VII. Ceremonies
<table>
<thead>
<tr>
<th>Ceremony</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Installation Ceremony</td>
<td>1</td>
</tr>
<tr>
<td>Candle Lighting Ceremony</td>
<td>3</td>
</tr>
<tr>
<td>Coins for Friendship Ceremony</td>
<td>5</td>
</tr>
<tr>
<td>Memorial Service</td>
<td>6</td>
</tr>
</tbody>
</table>
County Installation Ceremony

It is recommended that the past president or a state officer or district director be the installing officer.

Installing Officer (reading to the audience):

We have before us the newly elected officers of the ____________ (county) Family and Community Education council. You as members of the council have shown your faith and confidence in them by electing them as your officers for the coming year. It is now fitting that you affirm your faith in these elected officers and that you declare your pledge of allegiance to them by rising (all rise). You as council members should be loyal to the council and its officers. You should take part in the work of the council, vote on all questions, and attend meetings regularly. (Members be seated.)

Installing Officer (facing the new officers):

As officers of the ____________ (county) Family and Community Education council, you are undertaking to perform special services for the council. You are expected to give time, thought and effort necessary to make the work a success in our county.

____________________ (Name), as TREASURER, it shall be your duty to keep an accurate record of all money received, with the date received, the name of the person from whom it was received; to pay out money only on authorization by vote of the council; and to keep a record of each bill paid.

____________________ (Name), as SECRETARY, it shall be your duty to keep the minutes of the meetings in good order; to keep a list of members and a record of their attendance; to keep all correspondence on file and be prepared to read such correspondence at council meetings, to keep a copy of the county council constitution and a record of all amendments.

____________________ (Name), as VICE PRESIDENT, it shall be your duty to strengthen the Family and Community Leadership program and strengthen international bonds as the Peace Garden Chairperson. It is your duty to assume any or all duties of the office of president when the president is absent. Your duties include sharing program ideas and to further membership and good public relations.

____________________ (Name), as PRESIDENT, in conferring upon you this highest honor, your fellow council members have expressed faith in your integrity and in your devotion to Family and Community Education work. May you realize that leadership determines, in a large measure, the value of our work.

It shall be your duty to preside at council meetings, to appoint committees, to see that the officers are instructed in their duties, to act as official spokesperson for the council and to see that the constitution and bylaws are obeyed.

Madam ______________________ (President's Name), will you in the name of these officers give the pledge of service to the objectives, purposes and ideals of Family and Community Education work, acknowledging your responsibilities and signifying your willingness to assume the leadership of the ____________ county Family and Community Education council?
President's Response:

Fellow members, in undertaking the services which this office implies, it is my intent to devote a fair portion of my time, thought, interest and effort to the work of our County Council, and for these, my fellow officers, I make the same pledge.

We believe in Family and Community Education work; we believe in its objectives. We ask you, our fellow members, to give us that measure of your support that will ensure the success of the ________________ County Family and Community Education council through the year which lies before us.

Installing Officer (facing the new officers):

I now declare you regularly installed in your respective offices for the year. (Facing audience.) Will you all stand and let us join together in repeating the Homemakers Creed: "I believe my home is sacred; a place where love, faith, hope and devotion have their beginning; where each has his rights respected by others; where joys and blessings, sorrows and disappointments are shared in common; where God is revered and honored, fellowmen respected and love is law."

"I believe it is my duty to live up to the best that is in me to attain this, to fear things unworthy, to conquer difficulties by daring to attempt them, to be a companion as well as counselor to my family, and to teach and live, love of home, country, fellowmen and God."

(A talk by installing officer or by retiring president may follow ceremony. New president may then finish any business, appoint committees and adjourn the meeting.)
Candle Lighting Ceremony

Place a large candle in the center of the table. Place tapers in candle holder around the large candle, one for each officer to be installed. White or colored candles may be used, and these candles may be a different color than the large one. Distribute small candles — one to each member. Darken the room by drawing shades or extinguishing lights.

When ready to begin the ceremony, the installing officer lights the large candle and asks the new officers to come forward or the installing officer may ask the outgoing officers to escort the new ones to their places in a row behind the table. The outgoing officers then return to the chairs vacated by the new officers.

The installing officer faces the club and says: "This large candle represents the National Association for Family and Community Education that you are a part."

"You have before you the members of our club whom you have chosen for special responsibility as county officers for the coming year."

"Before we declare them formally installed we shall ask them to publicly accept those offices."

(Turn to the new officers.)

"___________________ (Name), do you accept the duties and responsibilities of the office of president of the __________ County Family and Community Education? Will you study the constitution and bylaws of our county and see that they are obeyed? Will you endeavor at all times to truly represent and carry out the best interests of our council?"

Answer: "I will."

Installing Officer: "As a token of this promise will you light a candle representing your office?"
(Pause while president lights a candle.)

"___________________ (Name), do you accept the duties and responsibilities of the office of vice president? Will you study the constitution and bylaws of our council and act in every way as a real assistant to the president? Will you become familiar with the purpose and objectives of the program, study the constitution and bylaws of our council and complete all necessary report forms?"

Answer: "I will."

Installing Officer: "As a token of this promise, will you light a candle representing your office?"
(Pause while the vice-president for organization lights a candle.)

___________________ (Name), do you accept the duties of the office of secretary? Will you keep the minutes of the meetings in good order, keep a list of members and a record of their attendance along with committees of the county? Will you keep all correspondence on file and be prepared to read such correspondence at council meetings? Will you become familiar with the constitution and bylaws of our council?"

Answer: "I will."

Installing Officer: "As a token of this promise, will you light a candle representing your office?"
(Pause while the secretary lights a candle.)

___________________ (Name), do you accept the duties of the office of treasurer? Will you keep a true record of all money paid into the club treasury? Will you see that all bills and donations are paid promptly as directed by action of the club?"

Answer: "I will."

Installing Officer: "As a token of this promise, will you light a candle representing your office?"
(Pause while the treasurer lights a candle.)
“_______________________ (Name), do you accept the duties of the office of which you have been appointed? Will you work with the officers and help in every way to help our organization fulfill it's mission? Will you become familiar with the constitution and bylaws of our council?”

Answer: "I will."

**Installing Officer:** "As a token of this promise, will you light a candle representing your office(s)"

*(Pause while appointed officer[s] light[s] a/their candle[s]*)

*(Turn to members.)*

**Installing Officer:** "We have heard the promises made by these new officers. It is, therefore, my privilege to declare them duly installed in their respective offices for the coming year." *(If the county has a gavel, hand it to the president. If officers have badges or pins, present them at this time.)*

“No set of officers can successfully conduct the business of an organization without peace and harmony among members. Will all the members stand and come forward to light their individual candles from the large one in the center, return to their places and remain standing. This signifies your promise to support the effort of your officers throughout the year by being regular in attendance at meetings, giving courteous attention to the programs, and in all other ways showing yourselves to be loyal and active members of the ______________ County Association for Family and Community Education.”

*After all have returned to their places, ask them to join in repeating the Homemaker's Creed.*

The members may then be seated and the new president dismisses the meeting by saying: "I declare the _____________ (Month) meeting of the ______________ County Association for Family and Community Education adjourned."

**Prepared by:** Grace DeLong, Former State Home Demonstration Leader (1927-1960)
Coins for Friendship Ceremony

This ceremony can be used by Family and Community Education clubs when Coins for Friendship are collected for ACWW (Associated Country Women of the World).

Members are seated. Place some nice container like a small basket or silver dish on a table at the front of the room; or the treasurer may stand beside the narrator with the dish in her hands. If possible display a globe or a map of the world and United Nations and American flags.

NARRATOR: (may be the president, vice president or someone especially selected).

“We wish to acknowledge at this time our membership in that great world-wide organization of women, the Associated Country Women of the World. Today we show our personal interest by making our individual gifts to the Coins for Friendship Fund. A coin is a small amount of money, just as one person is small compared with the millions of persons who inhabit the world. But our coins added to those of the other nine million members of ACWW make a large sum. In the same way, our individual influence may seem small, but added to the influence of nine million other women it can turn the tide from fear and suspicion to confidence and goodwill among nations.”

“So as we take part in this ceremony, let us think of its larger meaning. As we look at the map of the world (or the globe) let us think of those nine million women who share our hopes for a just and lasting peace. Let us remember that they love their homes and children as we do ours. Let us remember our common interests and forget our differences. Let us remember that the sun never goes down on the ACWW. Every day, every hour, somewhere in the world, family and community educators like us are meeting to study, to learn how to make better homes, and to rear boys and girls to become finer, wiser citizens of their countries and the world.”

“'The Song of Peace’ set to music by the great Finnish composer, Jean Sibelius, is a fitting background for our thinking as we come forward with our small gifts to the Coins for Friendship Fund. This is not just a gift. Let it represent a personal dedication of a little bit of ourselves to better international understanding and goodwill.”

Someone may sing the first verse of "The Song of Peace" as a solo after which the pianist continues to play the melody. Members rise, come forward and place their money in the dish or small basket. If more convenient, the members may stand in a circle and pass the dish or basket from one to another. After the members have finished making their gifts, the soloist or the group will sing the last verse of "The Song of Peace”.

*****************************************************************************

The money contributed should be recorded in the treasurer’s records and then paid to the treasurer of the county council at a regular council meeting. Many counties pay it in the spring.

Choose some regular time to have this ceremony - United Nations Day on October 24 or in February would be good suggestions. The state treasurer needs to have the voluntary county contributions by November 30 each year.
Memorial Service

Death has entered the ranks of our organization and called to a brighter world were several members of our organization. It is with a feeling of utmost sincerity that I place this rose in their memory.

Into God's beautiful Garden of Life
His messenger goes each day
To gather the choicest blossoms
And bear them with her away.

And into His beautiful garden
This time the Master calls
Our member to endless rest
And our hearts, though filled with sadness
Can but say, "He knows best."

Dear Master, our garden is lovely
We miss these flowers so rare
But their life perfume will be with us
While the flowers bloom up there.

Please join me in prayer:

Infinite Spirit, may our memory of these departed ones bring forward all that was brave, noble, true in them and may their virtues deeply impress our minds and hearts. Almighty God, bless us with Your love and, in accordance with the great needs of our lives, aid and inspire us, we ask in Your name.

AMEN