

Worthy District Deputies,

The beginning of the fraternal year is important in the life of a council, especially for new Grand Knights as it is a time of transition and learning. Thus, the grace, beauty, and dignity of the Installation of Council Officers is vitally important for the success of the council for the fraternal year.

There are a few important points to remember to deliver the ceremony to the council.

1. Prepare –

- a. The Grand Knight should verify the Council Chaplain will be available.
- b. Call the Grand Knight to get an Installation date for when the Council Officers will be present. The retiring Grand Knight should also be present (he may be a Trustee, now).
- c. Call the Field Agent to find out his availability for the Installation (Page 15).
- d. Get a list of Officers to be installed from the Grand Knight by email or the Report of Council Officers (Form 185). Arrange the names on the sheet according to how the medals will be presented in the order of the ceremony. (Page 13&14) Make sure you have a list to give to your District Warden. (Page 9)
- e. Make sure the medals and the gavel are present at the Installation. Arrange the medals according to the order in the ceremony. (Page 13&14)
- f. Send a copy of the Installation of Council Officers Book to the Grand Knight, the retiring Grand Knight, and Council Chaplain since they all have speaking parts. <http://www.kofc.org/un/en/forms/deputy/Installation%20of%20Council%20Officers%20770-E%203-2016.pdf>
- g. There is mention in the ceremony of a token of appreciation for the spouse. Be sure to remind the Grand Knight about this. In the book it mentions a corsage; however, it has become an Arizona tradition that a rose is given to the wife to present to an icon or statue of Mary. It is recommended the council purchases two roses for each Council Officer as one is for Mary and one is for his wife to take home.
- h. For the ceremony:
 1. Medals
 2. Gavel
 3. Council banner
 4. American flag
 5. Table for medals
 6. Holy Water
 7. Vase for flowers for Mary
 8. Ask the Grand Knight to make it a Council celebration! All Council members should be invited to the Installation and there should be a social gathering after. This may be an opportunity to present awards from the previous Fraternal Year as well.

2. Practice –

- a. It is key that you practice the script out loud. Reading it beforehand helps, but saying the words out loud makes a difference. We do not public speak for a living, so practice is essential.
- b. Practice with your District Warden. The Warden is the one who extracts the promises of the Council Officers. He should have a copy of the Installation Book, so he can practice also.
- c. Practice the setup: The Council Officers sit first, line up for the Officers for the extract of promises. Then, after the Officer receives medal, he goes to the back of the line to line up in a cross.
- d. The order needs to be practiced in case there are Officers who do not show up for the Installation.
- e. Know the script and the order. If you do not have a District Warden, know the parts you will have to speak. If you do not have a Chaplain, see if a Deacon can bless the medals.
- f. Volume, eye contact and posture while you are speaking are important. Speak loudly and clearly. Since you practiced, you should be able to look up from the script often. Stand up straight, do not lean on the podium or put a hand in your pocket. Use posture that is consistent with the importance of the ceremony.
- g. Know when to improvise. Ex: If the Chaplain isn't there, do not start by saying "Reverend Father". If the Chancellor is not present, do not read the part to install him. We do not use fill-ins.

Some questions/issues that have come up:

My Council has always done it 'x' way before. Remember, as District Deputy, you are responsible for the Installation of Council Officers. If you have not prepared with the Grand Knight on the Installation, this could become a difficult conversation on the day of the Installation. Walk through it beforehand with him so he is comfortable with the ceremonial.

We need to have chairs set up (Page 5). Because of the fluidity of the ceremonial, chairs would make the Installation more cumbersome. It is recommended chairs not be used.

Do the Council Officers have to wear jackets? Because of the dignity of the ceremony, it is recommended that the Officers wear jackets. You are extracting promises from them to lead the Council through the fraternal year.

I don't have a ceremonial robe. Please wear a suit and tie along with the District Deputy Medal.

Should our wives attend? This is a ceremonial. Absolutely they should attend, as well as the Council members, and anyone in the parish. While it is a ceremonial, it is not a secret.