

RITUAL
of the
Italian Catholic Federation



Central Council Office:

8393 Capwell Drive, Suite 110
Oakland, CA 94621
(510) 633-9058 (888) 423-1924
January 2015

Index

Opening and Order of Business	3
Initiation	9
Installation of New Officers	13
Installation of Deputies	20
Installation of District Officers	21
Federation Anthem (Inno Ufficiale).....	23

MISSION STATEMENT

“Through families and fellowship, the Italian Catholic Federation promotes and supports the Catholic Faith and its values, encourages apostolic and charitable works, and celebrates our Italian-American heritage and all the heritages of our communities. (Amended 8/2014)

RITUAL

Authorized by the

CENTRAL COUNCIL ITALIAN CATHOLIC FEDERATION

The Ritual of the Italian Catholic Federation is designed to assist the officers of a Branch or District in running an effective meeting and to maintain the dignity and uniformity of the organization.

In consultation with the other officers, the President should prepare a written agenda for each meeting.

Before the meeting opens, the Second Vice President, (or if none, the First Vice President) shall arrange the flags, banner, altar and officers' scarves in proper order. (He/She may seek help from the Sentinel.)

All vacant offices are to be filled by the President. (Officers' scarves: President - 3 stars; Vice Presidents through Orator - 2 stars; Trustees and Sentinel - 1 star)

Central Council members, visiting Presidents, and special guests should be seated in the front.

The President, at the appointed time, will call the meeting to order with a rap of the gavel.

The ritual which follows is a guideline to assist the officers in planning and conducting a meeting.

Opening of the Meeting

President: I call to order the meeting of _____
_____, Branch Number _____ of the
(Branch Title)
Italian Catholic Federation. Will all members
please stand?

Opening Prayer

President: We will now have an opening prayer.
(The prayer may be led by the Chaplain, Orator, or
other member designated by the President. We hope
this prayer will be a special reading suitable for the
church year. Examples may be found in church
missalettes.)

Pledge of Allegiance and Salute

1. Pledge of Allegiance to the American Flag.
(President or Orator may lead this.)

2. Federation Salute
(Place your left hand upon your heart, raise your right
hand, and repeat after me.)

President: As members of the Italian Catholic
Federation, - we promise fidelity and obedience to
our Church. - As citizens or residents of this
country, - we promise loyalty and respect to the
American flag. - We also promise to love and honor the
land of our ancestors. - May God help us to maintain
our promises.

President: Will all members please be seated.

Introductions

The President will introduce the Clergy, Branch Deputy, Central Council officers and members, honored guests, and visiting members, expressing a warm welcome and appreciation for their visit. (The Chaplain may speak at this time if he has to leave early.)

Roll Call of Officers (Optional)

President: The Secretary will please call the roll of officers by name and title. (Officers should stand when their name is called and remain standing until roll call is completed.)

(If the roll is not called, the Secretary may note whether officers are present, absent, or excused.)

Reading of the Minutes

President: The Secretary will please read or summarize the minutes of the last meeting. (If the minutes were provided via e-mail or made available at the meeting, the members may dispense with the reading of the minutes by a vote.) (Amended 10/2014)

President: Are there any errors or omissions in the minutes? There being none, the minutes stand approved as read (or corrected).

Application of New Members

President: Are there any applications for new members? (The Membership Chairperson or Secretary may read the application(s). If there is no Initiation, the President should welcome the new member(s) and ask them to say a few words about themselves.

(If the Branch chooses to have an Initiation, it follows at this time and is found on Page 9.)
(Amended 10/2014)

Communications

President: Will the Secretary please read or summarize all the correspondence.

Financial Report and Payment of Bills

1. President: Will the Treasurer (or Financial Secretary) please read the Financial Report of our Branch.

President: Are there any questions?
Hearing none, I declare it approved. (Amended 10/2014)

2. President: Will the Treasurer (or Financial Secretary) please read the bills to be paid.

President: You have heard the reading of the bills. I am prepared to accept a motion to pay them as a whole or individually.

(Per Capita Tax, Public Relations, Apostolate, and Hospital Fund dues need not be approved for payment by the Branch.)

Committee Reports

The President shall call upon any chairperson who has a report to give to the members. (The President should check with the chairpersons in advance to verify their need to report.)

I. Standing Committees

- A. Public Relations
- B. Membership
- C. Apostolate/Charity
- D. Heritage
- E. Scholarship

II. Other Committees

- A. Sick Members
- B. Bus Trip
- C. Hospitality
- D. District Report
- E. Etc.

Unfinished Business

President: Is there any unfinished business?
(In preparing the agenda, the President should review the minutes of the previous meeting to see if any business was left unfinished.)

New Business

President: Is there any new business?
(The President or others may introduce any new business.)

Deputy Report

The President will call on the Branch Deputy for his/her message at this time. (Moved 10/2014)

Good of the Order

President: We have now arrived at the Good of the Order and will hear a few words from our guests.

(President: should call on the Chaplain, Members of the Central Council, visiting Branch Presidents, and special guests.)

Program

If there is a speaker for a formal program, the President will call upon the presenter. The President may close the meetings before the program.

Prayer and Closing

President: We will now have the closing prayer.
(In the absence of the Chaplain or Pastor, the Orator or other member designated by the President, will lead the closing prayer.)

(The Lord's Prayer - Hail Mary - Glory Be -
St. Frances Cabrini - St. Elizabeth Ann Seton)

The Branch may sing the official hymn: "Noi Vogliam Dio."

President: This meeting of Branch No. _____ is now closed.

Initiation

The Branch President, Deputy, District Deputy, or Central Council member may conduct the initiation.

(If more than one person conducts the initiation, you may divide the responsibilities of the reading into parts.)

The person conducting the initiation begins:

(Part 1)

I am honored at this time to introduce (a candidate/the candidates) for initiation. As the Secretary reads your name, please stand, and the Marshal will escort you to the center of the room.

We are happy to welcome you as (a member/members) of the Italian Catholic Federation. It is our hope that this organization will become a part of your family life: religiously, culturally, and socially.

The Federation was founded in 1924 to uphold and develop the religious spirit among its members and to spread that spirit throughout the community. As Christians, we continue the tradition of love, hospitality, and works of charity as signs of Christ's peace among us. Thus, the Italian Catholic Federation is an excellent example of the laity's participation in the apostolic mission of the Catholic Church.

(Part 2)

Our banner (point to it) is displayed at all meetings and functions of the Federation. Its colors, white and gold, are the colors of the Church. In the center, you will observe the four letters around the cross. They are the initials of these words: Faith, Patria or Fatherland, Italy, and America.

The Catholic Faith is the foundation of our Federation and the spread of that Faith is its most direct purpose. By our good example, we must devote our efforts toward reaching out in unity and love to our Christian community, as well as to those of us who need to renew our Catholic heritage.

Fatherland, or Italy, is the country of origin for the great majority of the Federation members. It is also the historical mother of all Latins and the spiritual mother of all Catholics.

America is the name of our great country, and as citizens we affirm our willingness to obey its laws and respect its institutions.

Below the cross you see these Latin words “IGNEM VENI MITTERE.” “I CAME TO LIGHT A FIRE.” This is the motto of the Federation. (Added 10/2014)

(Part 3)

The structure of the Italian Catholic Federation is the same as other religious, fraternal, and charitable organizations. The Central Council, which acts as a Board of Directors, is the governing body, formulating and directing the programs that the Branches follow.

The Branches are the basic units of the Federation and are organized along parish lines. These Branches are urged to support their pastors and participate fully in the life of the parish.

The District Councils are composed of delegates from the Branches within a certain boundary. The Districts have administrative, but not legislative power, and continue to further the ideals and goals of the Federation on a much larger scale than a Branch can do.

(Part 4)

(Candidate/Candidates): You have heard a short explanation of the program and structure of the Federation. I now ask you to please raise your right hand, place your left hand upon your heart, and repeat this promise after me:

I promise - upon my honor - to keep myself a worthy member - of the Italian Catholic Federation - to observe its laws and statutes - to promote its ideals - and to love and help my fellow members - as more closely united - in the Christian family.

I now declare you (a member/members) of the Italian Catholic Federation, Branch No. _____

under the title of _____
and, as such, entitled to all the privileges of the
Federation. Our meetings begin at ____ p.m. on
the _____ of each month. If the meeting
is in session, the Sentinel will admit you and you
may take a seat.

(The person conducting the initiation turns to
the membership and continues.)

I am very happy to introduce our new (mem-
ber/members) who (is/are) now a part of our
great family. Congratulations.

(You may ask the new (member/members) to say
a few words about themselves. Then they may be
seated.)

Installation of New Officers

President: We have with us _____, who is here to conduct the Installation of our newly elected officers. I now turn over the Installation to (him/her).

Installing Officer: Dear Brothers and Sisters - as the representative of the Central Council of the Italian Catholic Federation, I have the pleasure of installing your newly elected officers. As Marshal(s) for this ceremony, I appoint _____.

(Marshal(s) proceed(s) before the altar and await(s) orders.)

On Behalf of the Central Council, I thank the Officers who have served you during the past year. I am certain that all are deserving of your gratitude.

Brothers and Sisters, newly elected Officers: Before I give you the insignia which is the emblem of your respective authority, allow me to congratulate you for the confidence which has been placed in you by your Branch.

You know that the welfare of the Federation depends in great part upon your conduct.

May God help you to fulfill your duties.

Will the Secretary please read the names of the Presidents-elect.

Brother(s)/Sister(s) President(s): As the first officer of the Branch, it is your responsibility to preside over and to direct the discussions at every meeting. It will be your duty to plan and carry out the Branch programs so that they will be in harmony with the ideals and traditions of the Federation. As President, you shall see that every officer performs his or her duty, and that the general statutes and By-Laws of the Federation are observed. You shall appoint all committees, including those not provided for by the By-Laws, and you shall perform all the duties of your office according to the accepted parliamentary procedure. Under your leadership, your fellow officers and members will assist you in carrying through this program.

Congratulations, and please accept the insignia of your office.

Will the Secretary please read the names of the First Vice-Presidents-elect.

Brother(s)/Sister(s) First Vice-President(s): As the second highest officer of the Branch, you shall be responsible for monthly Branch programs. In the absence of the President, you shall assume all of his or her duties and rights. If there is no Second Vice-President, his or her duties shall be assumed by you.

Congratulations, and please accept the insignia of your office.

Will the Secretary please read the names of the Second Vice-Presidents-elect.

Brother(s)/Sister(s) Second Vice-President(s): You are to carry out the duties of the President or First Vice-President in their absence. In addition, you shall arrange the hall for meetings, function as the Marshal, and be responsible for the Branch property. You may ask the Sentinel for assistance.

Congratulations, and please accept the insignia of your office.

Will the Secretary please read the names of the Recording and Correspondence Secretaries-elect.

Brother(s)/Sister(s) Recording and Correspondence Secretary(s): You shall keep a roll of all members of the Branch showing their names, addresses, and dates of admission. You shall keep the minutes of each meeting, and read all communications. It will be your responsibility to notify candidates for membership of their election or rejection, and of their suspension or expulsion. Whenever a successor takes up the duties of Secretary, you shall deliver all documents and properties of the Branch.

Congratulations, and please accept the insignia of your office.

Will the Secretary please read the names of the Financial Secretaries-elect.

Brother(s)/Sister(s) Financial Secretary(s): You shall keep a correct record of all the finances of the Branch and a record of all names and addresses of the members. You shall give a statement of all monies received at every meeting, and also give copies of all documents to the Secretary for record. You shall promptly notify the members who are in arrears and liable to suspension according to the By-Laws.

At the conclusion of your term, you shall deliver to your successor, all the properties of the Branch, obtaining a receipt for the same.

Congratulations, and please accept the insignia of your office.

Will the Secretary please read the names of the Treasurers-elect.

Brother(s)/Sister(s) Treasurer(s): As Treasurer, you shall receive, receipt for, and disburse as required, all monies belonging to the Branch, keeping regular account thereof. You shall not make any payment nor dispose of any property of the Branch except upon proper authorization for same duly recorded in the Branch minutes. You shall pay to the Central Council the per capita, assessments, and whatever other payments are due from the Branch. Your books and accounts shall be reviewed by the President, Financial Secretary, and Trustee(s) quarterly. At the conclusion of your term, you shall deliver to your successor, all the properties of the Branch, obtaining a receipt for the same. The office of Financial Secretary and Treasurer may be combined.

Congratulations, and please accept the insignia of your office.

Will the Secretary please read the names of the Orators-elect.

Brother(s)/Sister(s) Orator(s): It shall be your duty to lead the religious opening and closing prayer at the meeting in the absence of the Chaplain. You should also work with the Apostolate Chairperson in promoting the religious program of the Branch.

Congratulations, and please accept the insignia of your office. _____

Will the Secretary please read the names of the Trustees-elect.

Brother(s) /Sister(s) Trustee(s): You shall examine and report on all receipts and disbursements, audit the books of the Branch every quarter, compare the vouchers and records, and see if they correspond with the collections and disbursements. You shall have the duty to examine the funds and properties of the Branch. You shall meet every quarter with the President, Financial Secretary, and Treasurer, and examine the quarterly reports prior to sending them to the Central Council. At the conclusion of your term, you shall turn over to your successors(s) all documents and property connected with your office.

Congratulations, and please accept the insignia of your office.

Will the Secretary please read the names of the Sentinels-elect.

Brother(s)/Sister(s) Sentinel(s): It shall be your duty to function as the greeter at all meetings, to notify the President of any guests, and to see that members are properly admitted when the meeting is in session. You may be assigned the task of keeping the roll of members attending the meeting. You may also help the Vice-President prepare the meeting room.

Congratulations, and please accept the insignia of your office.

Brother(s)/Sister(s) Marshal(s), I thank you for your assistance.

Newly elected officers: You have heard what is expected of you as officers of the Italian Catholic Federation.

As a sincere pledge of your intention to fulfill these obligations, I ask you to stand, raise your right hand, place your left hand upon your heart, and repeat after me:

I promise - to merit the faith shown in me - by the members of my Branch - and to faithfully fulfill - the duties of my respective office - in order to further - the ideals and aims - of the Italian Catholic Federation.

Congratulations.

Installation of Deputies

We will now proceed to the Installation of Deputies. As Marshal(s), I appoint_____.

Will the Secretary please read the names of the Deputies. When your name is called, please stand and the Marshal(s) will escort you.

District Deputy_____, you are the representative of the Central Council in your District. You are to supervise and coordinate the activities of your Branch Deputies. You should meet with all of your Branch Deputies at least once a year, preferably at the beginning of the year. You are to file a report with the Chairperson of the Deputy Program quarterly.

Congratulations, and please accept the insignia of your office.

Branch Deputies, you are the representatives of the Central Council in a specific Branch. You are to visit the Branch monthly and provide guidance and support as needed. You are to file a monthly report with your District Deputy.

Congratulations, and please accept the insignia of your office.

Brothers and Sisters, may I present the Deputies for_____.
(year)

Installation of District Officers

We will now proceed to the Installation of District Officers.

Will the Secretary please read the names of the District Officers-elect. As your name is called, please stand and the Marshal(s) will escort you.

Brother(s)/Sister(s) District Officers: You have been chosen by your District to be its leaders this year. The Central Council depends on the District Council to bring the Branches together. You are to act as a co-coordinating body for District programs and events, such as planning Joint Installations, Bishops' Days, District Picnics, and Days or Nights of Recollection. We are very proud of the part you play in the Italian Catholic Federation. The duties of your respective office are the same as those of Branch officers.

Congratulations, and please accept the insignia of your office.

As a sincere pledge of your intention to fulfill your obligations, I ask you to raise your right hand, place your left hand upon your heart, and repeat after me:

I promise - to merit the faith shown in me - by the members of this District - and to faithfully fulfill - the duties of my respective office - in order to further - the ideals and aims - of the Italian Catholic Federation.

Brothers and Sisters: May I present to you the _____ District officers for _____.
(name District) (year)

Brother(s) and Sister(s) Marshal(s), I thank you for your assistance.

I would also like to thank the Secretary for reading the names.

Now, it is my pleasure to call upon your District President for a few words.

(After the District President speaks, he/she should call on the Grand President (or his/her representative) to deliver his/her message.)

(The District President adjourns the Installation.)

Federation Anthem (Inno Ufficiale)

*Noi vogliam Dio ch' Ei ci protegga
Ch' Egli ci guidi sul buon sentier,
Se nella lotta Ei ci sorregga
Sarà del male vinto il poter.*

*Sorge da queste squadre-il grido della Fè
Noi vogliam Dio ch' è nostro Padre
Noi vogliam Dio ch' è nostro Re.*

*In questa terra libera e forte
Portiamo il fervido nostro vigor,
Pronti a difender, nobil coorte.
Di Cristo il nome che ci sta in cuor.*

Sorge, ecc.

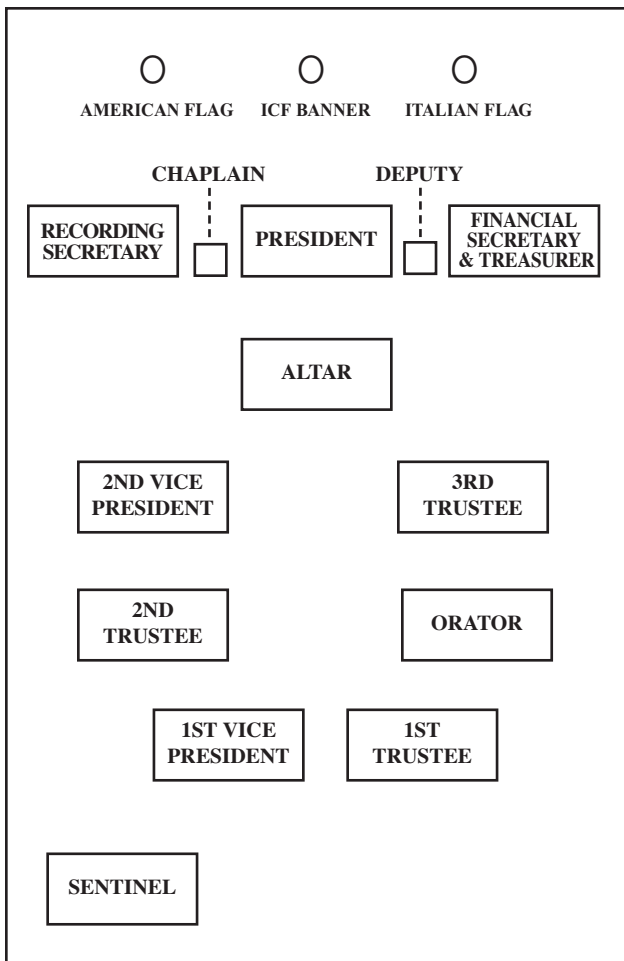
*Dinanzi al nostro simbol crociato
Sparisca l' odio e la viltà:
Uniti e stretti sfidiam l' agguato
Del mondo folle, dell' empietà.*

Sorge, ecc.

*Su noi risplende santa la luce
Che vien da Roma e il Suo Pastor:
La Chiesa è guida e Cristo il Duce
Che insegna a noi dovere e onor.*

Sorge, ecc.

OFFICERS STATIONS AND HALL SET-UP



Farewell to a Member (optional)

To be used at a Branch Meeting or at the Funeral Services. If used at the services, approval of the Pastor and Family is necessary.

(Amended 10/2014)

We are gathered here (today/tonight) to pay our respects to our (Brother/Sister) who has been a part of all of us. We have shared many things together, just by sharing life. For this you shall be remembered. Your presence is gone, but your spirit and memory will live in our hearts and in our prayers. (Amended 10/2014)

(Brother/Sister) you have professed your faith under the banner of the Italian Catholic Federation, Branch No. _____ and for you it is not the end but the beginning of a new life. You now rest in the sleep of peace for all eternity.

We now call upon our Patron Saints, St. Frances Xavier Cabrini and St. Elizabeth Ann Seton, to lead you by the hand to our creator for your eternal reward. May your soul and the souls of all our departed members, through the mercy of God, rest in peace.

We the officers and members of Branch No. _____ bid you farewell.