

## GUIDELINES FOR INSTALLATION OF OFFICERS

The purpose for these guidelines is to promote consistency throughout the Federation. There are some rules that must be followed regarding the Mass and protocol.

Installation of Officers is held in January, February, and March. The C.C. Grand President or his/her representative is the Installing Officer and chooses at this time to give the annual message. The Branches within the District rotate hosting the affair.

We encourage the Districts to have a Mass in conjunction with the Installation. If the Mass is at a regularly scheduled Parish Mass, the officers are installed after the Mass. If it is a special Mass, and if the Pastor allows, you can install the officers before the Mass. In that way, as soon as the Mass is over, you immediately proceed to the Installation. It is permissible to have the Installation before Mass or in the Church Hall. In lieu of a Mass, Benediction or a Prayer Service may be held.

Appoint a Chairperson to coordinate the day. **Remember to reserve the hall, if using parish facilities.** Contact the Pastor for the date and time. Plan the Liturgy with the Pastor, have members of the Federation as Lectors, Eucharistic Ministers and Ushers. The Lectors should be members who can speak clearly and articulate well. Include the Federation in the petitions if the Pastor allows it. At the end of the Mass, sing "Noi Vogliam Dio."

Send out publicity and information to the Newspapers, Church Bulletins and the Branches within the District well in advance.

Reserve the front pews for the C.C. Grand President and spouse, Central Council members and spouses. **Mark the pews for the officers to be installed. Have officers arrive at the Church at least ½ hour before to complete this process.**

Invite the Host Pastor and Associates to the Installation and Dinner following.

Program can be as follows:

- 1) The Local Chairman or District President welcomes everyone. He/She introduces the C.C. Grand President. The C.C. Grand President calls upon the District Secretary who will call out the names of the officers to be installed.
- 2) The C.C. Grand President introduces the C.C. members who will give the officers their scarves.
- 3) Installation of Branch Officers takes place.
- 4) The District Mentor is installed next. Branch Mentors are then installed and scarfed by the District Mentor.
- 5) Next, the District Officers are installed.
- 6) **The District President is encouraged to give a short but inspiring message.**
- 7) The District President re-introduces the C.C. Grand President for his/her message.
- 8) The District President closes the event and dinner follows.

## DINNER GUIDELINES

Mail invitations well in advance (at least 1-1/2 to 2 months) to the C.C. Grand President, C.C. Officers and Members, Diocesan and District Chaplains, Pastor and Associates and others you deem necessary.

Select a hall and caterer. **Complimentary tickets** are given to the C.C. Grand President, Master of Ceremonies and Clergy.

If cost permits, provide flowers and dinner programs.

Have someone greet the Central Council members. We encourage Hors d'œuvres (the Branches in the District can provide them).

In selecting a Master of Ceremonies, please have someone **who can speak clearly and knows the Federation**. Use place cards for the head table and guests.

Seating at the head table should be as follows:

### HEAD TABLE

<u>HOST BR.</u>	<u>DIST.</u>	<u>HOST</u>	<u>M.C.</u>	<u>C.C.</u>	<u>DIST.</u>	<u>DIST.</u>	<u>CHAIRPERSON</u>
PRES.	MEN.	PASTOR		GR. PRES.	PRES.	CHAPLAIN	

NOTE: Spouses of officers, speakers, etc. may be seated with their respective spouses or seated among other guests at the head table, as the committee desires. There is no definite rule.

Reserve tables for Central Council members and individual Branches. **Note seating with place cards.**

A typical program would be as follows: **(Please have a microphone).**

Welcome by Chairperson  
Introduction of Master of Ceremonies  
Grace (I.C.F. Spiritual Director or District Chaplain)  
Dinner  
Introduction of Head Table and Dignitaries

(Remarks should be made in the following order:)

Host Pastor  
District Chaplain  
Diocesan Chaplain  
I.C.F. Grand President announces Branch Mentor of the Year  
Award Winner, if there is one.  
District President (Presents gift to C.C. Grand President)  
C.C. Grand President responds  
Host President (thanks committee and M.C.)  
Closing Prayer  
Song (May be a patriotic song)

These guidelines are merely to assist you in planning the event. You may use other options that are fitting to your District and to your area.
--

## PROTOCOL FOR CC AND LOCAL DIGNITARIES

1. Spiritual Director
2. Central Council Officers  
Starting with Grand President to the Immediate Past Grand President and spouse  
(Trustees - use alphabetical order)
3. Life Members who were Grand Presidents and spouse (alphabetical order)
4. Life Members and spouse (alphabetical order)
5. Elected Members of the Central Council who are not officers and spouse  
(alphabetical order)
6. Life Members Emeritus who were Grand Presidents and spouse (alphabetical order)
7. Life Members Emeritus and spouse (alphabetical order)
8. Members Emeritus and spouse (alphabetical order)
9. District Presidents and spouse
10. District Mentors and spouse
11. Field Operations Director
12. Local Dignitaries

The Head Table is introduced first starting on either the MC's right or left. If the Grand President or Bishop is on the MC's right - start the introductions on your left, leaving the Grand President or Bishop last.

\*Leonard Rossi has the title of Knight in the Order of Saint Lazarus.

\*Michael Rossi is a Commander of the Order of Saint Lazarus.