

New York DeMolay  
Installation Protocol Checklist



Installing Officer – Before Starting

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- Make sure room is set up properly
  - o Candles positioned properly
  - o Altar cloth (DeMolay emblem facing West)
  - o Holy Bible closed on center of Altar
  - o Schoolbooks in East
  - o Gavel in East and West
  - o Reserved seats for Chapter members
- Make sure incoming MC understands his agenda
- Make sure Installing Team knows who is installing which officers
- Make sure Installing Team practices triangle entrance/exit
- Make sure Installing Marshal knows names/titles of dignitaries
  - o And make sure he can pronounce the names and titles
  - o Don't go overboard on bringing people in
  - o Better to bring in a few groups of people than a ton of individuals
  - o 3 gavel raps for Executive Officer only
  - o He will escort each person/group to Altar
    - Bro. Installing Officer, I take pleasure in presenting (name), who is (title).
- Are Officers being installed in the order of MC-down, or Preceptors-up-to-MC?
- Make sure Installing Marshal has a program with the Officers' names/positions
  - o And make sure he can pronounce the names
- Chapter Officers must be seated in the room before starting
  - o Either in the West, or together at another place
  - o Walk them through the 4 questions (first 2 for everybody, last 2 for Councilors), when to sit/stand, and what they have to do

## Installing Officer – Installation

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- Review gavel raps with audience
- Remind everybody to silence/turn off cell phones
- Have Installing Marshal escort in dignitaries
  - o Bro. Installing Marshal, you will retire and escort in \_\_\_\_\_.
- Then start the ritual of the ceremony.
- Reference for order of officers:
  - o Master Councilor
  - o Senior Councilor
  - o Junior Councilor
  - o Deacons
  - o Stewards
  - o Marshal, Sentinel
  - o Chaplain
  - o Scribe, Standard Bearer
  - o Treasurer, Almoner, Orator
  - o Preceptors
- Don't forget to have Installing Marshal make his proclamation
- ... after you receive back the gavel...
- Ask the Installing Team members to take their stations.
- If the Installing Team was not introduced, do so now.
- Closing
- Installing Team forms closing triangle...
- ... IO leads procession around to the East ...
- ... pick up dignitaries ...
- ... and leave the Chapter room ...

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Master Councilor – Sample Agenda

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- Welcome everybody to your Installation.
- Give your opening remarks. Some suggestions:
  - o Highlight what you'll do in your upcoming term.
  - o Give thank-yous to people who have helped you.
  - o Funny DeMolay memories from the last term
- Introduce your family and friends
  - o If a gavel is being presented to you, now is a good time for that
- Have the other 2 Councilors introduce their family and friends
- Have 3 Councilors give flowers to their mothers/guardians

Introductions

- Ask visiting DeMolays to introduce themselves.
- Ask visiting Constellations, Rainbows, and Triangles to introduce themselves.
- Ask all Masons, Eastern Stars, and Amaranths to introduce themselves
  - o Or, if preferred, have them stand and be recognized

Presentations

- Flowers
- Awards, honors, merit bars, etc.
- Others?

## Master Councilor – Sample Agenda (continued)

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### Remarks

- Have the immediate Past Master Councilor to approach the East.
  - o Present him with his PMC pin
  - o Then ask him to give his remarks.
- Call on the ranking officer from the Chapter's Sponsoring Body (Lodge) to give his remarks.
- Call on your Chapter's Advisory Council Chairman for remarks.
  - o (Or whomever wishes to speak for the Advisors)
- Grand Exalted Star of Light and Love, Grand Constellation of Junior Stars in the State of New York (or ranking officer)
- Grand Worthy Advisor, Order of Rainbow in the State of New York (or ranking officer)
- State Representative of the Organization of Triangles
- State Master Councilor of New York DeMolay (or ranking officer)
  - o If the other state officers have not been introduced, make sure he does this.
- Executive Officer of New York DeMolay (or ranking officer)
  - o If the other state Advisors have not been introduced, make sure he does this.
- Thank everybody for attending.
- Thank your Installing Team for an excellent ceremony.
- If refreshments are being served, invite everybody to join you after the ceremony concludes.
- Return the gavel of authority to the Installing Officer.