

Assembly Room

1. In the "Setting Up the Assembly Room" section, the Gold Book explains the beauty of the Assembly Room.
 - The Assembly Room should be set up ahead of the meeting time.
 - Recommendations: Form a Set-up Committee to arrive at the Masonic Temple at least 30 minutes prior to the meeting to set the Assembly Room.
 - The Assembly Room should convey a sense of beauty to all who enter. It sets the mood.
 - Having the Assembly Room set up ahead of time allows the Mother Advisor time to answer questions and talk with the girls.
2. The Assembly Room lights should be on ALL the time.
 - An Altar light may be illuminated when the Bible is opened and extinguished when the Bible is closed.
 - Candles are not allowed.
3. If pedestal covers and ribbons are used, they should be bright, clean and pressed. If the ribbons are faded, they should be replaced prior to Initiation.
4. The Altar should be in the center of the floor work area of the room.
 - The Altar cloth should be clean and pressed.
 - There should be adequate support and hooks for attaching all seven colors.
 - Any missing hooks, etc. should be replaced prior to Initiation.
 - The area used for attaching the colors should be no wider than the width of the open Bible.
 - The Altar Jewel should **NOT** be a piece from an officer's jewel.
 - The Altar Bible and the Candidate's Bible should be kept clean.
5. Check the Pot of Gold contents.
 - Contents should be stored in a separate, flat container.
 - Contents should be kept neat, unbent, and the list of Presidents should be up-to-date.
6. The right back leg of Faith's chair should be about 3" from the northeast corner of the Altar. (*Ideally, Faith should be able to place her hand on the Bible.*)
7. The Confidential Observer's chair is about 3' in front of the door and, as close as possible, in line with the Worthy Associate Advisor's chair.
- 8a. Pedestals should be in front of the Color Stations.
 - Pedestals should be angled slightly to create an arc (arch) to face the Altar. They should **NOT** be in the shape of a horseshoe.
 - Ribbons may be arranged on top of the pedestals for all meetings (adds color).
- 8b. Charity's pedestal should be **forward** and to the **East** of Charity's chair. She should not need to turn away from the candidate(s) during her lecture.
9. The Pot of Gold (covered) may also be out at all meetings but **WITHOUT** the Contents.

- M. Adv. seats the D.L. and Musician with a rap of the gavel

2. Choir enters

- Drill Leader seats the Choir and Choir Director with a bow.
- Drill Leader returns to her station and remains standing.

3. Officers enter

- At final formation behind the Bow, the W.A. should be in the center (in back of Immortality) and the other officers should adjust their spacing accordingly.
- To escort the W.A., the D.L. turns right (South) when spoken to by the M. Adv., goes West until she is a step of two beyond the W.A.'s position in the Bow formation and then turns North. This may not be the West marching lane
- As D.L. turns Southwest corner, W.A. takes one step backward and turns left
- D.L. passes W.A., turns, positions herself so they are facing each other (North & South), and they bow to each other
- D.L. turns and positions herself so she is facing North and standing to the left of the W.A.
- D.L. takes left arm and hand of W.A. and proceeds (via marching lanes) to the East
- In East marching lane, just North of W.A. station, they stop
- W.A. steps forward, turns to face North, and they bow to each other
- As W.A. ascends dais, D.L. turns left and faces East until W.A. receives gavel from the M. Adv.
- After W.A. receives the gavel, D.L. turns left (North) and retraces her steps to her position in the Bow formation
- Officers assume their stations
 - Color Stations do not need to pause in each phase of entering or leaving their stations. It can be done in a continuous, smooth movement.

4. The Confidential Observer is the one who handles (opens and closes) the doors.

- The Outer Observer "guards" the outside area.

5. Flag Presentation

- The D.L. holds the flag as straight as possible with her right hand high on the pole and her left hand straight down and low on the pole.
- She does not dip flag when stationary.
- She does not Pledge or sing. She is part of the standard.

6. Proving the Assembly

- Hope and Charity proceed to the Altar for instruction and then to the W.A. in the East
- After returning the Word to the East, they return to the Altar and report
- Members do not use their hands when giving the word
- W.A. should ask for all persons witnessing a closed session of Rainbow for the first time at every meeting.

7. Questions by the W.A.A.

- Faith turns South, turns head toward W.A.A., looks at Altar/Bible when referring to them
- Hope and Charity turn heads - not bodies - toward the W.A.A.

8. Prayers

Mother Advisor

Chaplain

Worthy Advisor

- Form a triangle for all prayers with the Chaplain and M. Adv taking a step forward and turning in to face the W.A.

9. Opening of Bible

- Bow heads when Hope passes and leaves Love's station - attitude is reverent

10. Outer Observer

- After the declaration is completed and the Assembly is seated, an alarm for late arrivals can be made or the doors may be opened
- Per the Ritual, the Conf. Obs. has the authority to invite the Outer Obs. in, and instruct her where to sit
- At the slightest noise, the Outer Obs. retires and closes the door. No raps.

11. Visitors arriving after the meeting has started.

- Refer to the appropriate sections in the Ritual and the Gold Book
- This is a good instructional section to do once a term.

Closing

1. The Assembly is rapped up at the very beginning and remains standing throughout
2. Prayer - Mother Advisor, Chaplain and W. A. assume their triangular position
3. Closing of Bible - Heads are bowed as in Opening and the attitude is reverent
4. Confidential Observer opens Preparation Room Door (and any other doors) before going to the Assembly Door and giving her 3 raps to the Outer Observer
5. After the Benediction by the Mother Advisor, there is no bowing - just nod slightly
6. The Assembly should close with the Rainbow Circle and an outgoing march
 - New Sisters and distinguished guests should march out with the W. A. / M. A.

- Procedure for Ballotin can be found on page 22 of the Ritual.
- An Application will be read at the Advisory Board's Meeting, then at the Assembly's regular meeting, then balloted on at the next meeting, and the candidate will be initiated at the third meeting.
- The Mother Advisor will not allow an Application to be read and balloted upon during the same meeting.
- The Assembly Members are instructed to seek the Mother Advisor's counsel if they are concerned about the candidate who has applied to join the Assembly.
- An Assembly may ballot on an Application and initiate the candidate during the same meeting if she is elected to receive the degrees. Bear in mind, however, the potential for problems exists with this procedure.

Balloting, Per School of Instruction:

1. The title "Grand" is never used during Balloting (or Initiation).
2. Balloting should not be done on the same night as Initiation unless with Special Dispensation given by the Supreme Deputy/Inspector for special circumstances.
3. The Ballot Box should be prepared prior to Initiation with enough white balls for all officers to vote and at least seven black cubes in the Ballot Box.
4. Faith turns North, then East using the Marching lanes to the Treasurer's Desk.
5. Faith secures the Ballot Box by holding the handle in her right hand and resting the Ballot Box on her forearm, with her hand close to the front of the box.
 - Faith opens the hidden compartment to make sure there are enough white balls and black cubes.
6. Faith turns South then East in the marching lane and ascend the dais.
 - Faith places it on the pedestal in front of the W.A. and steps down on the dais facing West.
 - W.A. and M. Adv. examine the Ballot Box and place it back on the pedestal.
 - W.A. declares the ballot open (new change to ritual 2020) and raps in declaration.
 - W.A. casts her ballot with her **right hand** but does not give the Sign of Rainbow.
7. Faith secures the Ballot Box (W.A. does not hand it back to Faith) and descends the dais.
 - Faith turns North, West, South, and East to enter Bow from the South.
 - Faith should place Ballot Box to the left of the open Bible.
 - She gives the Sign of Rainbow to the open Bible before taking one step back on the right foot and leaving the Altar.
8. As Faith turns to enter the North marching lane, Charity and Hope stand and approach the Altar to ballot.
 - Hope ballots first while Charity waits at Service's station.
 - After Hope assumes her position beside the South side of the Altar, Charity ballots and then assumes her position at the North side of the Altar
 - ****NOTE**** It does not state in the Gold Book or the Ritual to take one step back and walk backwards to these positions. It only states to take 3 steps to the North or South of the Altar and assume these positions.
9. W.A. then reads the names of the officers to Ballot (Pg 21 in 2015 Gold Book gives Ritual.) W.A. calls the officers up to Ballot (raps are inferred).
10. Color stations should stand back of their chairs immediately after the Assembly stands in unison.

11. Drill Leader leads the line of march in single file and is the first to ballot.
 - The next in line to ballot should stand facing North at Love's pedestal.
 - The officer behind her should stand facing East to the right of Love's chair.
 - The balloting officer should give the Sign of the Rainbow, ballot with her left hand, take one step back on her right foot and turn North to exit the bow.
 - Upon reaching Service' pedestal, the next officer in line to ballot should approach the Altar.
 - The Color stations should turn to the right; take one step forward to the next bow station in unison and turn to face the Altar as the next officer ballots.
 - After Love ballots, she should stop at Service' station and turn and move in unison with the other Color station officers.
 - As Immortality leaves her position at Love's pedestal to ballot, Chaplain should descend the dais, and Faith and Treasurer should leave their stations to ballot.
 - The Color stations should return to the front of the chairs as Chaplain ascends the dais.
12. Faith enters the bow in the same way to secure the Ballot Box after Balloting is complete. She ascends the dais and places the Ballot Box on the W.A. pedestal and steps down on the dais facing West.
13. After the Ballot has been examined by the W.A. and M. Adv. and destroyed by the W.A., Faith steps up, takes the Ballot Box from the W.A. pedestal and returns it to its place.
14. After the O.O. returns to her station, the W.A. raps to close this Order of Business.

Additional Notes:

- Prior to Balloting, ensure the ballot box is in place on the Treasurer's desk at the right of the Worthy Advisor's station.
- Only Assembly Members in good standing (dues are current) are permitted to ballot. If a member's dues are not current, she may not cast a ballot though she may approach the altar, give the Sign, and retire to her station.
- If the Outer Observer has been invited into the Assembly Room after opening, she should discretely step outside the doors; the Worthy Advisor can then invite her in " ... for the purpose of balloting ... "
- The Recorder should have the Application in her possession during balloting; the Worthy Advisor should make note of the candidate's name prior to the meeting so she can recall it easily.
- When Faith approaches the Ballot Box (on the Treasurer's desk) she should visibly inspect it to ensure the balls are in the appropriate compartment.
- After the Worthy Advisor casts her ballot, Faith should carry the Box in a manner that protects the drawer wherein the ballot rests. That is, she should carry the Box so that her left arm/hand is under the Box with the drawer facing her.
- When Faith places the Ballot Box on the podium for the Worthy Advisor, she should take one step down (or away) from the Box to ensure the Worthy Advisor's privacy in casting her ballot.
- The Worthy Advisor and Drill Leader remain standing during balloting.
- Hope and Charity stand about three steps to their respective sides of the altar to protect the Ballot Box during balloting.
- When officers ballot, they remain one arm's length apart. At all times, there should be an officer balloting, one standing beside Love facing North, and one standing on the marching line facing East.
- Officers enter the altar area in a straight line, close enough to the altar that no additional step to the altar is necessary.

- After Love ballots, she returns to the bow, standing behind Service's station, facing the back of the chair. As each Bow Officer ballots, this progression continues. Bow Officers remain behind their chairs until seated by the Worthy Advisor.
- When Service is behind Immortality's station, Faith, Treasurer and Chaplain leave their stations to ballot. Chaplain is responsible for initiating this movement since Faith is unable to see behind her to know when to start. Faith ballots first, followed by the Treasurer and Chaplain.
- When the membership is conducted to ballot, the Drill Leader follows the line of march to the southwest corner of the room, stops in the line of march, and turns facing south and bows. All members seated in this section (from Hope's station to the back of the room) stand together, and follow the drill leader into the line of march to ballot. The Drill Leader remains beside Love's station, facing East, while this section of member's ballot. These members will return to their seats and remain standing until that section has balloted; they will sit together, while the Drill Leader proceeds to the next section of members. The Drill Leader does not seat each section. (The membership is conducted to ballot in this order:
 - Southwest (Hope's station to the doors); Southeast (Hope's station toward the East, including the Flag Bearers); Northwest (Charity's station to the doors); and Northeast (Charity's station toward the East, including the American Flag Bearer). When all have balloted, the Drill Leader returns to her station.
- The Mother Advisor will ensure the Recorder mails notice to the candidate of her election to receive the Degrees and the date of her initiation. Be sure to use the Assembly's seal on this document **pursuant to Uniform Code of By-Laws for Subordinate Assemblies, Section 9: Assembly, Balloting.**
- The Mother Advisor should telephone the candidate's parent prior to initiation to ensure the candidate is prepared.

SCHOOL OF INSTRUCTION – INITIATION

- Prior to the date of Initiation, the Mother Advisor should contact the candidate's parent to ensure she has obtained a formal gown, will be wearing appropriate shoes, etc., and to invite her parents to attend Initiation.

Initiation Preparation

- The Grand Deputy, with the Mother Advisor's assistance, will conduct a thorough practice to ensure each officer is prepared to present her initiatory work well. It is best to conduct this practice from start to finish, having someone play the role of the candidate.
- Have an adult remain in the anteroom with the candidate. She can re-enter the room, quickly, giving the Sign, as the Drill Leader takes the candidate to the door of the Preparation Room.
- Be sure the By-laws are available for the initiate to sign.
- The Recorder should complete the initiate's dues card prior to her initiation; it is given to the initiate as she signs the By-laws.
- Review the Pot of Gold to ensure its contents are in proper order and sufficient number of Lambskin Aprons is available. The red ray of the Pot of Gold's cover should face the altar.
- Place the Signet in the East, near the Chaplain's chair, in a position where the initiates can see it when standing before the Worthy Advisor. The Chaplain is responsible for lighting the Signet at the appropriate times, i.e. as each Bow Officer says "... its color is"
- Place kneeling benches on both sides of the altar. Properly place the pedestals and ribbons.
- Place a small Bible on the altar for use by the candidate.

Initiation, Per School of Instruction

1. Recorder gives the names AND relationships of the candidates.
 - When the candidate is a "friend of a Rainbow Girl", give the "recommended by" (Ex: Jane Jones, Friend of a Rainbow Girl, recommended by a Master Mason (OES, Maj. Mbr., etc)
2. Confidential Observer plans the raps at the door so the door is opened when the D.L. approaches
 - Conf. Obs. gets up to give raps (a) when D.L. leaves her station
(b) when D.L. makes the Sign to leave
3. Outer Observer gives all names but no relationships.
4. Drill Leader gives all names but no relationships.
 - When reporting to the W.A.A., D.L. waits for raps to finish, makes her report, turns **right** until she is facing East, and takes one step to her **right**.
5. W.A.A. and W.A. use names if there are only one or 2. They use "candidates" if there are several.
6. D.L. gives 4 raps on Preparation Room door when she and candidate(s) is/are ready to enter
7. Faith raps when she gets to Preparation Room door. She does not hold the door the first time.
 - She does not rap to close the door
 - Second time at the door, she does not rap to open it
 - Faith takes the left arm of the first candidate
 - Other candidates enter single file unless there is a large class. If a large class they enter in pairs.
 - 7b. D.L. walks at the end of the line when there are multiple candidates. She may be alone or she walks to the **right** of the last candidate if the line is uneven.

8. The entire line enters the Assembly Room and face East.
 - After the line stops, the D.L. turns and closes the door.
 - After the door is closed, Faith turns and causes all to face the North (Charity's side of the hall).
 - Faith centers herself in front of the candidates to make the point of the triangle.
 - Faith and D.L. cause all to turn back into line and face East before proceeding.
 - D.L. remains on right side of single candidate or alone at end of line of multiple candidates.
 - If only one candidate, D.L. returns to her station as Faith begins her journey.
9. Faith takes left arm of Active Candidate - D.L. takes right arm of single candidate at end.
 - Faith and Drill hold arm and hand of candidates - much like a friend offering guidance.
 - Faith makes one complete, clockwise circuit of the room.
10. On the second circuit, Hope, Charity and W.A.A. do not stand until Faith and the Active Candidate turn in toward them.
 - Faith waits for all others to stop before she turns in.
11. In the East, with multiple candidates, march South, across the East, just West of the marching lane, to D.L.'s station. Make a hairpin turn and march North in the East marching lane to a centered straight line position in front of the W.A.
 - With only one candidate, turn in front of the W.A. so Faith and candidate are centered.
 - Drop hands when W.A. says "take upon yourself solemn pledges."
12. Moving from the East to the Altar for the Obligation.
 - If only one candidate - Faith turns toward her, whispers instructions and begins triangle.
 - If more than one candidate - Faith whispers instructions for candidates to follow in single file, goes toward Treasurer's station, makes a hairpin turn, marches straight back to center of East to start the triangle.
 - With multiple candidates, D.L. goes along South (outside) side of candidates, stops at Love's station, faces East and stops other candidates until Faith is ready for them Faith needs to pace her walking to give D.L. sufficient time for this movement.
 - Only the Active Candidate is on the kneeling pad.
 - Each additional candidate has her left arm on the shoulder of another candidate.
 - Each additional candidate is instructed to place her right hand over her heart after she is in the kneeling position.
 - Faith does not go South past the Bible when receiving candidates in the Altar area.
 - No properties are given until all candidates are kneeling. Small Bible is given and replaced first.
13. Color Stations during Obligation
 - When the W.A. raps the Assembly up, the first 4 take a step to the right, the last 3 take a step to the left. This puts them between their chairs for kneeling during the prayer.
 - After the prayer, when they arise, the Color Stations take a step back in front of their chairs.
 - 13a. W.A. and Chaplain going to the Altar for the Obligation.
 - W.A. waits for the Chaplain to sidestep in the East so they can proceed to the Altar together.
 - They pause about 3 ft in front of Faith's chair.
 - Chaplain turns North and goes just beyond Faith's chair and turns West.
 - W.A. and Chaplain move toward West simultaneously. W.A. goes to Altar. Chaplain goes to Patriotism's pedestal then turns South to the center of the Altar - back of the candidate(s).

- They reverse this procedure to return to their stations. W.A. should turn North when Chaplain turns South and both W.A. and Chaplain should turn East at the same time.
 - W.A. waits for Chaplain to sidestep before ascending the dais with her.
14. W.A. raps gavel to seat the Assembly and this is Faith's signal to leave the Altar area and complete the triangle.
- If multiple candidates, once out of the Altar area, the D.L. goes along North (outside) side of candidates, stops the second candidate in the East, at the point of the triangle, and instructs the remaining candidates to follow her.
 - D.L. leads these remaining candidates to seats on the North side of the room and she sits on the East end of the line
 - **It is permissible to exchange candidates for the Bow Lectures IF THE PROCESS IS PRACTICED so that it goes smoothly.
 - The Active Candidate MUST do, at least, the first and seventh lectures.
15. Bow Lectures
- Faith pauses at Service' station for each officer to rise before proceeding into the Bow area
 - If the song is not finished, Faith waits in marching lane before turning into Bow area
 - Officer picks up her Ribbon with the Ring in her Right hand when she says "***its color is***", turns it toward the candidate on "***I entrust you***" and turns it perpendicularly to the pedestal at waist height so that the ribbon is flat on "***safekeeping.***"
 - When the lecture is completed, she hands the ribbon to the candidate's right hand on the word "***carry.***"
 - Faith helps guide the ribbon and takes the candidate's left arm.
16. Scriptures
- Faith should practice the timing of her scriptures ahead of the meeting by walking it backwards.
 - She should not look strained. She should appear to be talking to the candidate and looking up as though inspired.
17. Interruptions
- W.A.A. should be in the West marching lane in time to stop and interrupt Faith and the candidate (The Gold Book says she comes down as they turn the Southwest corner. This may need to be adjusted because of the size of the hall).
 - Hope comes to the South marching lane as Faith and the candidate turn the Southeast corner.
18. Charity
- Faith should arrive at Charity just as she finishes saying "***the greatest of these is Charity.***"
 - Charity does not stand until addressed by Faith.
 - Faith waits for any other candidates to be brought to Charity by the D.L. before addressing Charity.
 - Candidates should be centered in front of Charity and should not be too close.
 - Faith and the D.L. turn in and face each other after the handshake.
 - All the contents go under the Bible. The Bible is the only thing that can go on top of the flag
 - The Lambskin is tied on the LEFT arm with the **ties at the wrist and the rest of the apron pointing up the arm.**
 - Faith and the D.L. turn back into the line after the Lambskins are tied on.

- Faith makes a hairpin turn and conducts the candidate(s) to the East via the marching lanes in a single file.
 - She should proceed in the same manner as for the previous placement in the East for the questions before the Obligation.
19. Traditional (Secret) Work
- W.A. does not stand until addressed by Faith.
 - If there has been only 1 candidate, D.L. steps up beside the candidate after Faith says **"... and now awaits your further pleasure."**
 - D.L. remains in this position until Faith returns to the side of the candidate.
 - D.L. returns to her station via the marching lanes.
20. Signing the by-laws
- With multiple candidates, Faith makes a hairpin turn and conducts them, single file, to the Recorder's desk.
 - Faith stands to the right of the candidates to assist them.
 - D.L. stands to the left of the candidates so she can escort them back with her right hand.
 - If one candidate, Faith stands at candidate's right and moves to left for escorting back.
21. Greeting from the East
- Faith and the D.L. give the Sign with the Assembly AND with the candidates.
 - W.A.'s rap of the gavel is their sign to turn back toward the East.
 - The Ritual says to greet them with the Sign - it does **NOT** say give hearty applause but it is customary to do so in NH.
22. Seating in the Assembly
- Candidates should be seated up by Charity or with an Advisor who can assist them during the rest of the meeting. Do **NOT** sit them by themselves (especially in the front row) or toward the back of the Hall.
23. Retiring of the Colors and Covering the Pot of Gold
- Charity remains standing and is seated with the Color Stations.
 - First 4 colors go to the right of their pedestals - the last 3 go to the left.
 - All proceed halfway to the Altar.
 - Love and Service step forward and remove their ribbons with hand closest to the East.
 - They step back into formation and hold ribbons until all are removed.
 - Next it is Religion and Patriotism and then Nature and Fidelity.
 - Immortality goes alone and uses her right hand.
 - After Immortality is back in formation, all start folding together and keep the Bow formation (No backs to the Altar).
 - When all are back at their stations, the Bow and Charity are seated.

Additional Notes on Initiation

- When Initiation is finished and **prior** to the Formal Closing of the Assembly, the Worthy Advisor will instruct Charity and the Bow Stations to recover the Pot of Gold and to retire the color ribbons at the same time.
- The Bow Officers "split" both when kneeling for the Initiation prayer and when retrieving their color ribbons – the first four to the right, the last three to the left.
- All seven advance in unison, maintaining a bow formation, to the altar and stop halfway.
- Then, each officer goes to remove ribbons from the altar, making sure they do not turn their back on the altar, taking two or three steps backwards, in the following order: Love and Service, Religion and Patriotism, Nature and Fidelity, then Immortality alone.

- Each officer folds the ribbons together and, in unison, return to their stations always facing the altar.
- Then, they place the ribbons on the top their stations at the same time, taking their queue from Immortality.
- The signet is turned off at the same time as the color stations place their ribbons on their station and the Sister of Charity covers the Pot of Gold.
- The Choir does not stand to sing during initiation songs.
- TWO ACTIVE CANDIDATES: As exemplified at Supreme Assembly, 1996, if the initiation class is two, both may act as the "active candidate." Both are placed on the kneeling pad at the altar to take the Obligation; both are escorted through the entire initiation (with the Drill Leader). After each bow lecture, and after the Worthy Advisor has given instruction, Faith and Drill Leader "exchange" candidates (at the altar) and proceed. This procedure is only allowed upon approval of the Supreme Deputy/Inspector and with proof of rehearsals. It is important that a favorable impression is made on the candidates.
- ADDITIONALLY, a larger class of initiates can rotate being the "active" candidate with the assistance of the Drill Leader who would prepare the next candidate' for her rotation as Faith and the candidate leave the bow area. Careful practice is suggested in both instances to ensure a smooth transition of the candidates without discussion during initiation between Faith and the Drill Leader. This procedure is only upon approval of the Supreme Deputy/Inspector and with proof of rehearsals. It is important to make a favorable impression upon the candidate.
- ***NOTE:** Per 2008 Supreme Assembly Ritual changes, the words "Secret" or "hidden" have been removed from most, if not all, Ritual lectures for Opening, Initiation and Closing. Please make your girls aware of the Ritual changes.

Initiation Music

New Hampshire Rainbow is innovative in trying to make Rainbow an organization for the girls and relevant to the girls. One of the steps we have taken is to allow taped music during Initiation of more popular, yet appropriate songs. However, if taped music is to be used, please conform to the songs listed below. This list is reviewed every year, and should your Assembly like to have a song added to the list, or think one should be deleted, please send your request to the Supreme Deputy/Inspector.

| Time | Song |
|---|--|
| Immediately after Faith begins her walk around the room | <i>A Whole New World - Aladdin Soundtrack</i> <i>You've Got a Friend - James Taylor</i> <i>Somewhere Out There - Fifel Soundtrack</i> <i>There's a Place for Us - Barbara Streisand</i> <i>Have a Little Faith in Me - Mandy Moore</i> |
| Triangle Formation | <i>Coming Out of the Dark - Gloria Estefan</i> <i>Let It Be - The Beatles</i> |
| Love | <i>The Rose - Bette Midler</i> <i>Love Will Find A Way - The Lion King Soundtrack</i> |
| Religion | <i>From a Distance - Bette Midler</i> <i>One of Us - Joan Osborne</i> <i>Bigger Than Us- Miley Cyrus/Hannah Montana</i> |
| Nature | <i>Circle of Life - The Lion King Soundtrack</i> <i>Colors of the Wind - Pocahontas Soundtrack</i> <i>This Land is Your Land - Lee Greenwood</i> <i>Over the Rainbow - Wizard of Oz Soundtrack</i> |

| | |
|-----------------------|---|
| Immortality | <i>Tears in Heaven</i> - Eric Clapton <i>One Sweet Day</i> - Mariah Carey /Boyz II Men <i>If I Die Young</i> – The Band Perry |
| Fidelity | <i>That's What Friends are For</i> - Dionne Warwick <i>You've Got a Friend</i> – James Taylor <i>You've Got a Friend in Me</i> – Randy Newman |
| Patriotism | <i>God Bless the USA</i> - Lee Greenwood |
| Service | <i>Lean on Me</i> - Michael Bolton <i>Reach Out and Touch Somebody's Hand</i> – Supremes |
| Signing Bylaws | <i>Firework</i> – Katy Perry <i>Unwritten</i> – Natasha Beddingfield |

Installation, Per School of Instruction:

1. The set-up of the Assembly Room for Installation should follow the same set-up of the Assembly Room for a regular meeting.
 - Chairs should be positioned at Drill Leader, Chaplain, and Recorder for those girls being installed in those positions.
 - Chairs for officers may be placed behind the bow or a section of seats in the South made be saved for them to use.
 - There is NO Pot of Gold
 - There is NO small Bible on the Altar
 - The Altar jewel is NOT used - (Not on the Altar or on the Bible)
 - The Bible starts out open on the Recorder's desk
 - The Jewels are placed on the Altar in the order in which they will be taken
 - The Crowns are placed in order on the kneeling pad of the Altar
 - Folding chairs can be placed behind the bow, one for every jeweled officer that is going to be installed. It is a good idea to have a Mason, advisor, or another volunteer to remove the chairs as they become vacant. Care should be taken so that the person removing the chairs does not interfere with the Marshal who will be walking around
 - If the Worthy Advisor-Elect prefers, or if there are issues with space, the jeweled officers can sit in a reserved section of the sideline
2. The M. Adv should welcome all visitors to the Installation.
 - She should give a reminder of the raps of the gavel.
 - She should also remind all to turn off cell phones, pagers, and to refrain from taking flash photography unless specifically requested to do so by the W.A.-elect, and then from a corner of the room with minimal movement.
 - The W.A.-elect family should be seated in the Northeast.
3. The M. Adv invites the Installing Marshal to invite the Installing Suite to enter the Assembly Room.
 - The Suite should be lines up as follows: Installing Marshal, Installing Officer, Installing W.A, Installing Chaplain, and Installing Recorder,
 - Those performing a Crowning, Gavel or Special Ceremony for the W.A.-elect should be seated in the Southeast.
4. The Recorder should read the Dispensation to hold the Installation.
5. W.A. raps up Assembly three times and Chaplain attends the Altar by descending the dais, turning South to the Recorder's station in the marching lane.
 - Chaplain opens the Bible to Ezekiel 1:28 at Recorder's station.
 - Chaplain carries the Bible to the Altar by turning West in the marching lane and entering the bow from the South.
 - Chaplain places Bible on Altar and bows slightly, takes one step back, and leaves the bow from the South, turning West, North, and East to return to station.
6. Marshal conducts the elected and appointed officers into the Assembly Room by marching East, then North in the West marching lane, then East in the North marching lane, and then making a hairpin turn and Charity's station to place officers behind the bow.
 - Marshal does **NOT** use a baton unless making proclamations.

- After officers stand at chairs, Marshal turns them to face the East.
 - Marshal does **NOT** seat the elected and appointed officers until after the prayer has been given.
7. W.A. raps Assembly up for prayer.
 - Marshal waits at Hope during prayer.
 8. If the W.A.-elect has an Installing W.A., the Installing Officer will invite the Installing W.A. to preside.
 9. Marshal conducts officers to be installed, invests them with the jewels, and seats them at their stations per Ritual.
 10. Marshal uses baton to make declaration.
 11. Prior to closing, the W.A. should introduce her family, friends, and any visiting dignitaries.
 12. Assembly Chaplain attends the Altar by descending to the marching lane, goes North, West, South and East to Hope stations, picks up the Bible with both hands and leaves bow from the South to carry the Bible to the Recorder's Desk.
 - The Bible is closed at the Recorder's desk.
 13. After the Bible is closed, the W.A. may ask for presentations for the Crowning Ceremony, Gavel Ceremony, Awards, and any other presentations.
 14. Installation should **NEVER** be closed informally. Officers should be conducted to form a receiving line in the East by the Drill Leader or out of the Assembly Room by a formal march.

Prior to installation, these items should be agreed upon by the Worthy Advisor-Elect and the Mother Advisor with whom she will be serving:

- Discuss and review the Worthy Advisor's new responsibilities and the Mother Advisor's expectations
- Present a term calendar to the Mother Advisor and Advisory Board for approval prior to installation. Once approved, copies of the calendar should be available to all Advisory Board Members and the Grand Deputy
- Prepare and present a list of Installing Officers to the Mother Advisor 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 rehearsal and Installation. Be sure the Temple is available for practice.
- The Worthy Advisor-Elect should be asked to submit to the Mother Advisor a list of people she wants on her Installing Suite. The Mother Advisor must approve these names. The names of the Installing Officer's, Chaplain, Marshal, and Recorder, must be turned into the Mother Advisor two (2) months before installation. The name of the person doing the flag tribute, benediction, or music should be known one (1) month before. The offices are:
 - Installing Officer
 - The Installing Officer's must be members in good standing in the Masonic Fraternity, Order of the Eastern Star, Order of the Amaranth, Past or Present Worthy Advisor's, or Majority Members.
 - Installing Worthy Advisor (optional)
 - Installing Chaplain
 - Installing Marshal
 - Installing Recorder
 - Installing Soloist/Musician
 - Installing Mother Advisor

- Sometime after the girls have signed up for a new office, and before the Advisory Board meets just prior to the Election of Officer's, the Worthy Advisor-Elect and the Mother Advisor should meet. They should discuss the Worthy Advisor-Elects plans for her term such as:
 - Officers
 - Theme, Colors, Flowers, Symbol, Scripture, Motto, Song, etc.;
 - The flowers for the Worthy Advisor-Elect are of her choice. The following arrangements, if being done by the Worthy Advisor or a florist, for the flowers is suggested:
 - Suite Members: A corsage of one or two flowers with a ribbon
 - Line Officers: A corsage of one or two flowers to wear or to go the Bible
 - Jeweled Officers: A corsage of a single flower with or without ribbon, or a single long-stemmed flower
 - Carry-Ins (optional);
 - Crown Bearer (optional);
 - Ushers, Guest Book Attendant;
 - Refreshments Hostesses.
- Prepare speech(s) and present them to the Mother Advisor for approval prior to Installation practice;
- Prepare invitations and mail them **immediately after** elections. The Installing Suite as well as the newly elected officers should be told the date and time of the installation and the date and time of the rehearsal.
 - Invitations should be sent to:
 - The Junior and Senior Grand Executive Committee
 - Advisory Board members (either individually or as a group)
 - The sponsoring Eastern Star or Masonic Lodge for reading during their meeting
 - All Assemblies
 - Grand Deputies
 - The Supreme Deputy/Inspector
 - Grand Worthy Advisor
 - Installing Officers
 - Family members and special guests.
- Complete Programs. The Worthy Advisor-Elect should prepare and bring a sample of her program to the meeting with the Mother Advisor. It is up to the Worthy Advisor-Elect if she would like to print the programs on her own or have an Advisory Board member help her with it. The Board is more than happy to help with this. Be sure the Mother Advisor reviews them in their entirety and corrects spelling of names and titles.
- Remind Installing Officers of the date and time of rehearsal and installation. This reminder can be placed in each Installing Officer's invitation.
- Be sure you have asked hostesses to assist in the dining room with refreshments.
 - Refreshments: Usually finger foods, punch, coffee, tea, chips, snacks, and desserts such as cake or ice cream are bought for refreshments.
- In addition to what is served, be sure there is a supply of coffee, creamer, sugar, plates, napkins, cups, table cloths, etc.
 - The Worthy Advisor-Elects family is responsible for:
 - Consider purchasing:
 - Table cloth

- Decorations: The Worthy Advisor-Elect is allowed to decorate. She is responsible for purchasing decorations and getting a committee to help set them up and take them down.
- Napkins, cups, utensils and plates (if not available at the Masonic Temple).
- Aluminum foil, paper towels, or plastic wrap to cover food to take home
- DJ (If the Worthy Advisor-Elect chooses to have a dance, she is responsible for the cost.)
- Arrange for a photographer at Installation. Announce the time of group pictures to the Assembly Members and those participating. Flash photography is now allowed at Installations however it is important not to take away from the beauty of the ceremony by obtrusive photography.
- Ensure you have a Committee to help set up the Assembly Room and the dining hall prior to Installation, as well as a Committee to help clean up. Choose individuals other than your parents and immediate family as the primary members of these Committees.
- Be sure your parents have made arrangements for your gavel and sounding block, and that they understand they will make this presentation to you during the course of Installation.

Miscellaneous Notes

- Installations are open to invited family and friends; they may be referred to as "open to the public." All Installation ceremonies are formal.
- The Installing Officer, Chaplain and Marshall must be members and preferably are Current Worthy Advisors, Past Worthy Advisors, Grand Officers and Past Grand Officers. Unlike other Installing Officers, the Installing Musician and Recorder do not need to have be a Worthy Advisor, Past Worthy Advisor, Grand Officer or Past Grand Officer.
- The Crown Bearer (optional) is chosen by the Worthy Advisor-Elect and approved by the Grand Deputy and Mother Advisor. These selections can be relatives, children or other Rainbow Members.
- Installation costs are to be kept minimal! The elegance and beauty of a Rainbow Installation is each Assembly Member, not the glamorous and expensive decorations in the room. 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 30 days or the appointment becomes void.
 - (Officers may enter the Assembly room at the time specified in the Ritual as the Recorder reads the names and as the Marshal escorts them.)
 - (At the time of the Ritual entrance, the officers enter from the North door, beginning with Worthy Advisor-Elect.)
- It is customary for the Worthy Advisor to give each of the members of her Installing Suite a "Thank you" gift. The gift does not have to be expensive, and the cost of the gift is to be paid for by the Worthy Advisor-Elect. After the installation, "Thank you" notes should be sent to all that helped your installation be a special one. Either thank them for gifts, ritual help, helping out in any way, or any other special assistance.
- It is not necessary to make formal introductions at an installation. If there are people present who the Worthy Advisor-Elect feels should be recognized, the Worthy Advisor-

Elect usually says something to the effect of, "I would like to thank the following people for coming," saying the names and titles as they are introduced from the sidelines.

- The Points Chairman or a designate of such usually gives out merit bars at each installation. The Points Chairman computes the total number of points earned by each girl during her term in office and puts all the bars earned by that girl into a sealed envelope. On the outside of the envelope should be the girls' name, the bars earned, and what they were earned for.
- It is the responsibility of the Points Chairman with the assistance of the Mother Advisor to order the Past Worthy Advisor's Jewel in time so that they can be presented at installation. The Past Worthy Advisor chooses who will present her jewel to her, but she should tell the Mother Advisor so that the proper person can be escorted to the East.
- It is a nice touch for the new or Past Worthy Advisor to present a bouquet of flowers to an outgoing Mother Advisor or a new Mother Advisor. The Past Mother Advisor chooses who will present her with her Past Mother Advisor's jewel and should let the new Mother Advisor know so the proper person can be escorted to the East.
- The Worthy Advisor-Elect and her family are responsible for cleaning up the refreshments area, the dance area, and checking that all the Rainbow paraphernalia is put away properly in the Regalia Room in the Temple.

Outline for Installation Music

- Mother Advisor entrance, until she reaches the East
- Installing Marshal escorts in the Installing Suite and while the Suite is being conducted to the East, and again while they are conducted to their seats and until they are seated
- Installing Chaplain attends the Altar
- Installing Marshal escorts the officers into the Assembly room
- Play music whenever girls are being escorted behind the Altar to get installed and while they are being escorted to their station music should be played
- The Star-Spangled Banner is to be played when announced (following the Flag Tribute). Usually it is sung by all in attendance but if the Worthy Advisor has a tape of it, it may be played
- Assembly Chaplain attends the Altar
- Officers retire, as announced by the Worthy Advisor

Please see www.nhrainbow.org for Installing Suite/Officers List and for the New Officers Request Forms.