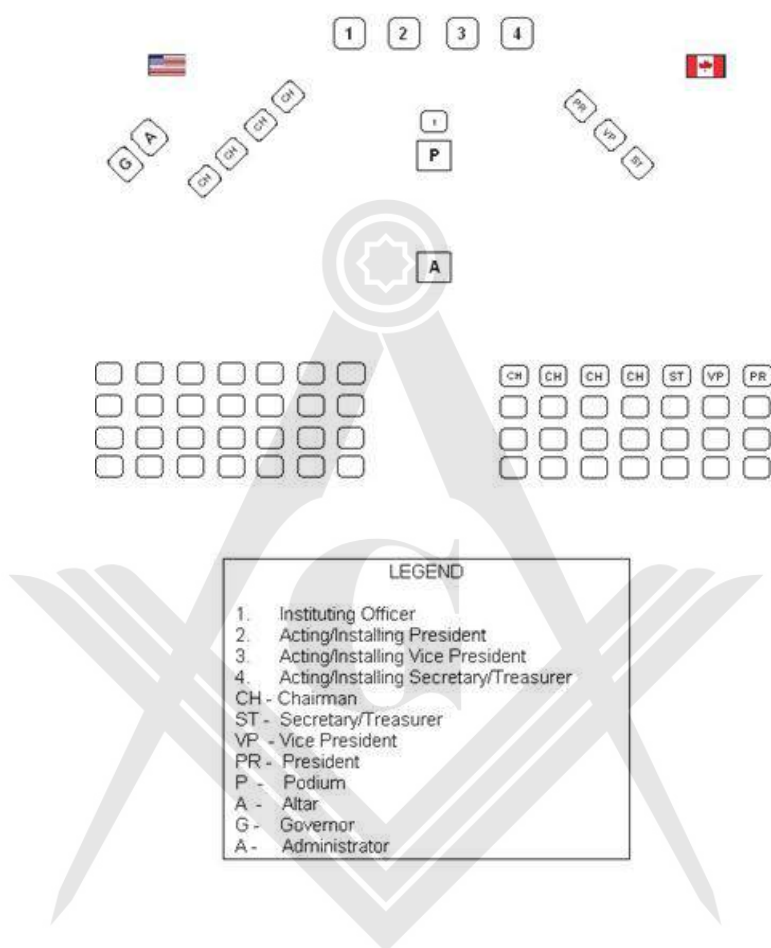


SERVICE CHAPTER INSTALLATION CEREMONY

The following is a special Installation Ceremony for Officers and chairmen of a Service Chapter. The co-workers selected to serve as “acting” officers for the enrollment ceremony will also serve as the Installing Officers. The acting Secretary/Treasurer will serve as Installing Guide, the acting Vice-President as Chaplain and the acting President as Installing President if the Instituting Officer chooses not to serve as the Installing President. They remain in place to welcome the newly installed officers. They then move to adjacent chairs, which have been reserved for this purpose.



PRESIDENT:

(Rap 1)

MEMBERS AND FRIENDS, IT IS MY PRIVILEGE TO EXTEND A HEARTY WELCOME. LET US PROCEED WITH THE INSTALLATION OF THE BOARD OF OFFICERS, AND CHAIRMEN FOR _____ CHAPTER. THIS CEREMONY IS AN OCCASION OF GREAT IMPORTANCE AS WE FACE A NEW YEAR EAGER TO CONTINUE OUR CHAPTER'S CONTRIBUTION TO THE WORK BEING ACCOMPLISHED BY THE WOMEN OF THE MOOSE.

TO OUR GUESTS PRESENT TODAY (TONIGHT), WE HOPE THIS OCCASION WILL GENERATE AN INTEREST OF WHAT MEMBERSHIP IN OUR ORDER COULD MEAN TO YOU. BY JOINING US, EVEN GREATER BENEFITS TO THOSE IN NEED WILL BE ACCOMPLISHED.

(Pause)

PRESIDENT:

IT IS MY PLEASURE TO INTRODUCE THE INSTALLING OFFICERS.

CO-WORKER _____	(Name) _____	INSTALLING PRESIDENT
CO-WORKER _____	(Name) _____	INSTALLING CHAPLAIN
CO-WORKER _____	(Name) _____	INSTALLING GUIDE

Installing Officers rise as their names are called.

I WELCOME YOU ON BEHALF OF THE CHAPTER.

REMEMBERING ALWAYS THAT WE ARE LED BY AN UNSEEN HAND, THE VICE PRESIDENT WILL OPEN THE HOLY BIBLE UPON THE ALTAR AND ASK GOD'S BLESSING UPON THIS INSTALLATION.

VP proceeds to altar, reverently opens Bible and offers prayer. Following prayer, VP returns to her chair.

(Rap 2)

VICE PRESIDENT:

LORD, WE ASK THY BLESSING UPON THIS CHAPTER AND THE OFFICERS AND CHAIRMEN TO BE INSTALLED. IMPRESS UPON THEM THE RESPONSIBILITIES THEY ARE ABOUT TO ASSUME. MAY THEY EVER LOOK TO THEE FOR GUIDANCE THROUGHOUT THE COMING YEAR.

INSTILL INTO THE HEARTS OF OUR MEMBERS, THE NECESSITY TO UPHOLD THESE OFFICERS IN THE FULFILLMENT OF THEIR DUTY TO CARRY THE STANDARDS OF MOOSEHEART INTO OUR HOMES AND COMMUNITIES.

LET US GO FORTH TOGETHER TO MAKE A STRONG CHAPTER THAT WILL STAND BEFORE THE WORLD AS A SYMBOL OF FAITH, HOPE AND CHARITY. WE ASK THIS IN THY NAME. AMEN.

PRESIDENT:

PLEASE JOIN ME IN THE PLEDGE TO OUR FLAG.

I PLEDGE ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA AND TO THE REPUBLIC FOR WHICH IT STANDS, ONE NATION UNDER GOD, INDIVISIBLE, WITH LIBERTY AND JUSTICE FOR ALL.

For Canadian Chapter members:

PLEASE REPEAT AFTER ME THE WOMEN OF THE MOOSE PLEDGE.

I PLEDGE ALLEGIANCE TO MY FLAG – AND PROMISE TO DEFEND IT FROM DESECRATION – AND BY WORD, ACT AND DEED – WILL CONDEMN ANARCHY OR INSUBORDINATION – WHERE THE SAME CONCERN MY COUNTRY. – THE LOYAL ORDER OF MOOSE AND WOMEN OF THE MOOSE STAND FIRST AND FOREMOST FOR LOYALTY.

(Rap 1)

INSTALLING PRESIDENT, I PRESENT TO YOU THE GAVEL FOR THE PURPOSE OF CONDUCTING THE INSTALLATION CEREMONY.

INSTALLING PRESIDENT:

FRIENDS, FAITHFULNESS TO DUTY AND UNSELFISH DEVOTION TO THE AIMS AND PURPOSES OF THE WOMEN OF THE MOOSE ARE QUALITIES THAT ARE NECESSARY TO THOSE WHO SERVE AS OFFICERS AND CHAIRMEN. THE MEMBERS HAVE DULY ELECTED THESE OFFICERS PRESENTED BEFORE ME FOR INSTALLATION. THE NEWLY ELECTED PRESIDENT SELECTED THE CHAIRMEN.

(Pause)

INSTALLING PRESIDENT (cont.):

THE SUCCESS OF A CHAPTER DEPENDS GREATLY ON THE SERVICES OF THE CHAIRMEN. IT IS MY PLEASURE TO INTRODUCE THE CO-WORKERS WHO HAVE ACCEPTED THE RESPONSIBILITIES OF SERVICE AS CHAIRMEN FOR THIS NEW SERVICE CHAPTER. WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

MEMBERSHIP/RETENTION CHAIRMAN

(Name)

MOOSEHEART/MOOSEHAVEN CHAIRMAN

(Name)

**COMMUNITY SERVICE/FRATERNAL
FUNDRAISING CHAIRMAN**

(Name)

ACTIVITIES & SPORTS CHAIRMAN

(Name)

(Pause)

(If space permits) **INSTALLING GUIDE AND CHAIRMEN, PLEASE TAKE YOUR PLACES AT THE ALTAR.**

Installing Guide and Chairmen proceeds directly to their places in a semi-circle between the podium and the altar, facing the audience.

CHAIRMEN, TO YOU HAS BEEN ENTRUSTED SPECIAL OBLIGATIONS ACCORDING TO OUR PROGRAM. IT IS YOUR DUTY TO HOLD REGULAR MEETINGS WITH YOUR COMMITTEE TO PLAN FRATERNAL EVENTS, SOCIAL ACTIVITIES, COMMUNITY SERVICE AND FUND RAISING PROJECTS AS WELL AS TO HELP INCREASE THE MEMBERSHIP OF YOUR CHAPTER. YOU WILL USE YOUR ENDEAVORS TO KEEP MEMBERS INTERESTED IN THE ACTIVITIES OF THE CHAPTER THROUGH PARTICIPATION.

(Pause)

INSTALLING GUIDE, PLEASE ESCORT THE CHAPTER DEVELOPMENT COMMITTEE CHAIRMEN TO THEIR CHAIRS.

Chairmen turn to their right and follow the Installing Guide back to their chairs. When all are in place, they are seated. Installing guide returns to the altar.

INSTALLING PRESIDENT:

LET US CONGRATULATE THEM WITH A ROUND OF APPLAUSE.

(Pause for applause.)

IT IS NOW MY HONOR TO ANNOUNCE THE NAMES OF THE CO-WORKERS WHO WILL SERVE AS THE BOARD OF OFFICERS FOR THIS NEW SERVICE CHAPTER.

WHEN YOUR NAME IS ANNOUNCED, PLEASE RISE AND REMAIN STANDING.

PRESIDENT

(Name)

VICE-PRESIDENT

(Name)

SECRETARY/TREASURER

(Name)

INSTALLING GUIDE, YOU WILL PRESENT AT THE ALTAR THE CO-WORKERS WHO HAVE PLEDGED THEMSELVES TO SERVE THIS CHAPTER AS OFFICERS. PLEASE PROCEED.

Installing Guide proceeds to where the Secretary/Treasurer-Elect is seated. Secretary/Treasurer-Elect and Installing Guide proceed to their places at the altar. Installing Guide takes one (1) step back after presenting officer. Repeat as necessary for all Officers.

INSTALLING GUIDE:

INSTALLING PRESIDENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____ (Name) _____, WHO HAS BEEN ELECTED SECRETARY/TREASURER FOR THE ENSUING YEAR.

INSTALLING PRESIDENT:

SECRETARY/TREASURER, YOUR DUTIES REQUIRE THAT YOU KEEP AN ACCURATE RECORD OF ALL PROCEEDINGS OF THE CHAPTER MEETINGS. YOU SHALL BE RESPONSIBLE FOR WRITING ALL CORRESPONDENCE OVER THE SIGNATURES OF THE BOARD OF OFFICERS, READ ALL NECESSARY CORRESPONDENCE AND PRESERVE SAME IN THE PERMANENT FILES.

YOU SHALL KEEP THE CHAPTER ACCOUNTS IN SUCH BOOKS AS MAY BE REQUIRED BY WOMEN OF THE MOOSE HEADQUARTERS. YOU SHALL COLLECT ALL MONIES AND ISSUE OFFICIAL RECEIPTS FOR SAME. YOU SHALL PROMPTLY MAKE DEPOSITS AND OBTAIN A CERTIFIED DEPOSIT SLIP FOR THE PRESIDENT.

YOU SHALL SIGN ALL DOCUMENTS AND PAPERS THAT REQUIRE YOUR SIGNATURE, DRAW AND SIGN ALL CHECKS WHEN REQUIRED.

YOUR ELECTION SIGNIFIES THE CO-WORKERS OF YOUR CHAPTER HAVE CONFIDENCE IN YOUR ABILITY TO KEEP ACCURATE MEMBERSHIP AND CHAPTER FINANCIAL RECORDS. AT THE END OF EACH MONTH, YOU SHALL HAVE THE RECORDS OF THE CHAPTER, ENTRUSTED TO YOU, BALANCED AND READY FOR THE AUDIT COMMITTEE TO PREPARE THE MONTHLY FINANCIAL REPORT AND AUDIT REPORT.

YOU SHALL BE CUSTODIAN OF, AND RESPONSIBLE FOR, ALL SECURITIES AND VALUABLE PAPERS. YOU SHALL READ ALL IMPORTANT ANNOUNCEMENTS RECEIVED FROM WOMEN OF THE MOOSE HEADQUARTERS AT THE MEETINGS.

YOU ARE ENCOURAGED TO ATTEND THE ANNUAL TRAINING SESSION AND 2-HOTT SESSION. YOU SHALL ALSO PERFORM ALL OTHER DUTIES REQUIRED IN THE WOMEN OF THE MOOSE GENERAL LAWS APPLICABLE TO SERVICE CHAPTERS AND AS REQUESTED BY THE PRESIDENT.

FOLLOWING YOUR TERM OF OFFICE, ALL BOOKS, MONIES, RECORDS, PARAPHERNALIA AND EQUIPMENT, WHICH YOU HAVE IN YOUR POSSESSION, SHALL BE TURNED OVER TO YOUR SUCCESSOR.

INSTALLING GUIDE, PLEASE ESCORT THE SECRETARY/ TREASURER TO HER CHAIR.

Installing Guide seats the Secretary/Treasurer and then proceeds to chair where the Vice-President is seated. Vice-President-Elect and Installing Guide proceed to the altar. Installing Guide takes one (1) step back after presenting officer.

INSTALLING GUIDE:

INSTALLING PRESIDENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____ (Name) _____, WHO HAS BEEN ELECTED VICE-PRESIDENT FOR THE ENSUING YEAR.

INSTALLING PRESIDENT:

CO-WORKER, IN YOUR POSITION AS VICE-PRESIDENT, YOU SHALL PRESIDE OVER THE DELIBERATIONS OF THE CHAPTER MEETINGS IN THE ABSENCE OF THE PRESIDENT.

YOU WILL STAND READY AT ALL TIMES TO ASSIST THE PRESIDENT IN PRESERVING ORDER AND DECORUM IN THE CHAPTER AND WITH THE PRESIDENT, COUNT ALL VOTES AND BALLOTS.

YOUR DUTIES SHALL ALSO REQUIRE YOU TO LEAD THE CHAPTER IN DEVOTIONAL EXERCISES, VISIT THE SICK, DISABLED AND DISTRESSED CO-WORKERS WHENEVER POSSIBLE AND MAKE A FULL REPORT AT EACH MEETING.

INSTALLING PRESIDENT (cont.):

UPON THE DEATH OF A CO-WORKER, IT WILL BE YOUR RESPONSIBILITY TO SUPERVISE THE FUNERAL CEREMONY, WHEN REQUESTED BY HER FAMILY.

YOU ARE ENCOURAGED TO ATTEND THE ANNUAL TRAINING SESSION.

YOUR ELECTION AS VICE-PRESIDENT INDICATES THAT YOUR CO-WORKERS HAVE FOUND IN YOU THE QUALITIES OF WISE LEADERSHIP AND A WILLINGNESS TO SERVE.

INSTALLING GUIDE, PLEASE ESCORT THE VICE-PRESIDENT TO HER CHAIR.

Installing Guide seats the Vice-President and then proceeds to chair where the President is seated. President-Elect and Installing Guide proceed to altar. Installing Guide takes one (1) step back after presenting officer.

INSTALLING GUIDE:

INSTALLING PRESIDENT, I HAVE THE PLEASURE OF PRESENTING CO-WORKER _____ (Name) _____, WHO HAS BEEN ELECTED TO SERVE AS PRESIDENT FOR THE ENSUING YEAR.

INSTALLING PRESIDENT:

CO-WORKER, AS PRESIDENT YOU ARE THE PRESIDING AND CHIEF EXECUTIVE OFFICER OF THE SERVICE CHAPTER. YOU HAVE RECEIVED THE HIGHEST HONOR AND, WITH IT, YOU HAVE RECEIVED THE GREATEST RESPONSIBILITY.

YOU ARE RESPONSIBLE FOR ALL EXECUTIVE FUNCTIONS AND SHALL PERFORM ALL OTHER DUTIES REQUIRED IN THE WOMEN OF THE MOOSE GENERAL LAWS APPLICABLE TO SERVICE CHAPTERS.

IT IS YOUR DUTY TO FOLLOW AND ENFORCE THE RULES, REGULATIONS AND PROCEDURES OF THE WOMEN OF THE MOOSE AS LISTED IN THE GENERAL LAWS AND SERVICE CHAPTER MEETING PROCEDURES AND AGENDAS.

YOU HAVE THE OPPORTUNITY TO LEAD THE CO-WORKERS IN SERVICE TO MANKIND THROUGH MEMBERSHIP BUILDING AND THE CARRYING OF MOOSEHEART STANDARDS INTO OUR HOMES AND COMMUNITIES.

WORKING IN HARMONY AND UNITY WITH ALL MEMBERS ENSURES THAT A BURDEN HEAVY TO ONE IS BORNE LIGHTLY BY MANY. YOUR EXAMPLE AS A LEADER SHOULD BRING NEW FAITH AND ENCOURAGEMENT TO THE CO-WORKERS.

THE GAVEL IS YOUR SYMBOL OF AUTHORITY. LET YOUR USE OF IT BE FAIR AND IMPARTIAL TO EVERY MEMBER.

INSTALLING GUIDE, PLEASE ESCORT THE NEW PRESIDENT TO THIS STATION.

(Rap 2)

Everyone remains standing until incoming President is at her station. After President is at station, Installing Guide will proceed to her chair. President remains at station.

(Rap 1)

TO THE OFFICERS AND CHAIRMEN, WE OFFER OUR HEARTFELT CONGRATULATIONS!

AS LEADERS OF THIS CHAPTER, THE WOMEN OF THE MOOSE PROGRAM PROVIDES OPPORTUNITIES FOR PERSONAL AND CHAPTER GROWTH. BY TAKING ADVANTAGE OF THE MANY EDUCATIONAL OFFERINGS, YOU WILL HAVE A BETTER UNDERSTANDING OF THE OPPORTUNITIES AVAILABLE TO YOU.

INSTALLING PRESIDENT (cont.):

YOU ARE ENCOURAGED TO ATTEND THE ANNUAL TRAINING SESSIONS. ADDITIONAL KNOWLEDGE MAY BE GAINED BY ATTENDING THE ANNUAL AND MIDYEAR CONFERENCES. BY TAKING ADVANTAGE OF THE MANY EDUCATIONAL OFFERINGS, YOU WILL HAVE A BETTER UNDERSTANDING OF THE OPPORTUNITIES AVAILABLE TO YOU AND A WORKING KNOWLEDGE OF THE QUALIFICATIONS FOR POTENTIAL AWARDS.

YOU SHALL ALSO PERFORM ALL OTHER DUTIES REQUIRED IN THE GENERAL LAWS OF THE WOMEN OF THE MOOSE AND AS REQUESTED BY THE PRESIDENT.

OFFICERS AND CHAIRMEN, PLEASE RISE.

(Pause)

PLEASE RAISE YOUR RIGHT HAND AND REPEAT THE FOLLOWING OBLIGATION AFTER ME.

IN THE PRESENCE OF ALMIGHTY GOD - AND THESE WITNESSES - I SOLEMNLY PLEDGE UPON MY HONOR - TO PERFORM WILLINGLY AND FAITHFULLY - THE DUTIES OF THE POSITION - WHICH I HAVE ACCEPTED. - I WILL STRIVE EARNESTLY - TO BE WORTHY - OF YOUR TRUST AND CONFIDENCE. - I WILL PRACTICE THE PRECEPTS - OF THE WOMEN OF THE MOOSE - AND TRY TO LIVE - SO THAT MY EXAMPLE - WILL BE WORTHY OF EMULATION.

THANK YOU. YOU MAY LOWER YOUR HAND AND BE SEATED.

THESE OFFICERS AND CHAIRMEN WHOM I HAVE JUST INSTALLED HAVE PROMISED TO DEDICATE THEMSELVES TO THE WORK OF THE WOMEN OF THE MOOSE.

THEY RECOGNIZE THE RESPONSIBILITY ENTRUSTED TO THEM. MAY THEIR LIVES AND YOURS BE DEDICATED TO SERVICE.

BY VIRTUE OF THE POWER VESTED IN ME AS A QUALIFIED INSTALLING PRESIDENT, THESE OFFICERS AND CHAIRMEN OF _____ (Name) _____ CHAPTER ARE NOW DECLARED DULY INSTALLED.

(Pause)

MEMBERS, I PRESENT YOUR PRESIDENT.

(Rap 2)

When applause has subsided, rap the audience down.

(Rap 1)

PRESIDENT _____ (first name) _____, I PRESENT TO YOU THE GAVEL, WHICH IS THE SYMBOL OF YOUR OFFICE.

NEW PRESIDENT:

The President will address the co-workers and guests. At this time she will also introduce the Special Chairmen appointed for the ensuing year. Upon completion of her address, she returns the gavel to the President.

INSTALLING PRESIDENT:

THANK YOU. I RETURN THE GAVEL TO THE PRESIDENT FOR THE REMAINDER OF THE PROGRAM.

PRESIDENT:

PLEASE RISE AS THE VICE PRESIDENT OFFERS THE CLOSING PRAYER.

VP proceeds to the altar, offers prayer, closes Bible, returns to her chair and is seated.

VICE PRESIDENT:

OUR HEAVENLY FATHER, WE GIVE THANKS TO THEE FOR THE PRIVILEGE OF MEETING TOGETHER. WE ASK YOUR BLESSINGS ON THIS GROUP OF DEDICATED CO-WORKERS. MAY WE FACE THE TASKS OF THE NEW CHAPTER YEAR WITH FAITH THAT WE FEEL THE TOUCH OF THY GUIDING HAND, HOPE FOR THE SUCCESSFUL ACCOMPLISHMENTS OF OUR DUTIES AND CHARITY IN OUR HEARTS FOR ALL MANKIND. WE PRAY FOR THE RICH REWARDS OF THY BLESSING. BE NEAR US, NOW AND ALWAYS. AMEN.

PRESIDENT: (Rap 1)

THIS BRINGS OUR INSTALLATION TO A CLOSE. WE THANK YOU FOR ATTENDING THIS MEMORABLE OCCASION FOR THE NEWLY INSTALLED OFFICERS AND CHAIRMEN. OUR FRATERNAL GOOD WISHES TO YOU.

