

Installation Minutes

The Installation of _____ Assembly # ___ was held on _____ (date) at _____ (time).

_____, Mother Advisor, entered the Assembly room, escorted by _____, Installing Marshal. She welcomed the guests and explained the raps of the gavel, reminded all to turn cell phones to silent mode, and reminded guest to please refrain from taking pictures while Bible is open and ceremony is going on so as not to interrupt Installing Suite unless designated by Worthy Advisor /or family to be photographer.

The Mother Advisor invited Installing Suite to enter. The Mother Advisor introduced _____, Installing Officer. The Installing Officer introduced the rest of the Suite as follows:

- _____, Installing Marshal
- _____, Installing Chaplain
- _____, Installing Recorder
- _____, Installing Musician
- _____, Installing Adult Advisors
- _____, Flag Tribute
- _____, Crowning Ceremony
- _____, Benediction

The Dispensation was read. The Installing Chaplain attended the Altar.

The Installing Recorder read the list of the Officers to be installed. The Officers to be installed were conducted into the assembly room by the Installing Marshal.

The Installing Chaplain led the Assembly in Prayer.

The Officers installed were as follows:

- WA _____
- WAA _____
- Charity _____
- Hope _____
- Faith _____
- Recorder _____
- Treasurer _____
- Chaplain _____
- Drill Leader _____
- Love _____
- Religion _____
- Nature _____
- Immortality _____
- Fidelity _____
- Patriotism _____
- Service _____
- CO _____
- OO _____
- Musician _____
- Choir Director _____
- Mother Advisor _____

The Flag Tribute was given by _____. _____ installed the Mother Advisor and the Advisory Board.

The Installing Marshal proclaimed the Officers of the _____ (term months and year) installed with the exception of:

(list any officers not installed)

Immediately following the Installation the Worthy Advisor asked the Chaplain to attend at the Altar. The Installation of the Asst. Mother Advisor and Dad Advisor was performed by

_____.
The Worthy Advisor called upon _____ to perform the Crowning Ceremony.

The Worthy Advisor asked _____ for the Gavel Ceremony (if done).

The Worthy Advisor thanked the Assembly for electing her as Worthy Advisor. She introduced her family and friends. (Often parents are asked to be conducted to give flowers to them or sometimes they present gavel to WA- if so insert here)

The Worthy Advisor explained her term plans:

The following guests were recognized on sidelines and thanked for attending:

Grand Worthy Advisors, or PGWA _____

Supreme Deputy or Inspector _____

Worthy Matron or Patron _____

Worshipful Master _____

(these 4 groups are asked for comments- insert name- 'spoke about' and brief synopsis)

Optional Recognitions:

Grand Officers/Representative

WA/MA

Master Councilors

Pledges

The Count was done with the assistance of Hope and Charity:

Master Masons#

Eastern Star#

Visiting Rainbow Girls#

Demolay#

Majority #

Pledges#

Assembly Rainbow Girls excluding 20 Jeweled Officers#
All of Visitors#

The Worthy Advisor was presented with the Traveling Worthy Advisor jewel by _____.

_____, Jr. Past Worthy Advisor, was presented her jewel by _____.

_____, Points Chairperson handed out the awards as follows:
(List girl and award given)

The Worthy Advisor thanked the Installing Suite, and presented them with gifts.
A collection was done for _____ (name charity if optional) and amounted to \$_____.

(List announcements- Rehearsals, Meetings, Refreshments, Pictures after Installation)

The Benediction was done by_____
The Installation was closed at _____.

The Drill Leader (or Marshal) conducted the Installing Suite, and Officers, to the East for the Receiving line and Pictures.

In Rainbow Love and Service

Installing Recorder