

FLORIDA DeMOLAY INSTALLATION GUIDE

"MC BUDDY"

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, the new MC is responsible for the "rest of the program". The following contains a suggested agenda for such "program" and include the "events" usually included at an Installation. The cards represent single "events" and are in a highly recommended Florida "standard" order of sequence. Some cards are not applicable to every Installation (e.g. new sweetheart). Special "events" (e.g. special recognition, presentation or performance by a group or other organization) may be added and/or and "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 of the "event" (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 in the East that 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:

MC's Agenda for Remainder of Evening after Receiving the Gavel

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:

- Chapter for electing you
- Thank all the members who helped you
- Tell how you've planned for this evening for "years"
- Tell what you hope to accomplish as MC
- Thank your family for their support, planning today, cooking, driving and decorating
- Lodge for their support, attending events, and donations
- Worshipful Master for his support
- Easter Stars for their support, attending events, and donations
- Worthy Matron and Worthy Patron for their support
- Rainbow and Job's for support and attending events
- Worthy Advisor/Honored Queen for her/their support
- Chapter Sweetheart for her support
- Advisors for their support, planning, driving and putting up with us
- Any other Masonic supporting body

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 members and friends who are 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

- Senior Councilor
- Junior Councilor
- Senior Deacon
- Junior Deacon
- Stewards
- Orator
- Scribe
- Treasurer
- Sentinel
- Chaplain
- Marshall
- Standard Bearer
- Almoner
- Preceptors

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.

INTRODUCTION OF SPONSORING BODY WORSHIPFUL MASTER(S)

MC: "Brother Installing Marshal, please escort Dad _____, to this 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 members of the lodge who are here with you today."

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 and WORTHY PATRON

**MC: "Brother Installing Marshal, please escort
Mom _____, and
Dad _____, to this East."**

**MC: "Brethren and friends, I have the honor of introducing
Mom _____, Worthy Matron and
Dad _____, Worthy Patron of
OES Chapter # ____."**

**MC: "Mom _____, we would appreciate
hearing from you at this time and also, would you
please introduce the members of the lodge who are
here with you today."**

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

**MC: "Brother Installing Marshal, please escort the Worthy
Matron and Worthy Patron back to their seats."**

MC: * {1 Rap}

INTRODUCTION OF OTHER MASONIC ORGANIZATIONS

Example:

- Scottish Rite
- York Rite
- Amaranth
- Shrine
- 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 this 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}

PRESENTATION OF CHAPTER OUTSTANDINGS

MC: "Dad _____, will you please present the Chapter Outstanding Awards for this year at this time."

DAD _____ "Thank you Brother Master Councilor, I have the pleasure of announcing this Chapter's Outstandings for this year."

Outstanding Advisor

Outstanding Sportsman

Outstanding Ritualist

Outstanding DeMolay

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

CHAPTER SWEETHEART REMARKS

MC: "It is now my pleasure to reintroduce our Chapter Sweetheart, Miss _____."

>> 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 love 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 love to hear any comments that you would care to make at this time."

MC: * {1 Rap}

VISITING CHEVALIERS AND LEGION OF HONOR:

MC: "Will all those Brethren who have been elevated to the DeMolay rank of CHEVALIER, HONORARY LEGION OF HONOR AND 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 RAINBOWS or JOB'S DAUGHTERS

MC: "Will all visiting Rainbow Girls or Job's Daughters 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 "introduction" for all other guests in the East from whom "remarks" would be appropriate.

MC: "Dad / Mom / Miss / Brother:

_____"

MC: "We are very happy and pleased that you could join with us this evening and hope that you may visit us frequently. May we please hear any comments from you at this time."

MC: * {1 Rap}

HAVE THE INSTALLING OFFICER HANDLE THE FOLLOWING REMARKS STATE MASTER COUNCILOR REMARKS

MC: "It is now my pleasure to reintroduce the State Master Councilor for the Florida Jurisdictional Chapter, 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 Florida DeMolay as State Master Councilor. You are always most welcome to 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 Florida, or Grand Lodge officers or District Deputy, is present in which case he will be the last to bring "remarks".

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: "Brother _____, I extend to you the gavel of authority for the purpose of presenting the DeMolay Flower Talk Ceremony/Ceremony of Light."

Speaker: "Will those Brothers who have been designated to receive the Flower Talk, please rise!"

Speaker: "Brother Installing Marshal, please present these Brothers in a semicircle West of the Altar."

>> 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" and calls upon the Installing Marshal to form the Recessional for the Installing Team.

CLOSING OF THE CHAPTER

>> After the Installing Team has retired. . .

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)