANIZATIONS**

Example:

- Scottish Rite
- York Rite \_\_\_\_\_
- Amaranth \_\_\_\_\_
- Shrine
- Grotto
- White Shrine \_\_\_\_\_
- Daughters of the Nile \_\_\_\_\_
- High Twelve \_\_\_\_\_
- Or any other supportive Masonic Organization

### **INTRODUCTION OF ADVISORY COUNCIL**

**MC:** “Brother Installing Marshal, please escort Dad \_\_\_\_\_, "Chairman" of our Chapter’s Advisory Council, to the East.”

**MC:** “Brethren and friends, I have the honor of introducing Dad \_\_\_\_\_, Chapter Chairman of our Advisory Council.”

**MC:** “Dad \_\_\_\_\_, we would appreciate hearing from you at this time and also, would you please introduce the members of the Advisory Council.”

**MC:** “Please join with me in giving him a very warm welcome.”

**MC:** “Brethren Installing Marshal, please escort Dad \_\_\_\_\_, back to his seat.”

**MC:** \* {1 Rap}

### **VISITING CHEVALIERS AND LEGION OF HONOR**

**MC:** “Will all those Brethren who have been elevated to the DeMolay rank of CHEVALIER, LEGION OF HONOR AND HONORARY LEGION OF HONOR, please rise!”

**MC:** “My Brothers, it is a privilege and pleasure to welcome you to our Chapter Installation this evening. We are most honored to have you. We congratulate you on the recognition of your outstanding achievements by your attainment of DeMolay's highest honors. Thank you for coming this evening.”

**MC:** \* {1 Rap}

### **VISITING MASTER COUNCILORS AND MASTER COUNCILORS ELECT**

**MC:** “Will all Master Councilors and Master Councilors Elect please rise!”

**MC:** “Brethren, we are very pleased and honored to have you with us this evening. Will you please introduce yourselves, starting on my left, and if you are a Master Councilor Elect, we would be happy to hear the date, time and place of your Chapter Installation.”

**MC:** “Thank you all for coming this evening.”

**MC:** \* {1 Rap}

### **VISITING DeMolays’**

**MC:** “Will all visiting DeMolays not previously introduced please rise!”

**MC:** “Brethren, we are very pleased and honored to have you with us this evening. Will you please introduce yourselves, your title and the Chapter you are a member of, starting on my left.”

**MC:** “Thank you all for coming this evening.”

**MC:** \* {1 Rap}

### **VISITING RAINBOW GIRLS**

**MC:** “Will all visiting Rainbow Girls please rise!”

**MC:** “We are very pleased to have you with us this evening. Will you please introduce yourselves, starting on my left.”

**MC:** “Thank you all for coming this evening”.

**MC:** \* {1 Rap}

## **ALL OTHERS REMARKS**

>> Use this opportunity for all other guests to make comments or announcements.<<

## **STATE MASTER COUNCILOR REMARKS**

**MC:** "It is now my pleasure to introduce the State Master Councilor of the Louisiana State DeMolay Association, Brother \_\_\_\_\_."

**MC:** "We are very pleased that you could be a part of this Installation Ceremony, and deeply appreciate all the time and effort you have devoted to Louisiana DeMolay as State Master Councilor. You are always welcome to visit our Chapter. May we please hear from you at this time?"

**MC:** \* {1 Rap}

## **EXECUTIVE OFFICER REMARKS**

>> The Executive Officer or designate is ALWAYS the last person to give remarks, unless the Most Worshipful Grand Master of Masons in Louisiana is present in which case he will be the last to bring remarks.<<

**MC:** "Brother Installing Marshal, please escort Dad \_\_\_\_\_, to the East.

**MC:** "It is my pleasure to introduce Dad \_\_\_\_\_, Active Member of DeMolay International and Executive Officer in Louisiana.

**MC:** "Dad \_\_\_\_\_, we are very pleased that you could attend our Installation of Officers Ceremony. May we please hear from you at this time?"

**MC:** \* {1 Rap}

## **FLOWER TALK CEREMONY or CEREMONY OF LIGHT**

>> If person giving the Flower Talk/Ceremony of Light is not sitting in the East, Master Councilor has the Installing Marshal escort him to the East.<<

**MC:** "I have the pleasure of introducing Brother \_\_\_\_\_, who will present the DeMolay Flower Talk or Ceremony of Light."

**Speaker:** "Will those Brothers who have not previously received the Flower Talk, please assemble west of the altar with your mother, if present.

>> Lights are dimmed, if not previously lowered, with Altar spotlight on.<<

## **CLOSING OF THE INSTALLATION**

>> The Installation closing always starts IMMEDIATELY following the Flower Talk. All remarks, comments and acknowledgments MUST have been made prior to the Flower Talk.<<

**MC:** "Brother Installing Officer, I return to you the gavel of authority for the purpose of closing this Ceremony of Installation."

>> Gives gavel to Installing Officer and sits down.<<  
Installing Officer: Performs the ritual closing.

## **CLOSING OF THE CHAPTER**

**MC:** "The Chapter Officers will be pleased to greet each of you in the main lobby with refreshments. Again, THANK YOU ALL FOR ATTENDING THIS EVENING. "

**MC:** "The Chapter Officers will now retire." Either formal or informal.

**MC:** \* \* (2 Raps)