

SUGGESTED CEREMONY INSTALLATION OF CHAPTER OFFICERS

PRELIMINARY ARRANGEMENTS:

Only a Past High Priest is qualified to conduct the installation of officers in a Chapter of Royal Arch Masons.

The Chapter having been regularly opened and at labor, the Installing Officer is asked to take charge, the officers vacating their several stations.

A Companion to serve as Installing Marshal and a Companion to serve as Installing Chaplain need to be designated.

It is suggested that the officers-elect together with the appointed officers retire to the ante-room and march in, under the direction of the Installing Marshal, assuming a place to the West of the Altar. If the appointed officers have not been informed of their appointment, their names should be read aloud before they retire. (Example marching order: High Priest, King, Scribe, Treasurer, Secretary, Chaplain, Captain of the Host, Principal Sojourner, Royal Arch Captain, Master of the Third Veil, Master of the Second Veil, Master of the First Veil, Sentinel.)

If jewels of office are presented during the installation, the Installing Officer will instruct the Installing Marshal to invest the officer with the jewel of his office. The jewels should be arranged in order of presentation (see marching order above) on a table next to the Altar, not on the Altar

The Installing Marshal will present each officer to be installed in the following manner, "I present Companion (or Excellent Companion) <insert name> who has been selected to serve as <insert office> of this Chapter."

** indicates a gavel rap.*

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INSTALLATION CEREMONY:

Installing Marshal: Excellent Companion I here present for installation the Companions who have been selected to serve this Chapter for the ensuing year, and who present themselves for installation.

Installing Officer: * * * *(all rise)* We are taught in Symbolic Freemasonry never to engage in any great or important undertaking without first invoking the aid and blessing of the Deity. Companion Chaplain, you will lead us in prayer.

Installing Chaplain: Most Holy and Glorious Lord God, Grand High Priest of Heaven and Earth; we approach Thee with reverence and humility, and implore Thy blessing on these Companions who have been selected to preside over this, our ancient fraternity. Fill him, who is to preside over us, with Thy fear; that his tongue and actions may pronounce Thy will. Make him steadfast in Thy service; grant him firmness of mind, and kindness of disposition; teach him to rule his Companions with justice and equity; animate his heart, and strengthen his endeavors to do good. May he inculcate Thy judgments and laws, and do all that his high office requires, with an eye single to Thy glory and the good of the Royal Craft.

Bless him, and bless those whom Thou hast put under him; grant that when we shall have finished the work of this earthly temple of the body, we may be admitted to the glories of that second temple, which is of the spirit, eternal in the heavens. Amen.

Companions: So Mote it be.

(If this is a special meeting for installation of officers only, then the pledge of allegiance should be done before proceeding.)

Installing Officer: My Companions, before installing you into your respective stations, it becomes necessary for you to take an obligation of office. You will therefore speak your names, and repeat after me... ___...do solemnly promise that I will faithfully perform all of the duties of the office to which I have been selected to the best of my ability, and that I will support and maintain the Constitution, Laws, and Edicts of the Grand Chapter of Royal Arch Masons of the State of Missouri, together with those of the General Grand Chapter of Royal Arch Masons, International, to the best of my ability. * *(to seat everyone not involved in the installation)*

Installing Officer: Companion Marshal, present the High Priest-elect for installation.

(The Installing Marshal will present the High Priest-elect in front of the Altar.)

Installing Marshal: I present Companion (or Excellent Companion) ___ who has been selected to serve as High Priest of this Chapter.

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Installing Officer: Companion (or Excellent Companion) ____, the office into which you are to be installed is one highly honored to all those who diligently perform the important duties annexed to it. Your reputed Masonic knowledge precludes the necessity of a particular enumeration of those duties, but I shall propose certain questions to you, relative to the duties of your office, to which I must require your unequivocal answer. I highly recommend that the King and Scribe pay particular attention to these as well.

1. Do you solemnly promise that you will redouble your endeavors to correct the vices, purify the morals, and promote the happiness of those of your Companions who have attained to this sublime degree?
2. That you will never suffer your Chapter to be opened unless there be present nine regular Royal Arch Masons?
3. That you will never suffer either more or less than three Brethren to be exalted in you Chapter at one and the same time?
4. That you will not exalt anyone to this degree who has not shown a charitable and humane disposition; or who has not made a suitable proficiency in the foregoing degrees?
5. That you will promote the general good of the fraternity, and, on all proper occasions, be ready to give and receive instruction, and particularly from General or State Grand Officers?
6. That to the utmost of your power, you will preserve the solemnities of our ceremonies, and behave, in open Chapter, with the most profound respect and reverence as an example to your Companions?
7. That you will not acknowledge or have intercourse with any Chapter that does not work under a constitutional warrant or dispensation?
8. That you will not admit any visitor into your Chapter who has not been exalted in a Chapter legally constituted, without his having been formally healed?
9. That you will observe and support such by-laws, as may be adopted by your Chapter, in conformity to the General Grand Chapter of Royal Arch Masons, International, and those of the Grand Chapter of Royal Arch Masons of the State of Missouri?
10. That you will pay respect and due obedience to the instructions of the several Grand Officers, particularly those relating to the several lectures and charges, and will resign your station to them, severally, when they may visit you Chapter?
11. That you will support and observe the General Grand Chapter Constitutions and the General Regulations of the Grand Chapter of Royal Arch Masons of the State of Missouri?

Do you submit to all these things, and do you promise to observe and practice them faithfully?

High Priest-elect: I do.

Installing Officer: In consequence of your reply to these charges, you are qualified for installation as High Priest and will now be invested with the jewel of your office. It is now incumbent on me to point out some of the particular duties appertaining to your office and dignity.

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The High Priest of every Chapter has it in special charge to see that the by-laws of his Chapter, as well as the Constitution of the General Grand Chapter, and the Constitution of the Grand Chapter of Missouri, are duly observed; that all the officers of his Chapter perform the duties of their respective offices; that true and accurate records of the proceedings of the Chapter are kept by the Secretary; that the Treasurer keep and render a just account of all monies and property of the Chapter; that proper returns be made annually to the Grand Chapter; that the annual dues to the Grand Chapter be punctually paid. He has the right and authority of calling his Chapter together at pleasure, upon any emergency or occurrence, which in his judgment may require a convocation. It is your privilege and duty, together with the King and Scribe, to attend the meetings of the Grand Chapter, either in person, or proxy; and the well being of the institution requires that this duty should on no occasion be omitted.

* * * *(Companions rise)* You will be conducted to your station. Excellent High Priest, behold your Companions. Companions, behold your High Priest.

Installing Marshal: Companions, the Grand Honors.

Installing Officer: * *(to seat the Companions)*

(The Installing Marshal will present the King-elect in front of the Altar.)

Installing Marshal: I present Companion (or Excellent Companion) ___ who has been selected to serve as King of this Chapter.

Installing Officer: Companion (or Excellent Companion) ___, having been elected King, you are invested with the Jewel of your office, the Crown atop the Level, although an emblem of royalty still supported by knowledge and ability to reign. In the absence of the High Priest, you are to preside. You are to strengthen and support the authority of your chief and to aid him by your counsel and advice. You will now be conducted to your station.

(The Installing Marshal will present the Scribe-elect in front of the Altar.)

Installing Marshal: I present Companion (or Excellent Companion) ___ who has been selected to serve as Scribe of this Chapter.

Installing Officer: Companion (or Excellent Companion) ___, having been elected Scribe, you are invested with the Jewel of your office, the Plumb topped by a Crown. In the absence of your superior officers, you are to succeed them and to perform their duties. The purpose of the institution ought never to suffer from want of intelligence in its proper officers. It is incumbent of you to prepare yourself to accomplish these duties. You will now be conducted to your station.

(The Installing Marshal will present the Treasurer-elect in front of the Altar.)

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Installing Marshal: I present Companion (or Excellent Companion) ___ who has been selected to serve as Treasurer of this Chapter.

Installing Officer: Companion (or Excellent Companion) ___, having been elected Treasurer, you are invested with the Jewel of your office, and will now enter upon the discharge of your duties. These you will perform with fidelity and care, thus proving your devotion to our fraternity. You will now be conducted to your station.

(The Installing Marshal will present the Secretary-elect in front of the Altar.)

Installing Marshal: I present Companion (or Excellent Companion) ___ who has been selected to serve as Secretary of this Chapter.

Installing Officer: Companion (or Excellent Companion) ___, having been elected Secretary, you are invested with the Jewel of your office, and will now assume your office. Your duties are most important, requiring promptness, accuracy, and fidelity. Let your record and your conduct command the approval and merit the confidence of your Companions. You will now be conducted to your station.

(The Installing Marshal will present the Chaplain in front of the Altar.)

Installing Marshal: I present Companion (or Excellent Companion) ___ who has been selected to serve as Chaplain of this Chapter.

Installing Officer: Companion (or Excellent Companion) ___, having been appointed Chaplain, you are invested with the Jewel of your office. In the discharge of your duties you are to conduct the devotional exercises of your convocations and to perform the function of your calling as may be needed. In ministering at our Altar, the services you perform are important because they are practiced in the spirit of universal tolerance, which distinguishes our institution. You will now be conducted to your station.

(The Installing Marshal will present the Captain of the Host and the Principal Sojourner in front of the Altar.)

Installing Marshal: I present Companion (or Excellent Companion) ___ who has been selected to serve as Captain of the Host of this Chapter and Companion (or Excellent Companion) ___ who has been selected to serve as Principal Sojourner of this Chapter.

Installing Officer: *(To the Captain of the Host)* Companion (or Excellent Companion) ___, having been appointed Captain of the Host, you are invested with the Jewel of your office. The office with which you are entrusted is of high importance. The preservation of the most essential traits of our ancient customs is within your province. It is indispensably necessary that the part assigned to you in the immediate practice of our Rite be perfectly understood and correctly

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administered. Be ever attentive to the commands of your High Priest and prompt to see them duly executed. You will now be conducted to your station.

(To the Principal Sojourner) Companion (or Excellent Companion) ____, having been appointed Principal Sojourner, you are invested with the Jewel of your office. In our intercourse with the world, experience teaches us that first impressions are often most durable and difficult to eradicate. Hence it is essential that the officer that brings the blind by a way that they know not, should be ever qualified to make darkness light before them and crooked things straight. You will now be conducted to your station.

(The Installing Marshal will present the Royal Arch Captain and the three Masters of Veils in front of the Altar.)

Installing Marshal: I present Companion (or Excellent Companion) ____ who has been selected to serve as Royal Arch Captain of this Chapter, Companion (or Excellent Companion) ____ who has been selected to serve as the Master of the Third Veil of this Chapter, Companion (or Excellent Companion) ____ who has been selected to serve as the Master of the Second Veil of this Chapter, and Companion (or Excellent Companion) ____ who has been selected to serve as the Master of the First Veil of this Chapter.

Installing Officer: *(To All)* As Veils have been placed for the purpose of protecting the approaches of our sacred Tabernacle, so it is necessary to have guards stationed to see that none who are unworthy are admitted. Be diligent in the discharge of your duties. Companions ____ you will now be invested with the Jewel of your office.

(To the Royal Arch Captain) Companion (or Excellent Companion) ____, as Royal Arch Captain it is your province to assist the Captain of the Host in all the requirements of his office, attend to the examination of visitors, and see that none are permitted to enter the Chapter, but such as have traveled the rugged paths of trials, and evinced titles to our favor and friendship, and should they be permitted to pass your post, they may by Him be introduced into the presence of the Grand Council in the East.

(To the Master of the Third Veil) Companion (or Excellent Companion) ____, as Master of the Third Veil we entrust the scarlet banner. It is emblematic of fervency and zeal. You are holder of the signet together with the passwords, which permits weary sojourners into the presence of the Grand Council.

(To the Master of the Second Veil) Companion (or Excellent Companion) ____, as Master of the Second Veil we entrust you with the purple banner. It reminds us that this is a due admixture of blue and scarlet, bridging the Symbolic Lodge to the Royal Arch and the furthering of our Masonic education.

(To the Master of the First Veil) Companion (or Excellent Companion) ____, as Master of the First Veil we entrust you with the blue banner symbolic of the first degrees. This is an important

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station causing us to stop and trace our genealogy, to qualify us for the reward of a well-spent life.

(To All) Companion Masters of the Veils be fervent in the exercise of our devotions to God, zealous in our endeavors to promote the happiness of man, cultivate and improve the spirit of union and harmony between the Brethren of the Symbolic and the Companions of the Sublime Degrees, be ever diligent in the discharge of these duties. You will now be conducted to your respective stations.

(The Installing Marshal will present the Sentinel in front of the Altar.)

Installing Marshal: I present Companion (or Excellent Companion) ___ who has been selected to serve as Sentinel of this Chapter.

Installing Officer: Companion (or Excellent Companion) ___, having been appointed Sentinel you are invested with the jewel of your office. You will now assume the duties of your office. Be attentive, vigilant, and faithful. You will now be conducted to your station.

Installing Officer: * * * *(Companions rise)* The officers of this Chapter having been regularly charged and inducted into their respective stations, Companion Marshal, you will declare them duly installed.

(The Installing Marshal goes to the Altar, places his left hand on the Holy Bible, and raises his right hand.)

Installing Marshal: In the name of the Grand Chapter of Royal Arch Masons of the State of Missouri, and by order of the Excellent High Priest, I hereby proclaim the officers of ___ Chapter No. ___, duly installed into their respective offices. All Companions will take due notice and govern themselves accordingly.

Installing Officer: Companion Marshal you will lead the Grand Honors by all Royal Arch Masons except the installed officers.

Installing Marshall: Companions, the Grand Honors.

Installing Officer: *(turning to the new High Priest.)* Excellent Companion ___, I am pleased to present you with the gavel of authority of this Chapter. *(presents gavel)*

New High Priest: * *(to seat Companions – Presents Remarks.)*

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NOTES FOR THE NEW HIGH PRIEST:

The formal installation ceremony being concluded, the program should continue with remarks from the newly installed High Priest about his plans for the ensuing year. The High Priest should introduce and thank the installing officers. The High Priest should introduce any Grand Chapter officers who are present. Introduction of wives, children, parents, friends by the High Priest would also be appropriate. The High Priest should consider asking each of his officers to make comments and introductions. The High Priest may choose to provide additional program elements as desired such as musical entertainment, recitation of poems, and/or Masonic education.