

PENNSYLVANIA DEMOLAY

Installation of Officers- Modifications (Issued 6-29-00, revised 2-25-04)

The Public Installation of a Chapter's Officers is one of the few times when we can display the ritualistic abilities of many of our members to those who are not entitled to attend our private ceremonies. It is also a time to put our best face on our Chapter programs, while being good stewards of the time our audience has lent to us. Therefore, the following modifications have been authorized, and will be implemented by the State Officers.

Marshal's Floor Work: The Installing Marshal should use the most direct route, following the walking bands, to move around the Chapter room, rather than following a continual clock-wise movement, as a timesaving courtesy to our public audience. Immediately following the delivery of the last installed officer to his station, the Marshal shall go to the west side of the altar and make the required proclamation, eliminating the time for him to return to his station, and receive instruction from the IO that is redundant to his proclamation.

I.O. Questions: Because they are confusing to both members and spectators, the Installing Officer is authorized to eliminate the 4 questions asked of members and officers, and his response, as printed on pages 43-44 of the 5th Edition of the Monitor of Ceremonies. Effectively, after the Marshal reads the names of the officers to be installed, he should immediately present the MC-Elect for Installation, with waiting for direction from the Installing Officer.

Dividing the Installation Ritual: To facilitate the public performance of more than just a few individuals, and to provide a more balanced performance burden to each team member, the actual installation of specific officers will be divided among the installing team members. This is permitted to allow the other members of the team an opportunity to learn more parts, to showcase their abilities, and to encourage them to learn more, eventually serving as Installing Officers themselves. In any case, the Installing Officer must be able to perform the entire ceremony from memory in the event that a junior officer does not know the work or cannot attend.

To provide uniformity, and allow team members across the state to perform together, assignments should be made in accordance with the chart below. The chart also shows a division of the officers to be installed. With a full officer corps, each installing team member will install two groups of officers.

When installing any officer, the Installing Team member performing that particular function will do his work from the east side of the altar, within the candles. The Installing Senior Councilor will approach the east side of the altar via the north side marching line, turn inward and proceed to the altar. The Installing Junior Councilor will approach the altar directly from his station. The Installing Chaplain will follow the south side marching line to a point even with the east side of the altar, turn inward and proceed to the altar. The Installing Senior Deacon will follow the north side marching line to a point even with the east side of the altar, turn inward and proceed to the altar. Each officer will retrace his steps to return to his station. Officers should move to the altar while the Installing Marshal is presenting Chapter officers to their new stations.

PENNSYLVANIA DEMOLAY

Installing Team Member	Officer(s) Installed	Order
Installing Officer	Master Councilor	1
	Scribe/Standard Bearer	8
Installing Senior Councilor	Senior Councilor	2
	Treasurer/Almoner/Orator	9
Installing Junior Councilor	Junior Councilor	3
	Preceptors	10
Installing Senior Deacon	Deacons	4
	Stewards	5
Installing Chaplain	Marshal/Sentinel	6
	Chaplain	7
Installing Marshal	Responsible for his usual duties, including introduction of distinguished guests, correct pronunciation of names, and presentation of officers to be installed.	