

ST. MARY COUNCIL OF CATHOLIC WOMEN
St. Mary of the Immaculate Conception Church
Fredericksburg, Virginia

OFFICER INSTALLATION SCRIPT

PRIEST: The **white** candle symbolizes the goodness of God and His holy Church. From it, each symbolic color receives light. **[Father lights the white candle]**

For you, _____, as **PRESIDENT** the **red** candle is a symbol of love, warmth of feeling, and high regard for your church. You will preside at all meetings, call special meetings whenever necessary, appoint chairmen of all committees and be an ex-officio member of them; represent St. Mary at the Diocesan level of the Council, and perform such other duties as are incident to the office of President.

_____, will you now light your candle to signify your acceptance of this office?

PRESIDENT: Yes.

PRIEST: For you, _____, as **VICE-PRESIDENT (PROGRAMS)** the **pink** candle symbolizes our faith and trust in God. You will arrange programs for the regular meetings and perform the duties of the President in her absence. You will assume the duties of the President should a vacancy occur, until a new President is elected.

_____, will you now light your candle to signify your acceptance of this office?

VICE-PRESIDENT (PROGRAMS): Yes.

PRIEST: For you, _____, as **VICE-PRESIDENT (MEMBERSHIP)** the **pink** candle also symbolizes our faith and trust in God. You will organize a committee to assist in writing a welcoming letter to all women of the parish and arrange to have it distributed through electronic mailing and the church bulletin at the beginning of each new parish year. You will assist the Treasurer in maintaining an active membership roster. You will arrange membership-relevant items at all general meetings and provide hospitality to all attendees.

_____, will you now light your candle to signify your acceptance of this office?

VICE-PRESIDENT (MEMBERSHIP): Yes.

PRIEST: For you, _____, as **RECORDING SECRETARY**, the **green** candle is symbolic of growth. You will record the growth of St. Mary Council of Catholic Women. You will keep accurate records of the Board and Membership meetings and provide copies of those minutes to the Executive Board; and in the case of Membership meetings, to the membership.

_____, will you now light your candle to signify your acceptance of this office?

RECORDING SECRETARY: Yes.

PRIEST: For you, _____, as **CORRESPONDING SECRETARY**, the **blue** candle symbolizes honesty and integrity. Your duty will be to prepare official correspondence as requested by the President or the Executive Board and to read pertinent correspondence at Board and Membership meetings.

_____, will you now light your candle to signify your acceptance of this office?

CORRESPONDING SECRETARY: Yes.

PRIEST: For you, _____, as **TREASURER**, the **yellow** candle denotes wealth. You will be custodian of all monies, keeping an accurate account of all money received and expended, rendering a regular written account to the Executive Board. You will maintain a roster of active, donating members and establish an annual budget to be approved by the Executive Board.

_____, will you now light your candle to signify your acceptance of this office?

TREASURER: Yes.

PRIEST: I hereby declare you duly installed officers of the St. Mary Council of Catholic Women. I authorize you to fulfill your terms of office and to serve until your successors have been elected and installed.

[Father presents the gavel of office to the President]

PRIEST: Madam President, I hereby present to you the symbol of authority. For each of you, may your term of office be a time of grace, joy and fruitful efforts. Congratulations!

[Father and/or President may now offer words of encouragement and gratitude to retiring officers.]