

CHAPTER 2

INSTALLATION INFORMATION FOR THE WORTHY ADVISOR-Elect AND MOTHER ADVISOR-Elect

NOTE: This (or a similar list) should be copied and given to the line officers at the beginning of each term to help them continually prepare for their installation as Worthy Advisor. Considerable revision (and suggestions) have been addressed in this section, based on our desire to accomplish several things:

- To provide for the installation of all girls and adults while the Bible is open;
- To have the Worthy Advisor-elect inside the Assembly room when her hostess greets the guests and offers congratulatory statements to her (rather than being in the ante area).
- To limit the amount of information the new WA is then responsible during Installation, i.e., the Flag Bearers are now installed by the Presiding Officer.

Earlier versions of the script contained in this Chapter should not be used -- so that we are all experiencing the same Installation Ceremonies.

Prior to installation, these items should be agreed upon by the Worthy Advisor-elect and the Mother Advisor (**and Assistant Mother Advisor**) with whom she will be serving:

- The Mother Advisor and Worthy Advisor-elect will discuss and review the Worthy Advisor's new responsibilities and the Mother Advisor's expectations, i.e., attendance at meetings, activities, line officer meetings, ritual work, attitude, etc.
- The term calendar must be presented to the Mother Advisor and Advisory Board for approval prior to installation. Once approved, copies of the calendar should be available to all Assembly Members, Advisory Board Members, the Grand Deputy and the Supreme Inspector.
- Prepare a list of Installing Officers. Present this list to the Grand Deputy for approval at least one month prior to Installation. Then, contact those who will be participating and advise them of the date and time of practice and Installation. Be sure the Temple and the Grand Deputy are available for practice. Discuss any special marching formations with the Grand Deputy.
- Also select as necessary:
 - host/hostess;
 - soloist, musician, music;
 - theme, colors, symbol, Scripture, etc.;
 - carrying pieces; pin-ons; (these items should not be expensive - be creative!)
 - Bible Bearer; Crown Bearer (if used);
 - refreshments, refreshment hostesses

- set up and clean up committees
- Prepare speech(s) and have them reviewed and approved by the Grand Deputy prior to Installation practice; if practice is the same day as Installation, the Grand Deputy should establish an earlier review date.
- Prepare invitations and mail them IMMEDIATELY AFTER elections. (Typically there is a about a month between the election of officers and Installation.) Invitations should be sent to:
 - the Advisory Board, either individually or as a body;
 - the sponsoring Eastern Star or Masonic Lodge for reading during their meeting; other Assemblies (through their Mother Advisor) in your area; Grand Deputies (in your area);
 - the Supreme Inspector, Past Worthy Advisors, Past Grand Officers from your Assembly;
 - Installing Officers;
 - family members and special guests.

PLEASE NOTE: Labels are available from the Supreme Inspector for most of these groups; please ask for them about a week before they are needed. Additionally many of these groups are on established email lists; sending an invitation to the Supreme Inspector by email with a request to “blast” will save countless hours preparing invitations - as well as postage expense, and has proven to be a more effective and efficient tool.

- Complete programs. Be sure the Grand Deputy reviews them for completeness and correct spelling of names and titles. (See Sample Installation Program.)
- Complete memorization of all Ritual work and the *Book of Traditional Work*. Meet with the Mother Advisor, prior to Installation practice to prove your work.
- Remind Installing Officers of the date and time of practice and installation. This reminder can be placed in each Installing Officer's invitation.
- Be sure you have asked mothers (other than your own) or other adults to assist in the dining room with refreshments. In addition to what is serve (something as simple as cake and punch/coffee to finger sandwiches, etc.), be sure there is a supply of coffee, creamer, sugar, plates, napkins, cups, table cloths, etc. Check with your Mother Advisor to determine which of these items you are responsible for as your own expense.
- Arrange for someone to take pictures at Installation. Announce the time of group pictures to the Assembly Members and those participating. Remember, photographs (still or video) are allowed in the Assembly room while the Bible is open during Installation provided the photographer (or family member) does not disrupt the activity.
- Ensure you have a committee to help set up the Assembly Room and the dining room prior to Installation, as well as a committee to help clean up. **HAVE COMPASSION FOR YOUR PARENTS' ENERGY LEVEL ON THIS IMPORTANT DAY IN YOUR LIFE - choose others as the primary members of these committees.**
- With your Grand Deputy, determine who will perform the Crowning Ceremony and ensure this group is available. Your Grand Deputy will be happy to assist by contacting the requested group **at least one month in advance.**

- Be sure your parents have made arrangements for your gavel and sounding block, and that they understand they will make this presentation publicly to you during the course of Installation.
- Discuss with the Hostess what she might say in her greetings.

MISCELLANEOUS NOTES:

If DeMolay Members are asked to assist in the flag presentations, a DeMolay Member may not carry the Rainbow banner nor give its Tribute.

Installations are open to invited family and friends; they are not to be referred to as "open to the public."

The Installing Recorder must prepare minutes from Installation which are to be read and approved at the Assembly's next meeting, which means two sets of minutes will be read - one from the girls' farewell meeting at the close of one term and the minutes from Installation.

The Mother Advisor or Grand Deputy should invite Supreme Inspector, Grand Deputies, and Directors to sit in the East during Installation as seating permits.

The lights may be dimmed before the ritualistic work of Installation begins for march in formations, etc. (Supreme Assembly 1988). Candles are never used.

Installation ceremonies are formal.

The Worthy Advisor-elect and Mother Advisor-elect may choose someone special to install them; all others are installed by the Installing Worthy Advisor (who, of course, has been approved along with other Installing Officers by the Grand Deputy). When selecting installing officers, please utilize these guidelines, being careful to ask your own Assembly members first.

- The Installing Recorder, Chaplain and Marshal(s) preferably are Past Worthy Advisors, Grand Officers and Past Grand Officers from your Assembly. They may be Past Worthy Advisors, Grand Officers or Past Grand Officers from other assemblies, if your own officers are unavailable. They are NOT adults.
- Installing Flag Bearers preferably are Worthy Advisors or Worthy Advisors-elect from other Assemblies when they are available in your area.
- Unlike other Installing Officers, the Installing Musician does not need to have a Masonic affiliation.
- The Bible Bearer and Crown Bearer are chosen by the Worthy Advisor-elect and approved by the Grand Deputy. These selections can be relatives, children or other Rainbow Members. The Bible Bearer must be old enough to carry the Bible with dignity.

Installations costs are to be kept minimal! The elegance and beauty of a Rainbow Installation is the elegance and beauty of each Assembly Member and those who have

come to participate and support, not the glamorous and expensive decorations in the room!

During the Crowning Ceremony, (unless the crowing team is Sister Rainbow Girls) only the Worthy Advisor may be between the Bow Stations and the Altar. If a member of the Crowning Team escorts her to the altar area, he/she must stand behind the Bow Officer giving the lecture.

Installations must occur within 30-days after the election of officers. Officers and Advisory Board Members who are unable to attend Installation must be installed within the next thirty days or the appointment becomes void. If installation is scheduled after this 30-day period, a Dispensation from the Supreme Officer must be requested in advance.

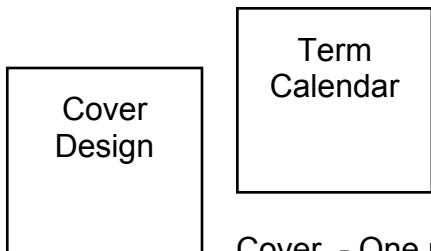
Members may be installed in ONLY one jeweled office; for example, a girl can not be installed as Recorder and Love, though she may actually be elected and installed as Recorder and fill in for Love during initiation. Members may be installed as jeweled officers and a non-jeweled officers such as Flag Bearer or Bible Bearer. All officers, girls and adults are to be installed while the Bible is open - please see revised order of Installation below. (1/08)

Officers may enter the Assembly room at the time specified in the Ritual as the Recorder reads the "Dreamboat Installation" and as the Marshal escorts them;
OR the officers may enter with an entrance formation, ending in a semi-circle or other formation, then retire after a solo or other special musical presentation for the Worthy Advisor-elect, after which they retire to the ante room awaiting the ritualistic entrance.

At the time of the ritualistic entrance, the officers enter from the North door, beginning with Worthy Advisor-elect.

SAMPLE INSTALLATION PROGRAM

Installation programs can easily, and inexpensively, be made with two pieces of paper using a format something like this.



Cover - One page, front and back

Be sure the DATE of Installation is included

Installing Officers AB Members Grand Deputy	Officer Names and Titles	Term Details Thank You's Comments Dedication; etc.	Abbreviated Installation Program / Outline
---	--------------------------	--	--

One page - printed on both sides.

**The abbreviated Installation program / outline should include just enough information so your guests can follow the activities:

- Entrance of the Mother Advisor, Assistant Mother Advisor, Hostess
- Entrance of Bible (please stand)
- Entrance of Installing Officers and Flags
- Introductions
- Entrance of Assembly Members
- Welcome by Hostess
- Installation of Officers
- Installation of Mother Advisor (and other adults when appropriate)
- Installation of Flag Bearers
- Installation of Rainbow Dad
- Crowning Ceremony
- Worthy Advisor's Service Project Address
- Presentations
- Address of the Worthy Advisor
- March Out, Rainbow Prayer, Rainbow Dreams

FORMAT FOR INSTALLATION

These pages should be printed and placed in a 3-ring podium binder for use by the Installing Officer(s) and the new Worthy Advisor. This ensures all participating in Installation are working from the same order of business. The Hostess' welcome, the WA's service project message and her speech should be included in the binder where space is provided. Page breaks have intentionally been placed so that topics flow better for the speaker. The Ritual is NEVER to be reprinted in this or any other podium book.

ENTRANCE OF THE MOTHER ADVISOR, ASSISTANT MOTHER ADVISOR, HOSTESS AND/OR HOST WITH THE MARSHAL(S). If the (adult) Host/Hostess prefers, he/she may be seated in the East and forego entrance.

MOTHER ADVISOR:

WELCOME TO THE INSTALLATION OF OFFICERS OF _____ ASSEMBLY # _____. IT IS MY PLEASURE TO INTRODUCE _____ OUR HOSTESS.

HOSTESS

AND IT IS MY PLEASURE TO INTRODUCE OUR MOTHER ADVISOR, MRS. _____,

MOTHER ADVISOR

PLEASE STAND FOR THE ENTRANCE OF THE BIBLE (AND CROWN).



The MA gives 3 raps of the gavel. Because many of the guests are unfamiliar with our procedures, it is suggested this kind of instruction be given regarding the use of the gavel.

ENTRANCE OF BIBLE BEARER AND CROWN BEARER.

If a Bible and/or Crown Bearer are not used, the Bible is placed, prior to the Installation, on the Recorder's desk. The Bible is closed until just before the Installing Chaplain needs to move it; it is then opened discretely by the Installing Recorder. If the Assembly does not have a second crown, the crown should be on the outgoing Worthy Advisor.

MOTHER ADVISOR

SISTER(S) MARSHAL, YOU WILL INVITE THE INSTALLING OFFICERS INTO THE ASSEMBLY ROOM.

ENTRANCE OF INSTALLING OFFICERS

(Installing Officer, Chaplain, Recorder and Marshal(s)). The Installing Officer assumes her station and "is in charge."

ENTRANCE OF FLAGS; TRIBUTES GIVEN BY FLAG BEARERS

The Flag Bearers enter without verbal invitation by the Presiding Officer (usually a nod from the East will get them moving), as soon as the Installing Officers are in their stations. Following the tributes, the Installing Officer seats the Assembly.



INSTALLING OFFICER

IT IS MY HONOR TO INTRODUCE THE INSTALLING OFFICERS:

INSTALLING CHAPLAIN _____
(name and title);

INSTALLING RECORDER _____
(name and title);

INSTALLING MARSHAL(S) _____
(name and title);

INSTALLING AMERICAN FLAG BEARER _____
(name and title);

INSTALLING CHRISTIAN FLAG BEARER _____
(name and title);

INSTALLING NEVADA FLAG BEARER _____
(name and title);

INSTALLING RAINBOW FLAG BEARER _____
(name and title);

INSTALLING MUSICIAN _____
(name and title);

SOLOISTS _____
(name and title);

If either the WA-Elect or MA-Elect have asked someone special to install them, they should be introduced here as "Installing Officer _____"

OPTIONAL – Installing Officer _____
(name and title); - always used when adults are to be installed.

OPTIONAL – Installing Officer _____
(name and title);

... IN NEVADA, INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS."

IT IS ALSO MY HONOR TO INTRODUCE THESE HONORED GUESTS:
--MRS. Joanie Jacka, Supreme Inspector in Nevada

(be sure to include the GWA *if she has not been introduced as an Installing Officer* and any PGWA's in the audience)

(include your Grand Deputy *if she has not been introduced as an Installing Officer* and others)

_____,
_____,
_____,

IN NEVADA, INTERNATIONAL ORDER OF THE RAINBOW FOR GIRLS.

PLEASE STAND AND GREET OUR GUESTS WITH A WARM WELCOME



THANK YOU. YOU MAY BE SEATED

*NOTE: Below are some options for getting the officers into the Assembly room PRIOR to the welcome by the Hostess. **Choose any one of them** - or share your discovery with the Supreme Officer for inclusion in future MA Handbooks. The point here is to get the Officers inside the Assembly Room prior to the welcome comments.*

OPTION – ENTRANCE OF OFFICERS IN FORMATION, with or without the assistance of the Marshals. If the WA-elect wants a special formation and solo-type musical presentation, this may be the time for such. The musical presentation should be limited to one verse of taped music, but probably the entire presentation if a soloist is performing, unless the presentation lends itself to a shorter version. We should be careful not to offend someone performing. If the WA-elect chooses to have this special moment, the Officers should exit at the south doors in office order (the WA elect is usually the last to

enter for this formation and the last to exit it), and re-form immediately in office order at the north door if the Dreamboat ceremony is being used; at the south door if the Book of Time is being utilized.

OPTION – THE BOOK OF TIME – READ BY THE INSTALLING RECORDER as Officers sign the Book and assume a position within an approved formation - or assume their positions in the Installation chairs behind the bow stations. See Separate Document. If using the Book of Time, it is nice to have the girls sign prior to Installation and then just “pretend” to sign during the ceremony.

OPTION - DREAMBOAT - To utilize “Dreamboat” (See Ceremonies Chapter), one must deviate slightly from the Ritual.

WELCOME FROM THE HOSTESS: **The Hostess gives a welcoming address once all members are in the Assembly Room and seated.** Having the welcome here allows the girls to hear the Hostess’ words of praise and encouragement. **Place the Hostess’s message immediately behind this page in the podium binder; remind him/her to turn the page when he/she is finished.**

INSTALLATION OF OFFICERS as found in the Ritual.

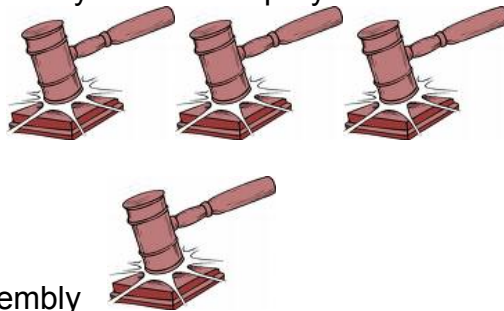
INSTALLING OFFICER

BY AUTHORITY VESTED IN ME AS INSTALLING OFFICER OF ASSEMBLY NO. _____

Because ritualistic work is always more meaningful to the presenter and the audience when it is memorized, we encourage memorization of Installation – and its successful presentation will complete a level of Proficiency.

- The **Installing Recorder** opens the Bible, discretely, before the Installing Chaplain reaches the Recorder's desk.
- Installing Chaplain attends the altar; she uses the short line of march advancing from her station to the Recorder's desk, passing in front of the Worthy Advisor's station, where she picks up the open Bible, **enters the altar area from Hope's station**, places the open Bible on the altar, bows slightly, **exits the altar area from Hope's station**, returns to her station by means of the full line of march.

Installing Officer raises the assembly and directs prayer... "As no one should ever set forth.



Installing Officer seats the assembly

- Installation of officers through Choir Director. Note: The Worthy Advisor's father (grandfather, brother) may escort her from near Charity's station to the East after her installation. After Grand Honors have been given to her, he is returned to his seat by the Marshal (with the other family members) and responds to the gavel rap to be seated.
- When utilizing two Marshals, the first Marshal assumes the "pause" position which is near the door by the Observers' chairs. She remains in the pause position until the next officer is installed and is escorted nearly to her seat by the second Marshal. She then moves to a position near Hope's station, facing the East, waiting instruction to present the next officer. When the other Marshal seats the officer she has been escorting, she assumes the same pause position by the Observers' chairs. Both Marshals are utilized when installing the Bow Officers. Likewise both marshals can be used when installing the Confidential and Outer Observers together as well as the Musician and Choir Director.
- After the Color Stations have been installed and escorted to their stations, they stand behind the station, take one step left, two forward and one right, bringing them in front of their chairs. They sit down at the same time, when the marshal bows to them.
- Installation of Mother Advisor, if applicable, by an appropriate adult, behind the altar. Remember **when installing the Mother Advisor, the Assembly is standing to give Grand**

Honors to the new Mother Advisor -- do not seat the Assembly; the flag ceremony follows immediately. The Adult Installing Officer returns to her seat and the Installing Officer continues with the flag presentation.

- MARSHAL PRESENTS THE FLAG BEHIND THE ALTER upon the Installing Officer's instruction.
- The Installing Marshal ALWAYS stands at a position near Hope's station to receive her instruction to "You will present for Installation" unless she needs to escort someone not seated behind the bow, for example, a member also serving as an Installing Flag Bearer. WHENEVER possible, all officers, including the Presiding Officer if she is to be an assembly officer in this term, are to be installed at Installation. If the Presiding Officer is to be installed, either the newly installed Worthy Advisor or the Installing Chaplain can step to the podium and to the installation. This relieves the newly installed Worthy Advisor of this responsibility at her first meeting.

This page can be removed from the podium script if this is a term the AMA is not installed.

INSTALLATION OF THE **ASSISTANT MOTHER ADVISOR**, if applicable, by an appropriate adult.

ADULT INSTALLING OFFICER

SISTER MARSHAL, YOU WILL PRESENT THE ASSISTANT MOTHER ADVISOR FOR INSTALLATION. *(The Marshal escorts the Assistant Mother Advisor behind the Bow, facing East.)*

MARSHAL

INSTALLING OFFICER: IT IS MY PLEASURE TO PRESENT MRS. _____, WHO HAS BEEN ELECTED TO SERVE AS THE ASSISTANT TO THE MOTHER ADVISOR.

INSTALLING OFFICER

MRS. _____, YOU HAVE BEEN ELECTED BY THE ADVISORY BOARD OF THIS ASSEMBLY TO ACT AS THE ASSISTANT TO THE MOTHER ADVISOR. YOUR DUTY WILL BE TO ASSIST THE MOTHER ADVISOR IN ALL HER DUTIES.

YOU WILL NEED TO BE FAMILIAR WITH THE RITUALISTIC WORK AND TO BE READY TO ASSUME THE STATION OF THE MOTHER ADVISOR IF YOU ARE NEEDED. YOU WILL KEEP A CLOSE RECORD OF ALL THE GIRLS' ACTIVITIES AND WILL HAVE THE OPPORTUNITY TO WORK CLOSELY WITH THEM.

MAY THE PLEASURE OF WORKING WITH AND BECOMING BETTER ACQUAINTED WITH OUR GIRLS BE YOUR'S.

SISTER MARSHAL, YOU WILL INVEST THE ASSISTANT MOTHER ADVISOR WITH THE BADGE OF HER OFFICE.

MRS. _____, THE BADGE OF YOUR OFFICE IS THE CIRCLE OF SILVER, AND IS SIGNIFICANT OF YOUR INTEREST IN THE GIRLS OF OUR AREA.

SISTER MARSHAL, YOU WILL CONDUCT THE ASSISTANT MOTHER ADVISOR TO HER STATION IN THE WEST, TO THE RIGHT OF THE WORTHY ASSOCIATE ADVISOR.

INSTALLATION OF **ADVISORY BOARD**, if applicable, by the Grand Deputy. (Ritual)

INSTALLATION OF RAINBOW DAD by Installing Officer

INSTALLING OFFICER

SISTER MARSHAL, YOU WILL PRESENT THE ASSEMBLY DAD BEHIND THE BOW FOR INSTALLATION.

INSTALLING MARSHAL

INSTALLING OFFICER, IT IS MY PLEASURE TO PRESENT MR. _____ WHO HAS BEEN SELECTED RAINBOW DAD FOR THE ENSUING TERM.

INSTALLING OFFICER

MR. _____, YOUR OFFICE IS AN IMPORTANT ONE BECAUSE YOUR POSITION IS ONE OF CONTACT BETWEEN THE GREAT MASONIC FRATERNITY AND THE YOUNG LADIES OF OUR ASSEMBLY. YOUR FAITHFUL PERFORMANCE OF YOUR DUTIES IS IMPORTANT TO RAINBOW TODAY, AND THE RAINBOW OF THE FUTURE. YOU SHOULD ALWAYS EXEMPLIFY THE HIGH MORAL VALUES OF THE FREE AND ACCEPTED MASONS.

YOUR DUTY IS TO ATTEND ALL MEETINGS OF OUR ASSEMBLY, OR TO ARRANGE FOR A BROTHER MASON TO ATTEND IN YOUR PLACE; TO CHECK THE CREDENTIALS OF ALL VISITING MASONS AND TO VOUCH FOR THEM AT OUR REGULAR MEETINGS; TO HELP THE GIRLS WITH THE HEAVY WORK OF SETTING UP AND TAKING DOWN THE FURNITURE OF THE ASSEMBLY; TO MAKE SURE THE TEMPLE IS LEFT IN PROPER ORDER AFTER ALL OUR FUNCTIONS; TO HELP CHAPERON ALL OPEN RAINBOW FUNCTIONS AND TO EXTEND FRIENDLINESS AND LOVE OF THEIR OWN FATHERS TO THE MEMBERS OF OUR ASSEMBLY.

SISTER MARSHAL, YOU WILL INVEST OUR RAINBOW DAD WITH THE JEWEL OF HIS OFFICE.

**Use this statement if it is your custom to present the Rainbow Dad with a jewel. Some Assemblies present a mascot or other token symbol of the Rainbow Dad's position to him.*

MR. _____ THE JEWEL OF YOUR OFFICE IS A CIRCLE WITH BOTH THE MASONIC EMBLEM AND THE RAINBOW EMBLEM ON IT. IT REPRESENTS THE CLOSE HARMONY BETWEEN OUR TWO ORDERS.

SISTER MARSHALL, YOU WILL CONDUCT MR. _____ TO HIS SEAT.

INSTALLATION OF FLAG BEARS by Installing Officer
INSTALLING OFFICER

Sister Marshal: You will present the Flag Bearers behind the bow for Installation.

INSTALLING MARSHAL

Installing Officer, I have the pleasure of presenting these members who have been appointed Flag Bearers for the ensuing term:

_____ American Flag Bearer
_____ Christian Flag Bearer
_____ Nevada Flag Bearer
_____ Rainbow Flag Bearer

Each girl should be instructed during practice to nod as her name is called. Then, as she is installed, she should step forward, then return to the line as the next Flag Bearer is addressed. If jewels are available for Flag Bearers they are presented after the installation of the group.

INSTALLING OFFICER

Sister American Flag Bearer, into your hands has been placed the responsibility of caring for the American Flag - Our Flag - the Stars and Stripes. No honor could be greater. You are to carry the banner that is known throughout the world as a symbol of freedom and independence. It is a flag that men and women have been proud to live for and die for. We know you will bear it with dignity and grace. Above all, keep it waving!

Sister Christian Flag Bearer, you have been entrusted with the care of the Christian Flag. Guard it well that it may ever remind you and our Rainbow Sisters of the beautiful teachings of Christianity. Let it lead you and teach you, remembering always the power of faith.

Sister Nevada Flag Bearer, the Assembly has placed in your hands the care of the flag of our State. Bear it well for it is a symbol of much that we know and hold dear. Look upon it with pride. Its motto, "All for our country" has been well earned.

Sister Rainbow Flag Bearer, you have indeed been given an honor. You and all the members of this Assembly are aware of the beauty of our Rainbow Flag. But you have been selected to bear this banner. Look at it ... the most beautiful colors known to man. The red, orange, yellow, green, blue, indigo and violet, which are, and always will be, the basic parts of our Rainbow Assembly. Guard well your duties that this flag may always remind us of the wonderful teachings of our Order.

Sister Marshal, you will conduct our sisters to their seats."

If your Assembly has jewels for these officers, amend to instruct the Marshal to invest them, or have her invest them without instruction as each is installed.

This page can be removed from the podium script if there is no Bible Bearer.

INSTALLATION OF BIBLE BEARER:

INSTALLING OFFICER

Sister Marshal, you will present the Bible Bearer for Installation."

INSTALLING MARSHAL

Installing Officer, it is my pleasure to present _____ who has been appointed as Bible Bearer of this Assembly for the ensuing term.

INSTALLING OFFICER

My Sister, as Bible Bearer, it is your duty to bring the Holy Bible, the sacred book of our Order, into our Assembly Room, that its light may penetrate our hearts.

Sister Marshal, you will conduct our sister to her seat.

INSTALLING OFFICER

Ritualistic: Presentation of Gavel to Worthy Advisor by Installing Officer. The Installing Officer hands the gavel to the new Worthy Advisor who steps in front of the Installing Officer and assumes her station. The Installing Officer stands to the RIGHT of the podium **to give the final ritualistic speech**. When she is finished, the Installing Officer is then seated to the right of the Chaplain.

Please ensure your Installing Officer has AT LEAST this section of the Ritual MEMORIZED. She is no longer standing in front of the Ritual - and she needs to understand that some of her statement is to the assembly - and some specifically to the new Worthy Advisor -- and she should be looking at her for that portion.

At this moment, the new Worthy Advisor is presiding, therefore, The PROCLAMATION is requested by the NEW Worthy Advisor.

The NEW Worthy Advisor presides during the balance of the meeting, instructing the Chaplain to attend the altar.

When the **Installing Chaplain** attends the altar, she enters the altar area from Hope's station, picks up the open Bible, carries it to the Recorder's Desk (leaving the altar from Hope's Station), and places it on the desk where she reverently **closes the Bible**. She then returns to her station proceeding to the line of march at the Drill Leader's station and passing in front of the Worthy Advisor to return to her position.



Once the Installing Chaplain returns to her station....

End of Ritualist Installation

NEW WORTHY ADVISOR

Will the Crowning Team please retire.

Be sure the Mother Advisor or Grand Deputy instructs the Crowning Team that when they retire they should immediately re-enter the Assembly room in their formation ready to proceed.

CROWNING CEREMONY - see various options later in this Handbook. Crowning ceremonies may be performed by members of Masonic Lodges, Eastern Star Chapters, DeMolay Chapters, Past Worthy Advisors, Grand Officers, Assembly or Pledge members; this choice is made by the Worthy Advisor-elect, with the approval of the Mother Advisor and Grand Deputy.

[It is a good idea for the Grand Deputy to physically place the crowning ceremony to be used into the script book at this point -- just in case a prompt is needed.](#)

NEW WORTHY ADVISOR

Immediately upon her return to the East, she should ask the Presiding Officer to introduce the members of the Team. Then she should ask that they be seated in the Assembly Room... hopefully they will be seated immediately...

Thank you for performing this Crowning Ceremony for us. Will you please introduce the members of the Team and then will you all be seated in the Assembly Room.

WORTHY ADVISOR'S SERVICE PROJECT ADDRESS

The project itself must be approved by the Advisory Board; her message and whether or not she conducts a coin march at this time must be approved by the Grand Deputy.

WORTHY ADVISOR

WORTHY ADVISOR'S SERVICE PROJECT MESSAGE...

The WA's prepared and approved message should be inserted following this page.

INTRODUCTION/PRESENTATION OF FAMILIES

WORTHY ADVISOR

SISTER MARSHAL, YOU WILL PRESENT MY FAMILY BEHIND THE BOW FOR INTRODUCTION. *This is an appropriate time to have some special remarks prepared - remember emotions will be high at this point - have your remarks, an appropriate poem or other message, prepared - don't rely on "just speaking from your heart."*

SISTER MARSHAL, YOU WILL CONDUCT MY FAMILY TO THEIR SEATS. *As soon as the (immediate) family members are introduced, they should be escorted to their seats. At this time, other family members or special guests may be introduced.*

WORTHY ADVISOR

OUR OFFICERS WILL NOW INTRODUCE THEIR FAMILIES. PLEASE HOLD YOUR APPLAUSE UNTIL ALL HAVE BEEN INTRODUCED. WORTHY ASSOCIATE ADVISOR.....

Other officers and members of the Assembly may take this opportunity to introduce their family at this time. At practice, it should be determined how family members will be introduced when sisters are Assembly members. For example, the older sister could introduce her parents and her younger sister one term and the younger sister could introduce them the following term; or one sister could introduce the other sister who would introduce their parents.

Members should stand in turn and say: "Thank you, Worthy Advisor, it is my pleasure to introduce (or present) my parents, Mr. and Mrs. _____." (This sounds better than "...I brought my mom and dad!")

WORTHY ADVISOR

PRESENTATIONS

Worthy Advisor's Pin presented by Jr. Past Worthy Advisor (be sure the WA and Jr. PWA have something meaningful to say to each other while they are exchanging pins... not just "here you go - have fun!")

- *Past Worthy Advisor's Pin presented by Worthy Advisor*
- *Mother Advisor's Pin presented by Past Mother Advisor, if applicable*
- *Past Mother Advisor's Pin presented by Mother Advisor, if applicable*
- **DO MY PARENTS (DOES MY FAMILY) HAVE A PRESENTATION AT THIS TIME?**
This is the presentation of the WA's gavel/sounding block. If her parents are unfamiliar with the process, the Grand Deputy should counsel them on how to approach the East, to stand in the East until the gift is opened and the WA is able to express her appreciation... and then how they return to their seats.
- *Bible is presented to Faith by Mother Advisor on behalf of the Advisory Board, if this is your tradition*

- Check (or report) for Jr. Past Worthy Advisor's Service Project presented by Treasurer, if applicable
- Service Bars presented by Assistant Mother Advisor
- Service Mascot presented by current holder of Mascot or the Advisory Board member who tracks service hours, if this is your tradition
- Worthy Advisor's Mascot presented by line officers, if this is your tradition OR mascots presented to the line officers by the Worthy Advisor, if this is your tradition.

NOTE: Personal gifts are to be placed on a gift table in the ante room or dining room; they are not opened or presented during installation.

GOOD OF THE ORDER

WORTHY ADVISOR

Are there any comments under Good of the Order?

This is the time for visitors to congratulate the new Worthy Advisor, offer assistance and support in the future, extend invitations to their own upcoming events, etc.

WORTHY ADVISOR

ADDRESS (or dedication) OF THE WORTHY ADVISOR

Take this opportunity to FIRST thank your guests, family, friends, soloist, pianist, etc. and to invite your guests to join you in the dining room for refreshments. Then, present your speech. You may want to focus on the activities of the term, why you selected your theme, the importance of Rainbow, etc. You should prepare a 2-3 minute talk. Be sure the Mother Advisor has reviewed and approved your speech. WHEN you are finished, your guests will applaud. You should step to the right side of the podium, making a gracious bow.

The WA's prepared and approved message should be inserted following this page.

MARCH OUT

WORTHY ADVISOR

VISITORS WILL PLEASE STAND WHILE THE OFFICERS RETIRE. PLEASE REMAIN STANDING FOR THE RAINBOW PRAYER AND RAINBOW DREAMS.

The Worthy Advisor leads the march-out with the Installing Officers following in place behind her. The Installing Flag Bearers retire their flags.