

**YOUNG MEN'S  
INSTITUTE**

**PRO DEO**



**PRO PATRIA**

**YOUNG MEN'S INSTITUTE  
MANUAL OF COUNCIL PROCURES**

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Young Men's Institute  
P.O. Box 281047  
San Francisco, CA 94128-1047

## **OFFICIAL YMI PRAYER**

*For Young Men's Institute members and their families.*

Oh God, who has created all men to know, love, and serve You, through the intercession of St. Joseph, Protector of the Holy Family and Patron of the Young Men's Institute, grant us the grace and strength by our prayers, works and example to draw ever closer to you. Guide and assist us to spread among our fellow men the kingdom of Your truth and love and peace.  
Amen.

## **YMI MISSION STATEMENT**

The Mission of the YMI is to provide for the mutual aid and good will, the moral, intellectual and social improvement of its members, devotion to the Catholic Church, and loyalty to our country in accordance with its motto: "Pro Deo, Pro Patria – For God, For Country." To achieve this mission, the YMI dedicates itself to the education of its members in things Catholic, in things American, and in all things that will lead all men to their ultimate salvation.

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R.S.

Ch. P. P.P.

F.S. Tr.

M.

S.V.P.  
C.D.

Salutatory  
(X)

E.C.  
E.C.  
E.C.  
E.C.

S. F.V.P. D.D.G.P.

## Diagram A.

(Formal meeting setup)

Key to Diagram A.  
(See Diagram A)

Ch	Chaplain
P	President
PP	Past President
FVP	First Vice President
SVP	Second Vice President
EC	Executive Committee Members
RS	Recording Secretary
FS	Financial Secretary
Tr	Treasurer
M	Marshal
DDGP	District Deputy Grand President
CD	Council Deputy
S	Sentinel

On entering Council Chamber while a meeting is in progress, proceed from entrance along line marked to point (X) and there give the signs of Salutation and Obedience to the President; then proceed to either side of Council Chamber and to a seat.

On leaving Council Chamber while a meeting is in progress, proceed to the Salutatory and there give the signs of Salutation to the President; then proceed to an exit.

## **PREPARATION OF MEETING HALL**

*Prior to the time fixed for the meeting, the Marshall shall see that the Scroll containing the “Credo”, the National Flag, and the Institute Scarf is placed on the Salutory.*

*The Institute Scarf should be placed on the Salutory with the Emblem on the side towards the station of the First Vice President, the National Flag shall be spread full length with the stars to the left, the “Credo” resting on the flag.*

*The Marshal shall place the designated banners at the stations of the President, First Vice President, Second Vice President, and that of the Executive Committee. (See: Stations of Officers)*

*At the station of each officer of the Council, he shall place the regalia designated for each respective officer. (See: Insignia of Officers)*

## OPENING CEREMONY

*When the meeting is about to start, the President, standing at his station, will fill any vacancies of offices and will rap the gavel and say:*

PRESIDENT – This meeting will come to order.

Worthy Officers, take your stations.

Worthy Marshal, are all present entitled to remain?

*Marshal will proceed to the Salutatory, give the signs of Salutation and Obedience to the President, and having received the sign of Obedience from the President, will say:*

MARSHAL – Worthy President, I find that all present are entitled to remain.

PRESIDENT – Worthy Marshal, is the Council Chamber properly prepared for our meeting?

MARSHAL – It is, Worthy President. At the Salutatory is the Credo to remind us of loyalty to Faith, the flag of our Nation to remind us of loyalty to Country, and the emblem of our Order to remind us of loyalty to our fellow members.

PRESIDENT – “Pro Deo.”

MARSHAL – “Pro Patria.”

*(Marshal gives signs of Salutation and Obedience and takes his station.)*

## OPENING SONG

PRESIDENT – *(optional)* We will now sing the Opening Song. *(The President raps for all to rise.) (The Opening Song may be anything selected by the Council.)*

### YMI Song

*(Words by Br Marty Procaccio, PGP Council #84)*

We are the Young Men's Institute  
For God and Country our motto is absolute  
In 1883, a vision came to be  
The heart and the spirit of YMI...

Let us perpetuate the good  
And share the joy and the love of brotherhood  
In faith and charity  
We join in harmony  
And sing praise to Y-M-I

## OPENING PRAYER

PRESIDENT – Reverend Chaplain, will you kindly recite the opening prayer? *(In the absence of the Chaplain, the Second Vice President, or other member designated by the President, will recite the opening prayer.)*

## OPENING PRAYER

Come, O Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of Your Love. Send forth Your spirit, and they shall be created. And You shall renew the face of the earth. ---  
Let us pray.



O God, Who by the light of the Holy Spirit, did instruct the hearts of the faithful, grant us, by the same Spirit, to relish what is right and evermore to rejoice in His consolation, through Christ our Lord. Amen.

Our Father...; Hail Mary...; and Glory Be to the Father...

## **PLEDGE OF ALLEGIANCE**

PRESIDENT – The Marshal will now lead the Pledge of Allegiance to the Flag.

## ORDER OF BUSINESS

1. Roll Call of Officers
  - a. Recording Secretary reads roll, Marshal answers.
2. Reading of Minutes
  - a. Read by the Recording Secretary
  - b. Corrections by members.
  - c. Approval and signing by the President.
3. Installation of Officers
  - a. When appropriate. See: Installation Ceremony Handbook.
4. Statement of the Financial Secretary

PRESIDENT – *Worthy Financial Secretary, please read the receipts since the last report.*

FINANCIAL SECRETARY – *reads the receipts.*

5. Statement of the Treasurer

PRESIDENT – *Worthy Treasurer, have you received and receipted for those funds designated by the Financial Secretary?*

TREASURER – *I have (have not), Worthy President.*

PRESIDENT - *Worthy Treasurer, you will give a statement of the condition of the funds of this Council.*

TREASURER – *Reads his report containing the breakdown of funds and total worth of the Council.*

6. Reading of the Bills
  - a. Reading of the bills by the Recording Secretary
  - b. Presentation of bills by Marshal to the Executive Committee.

7. Communications

8. Report of the Executive Committee

- a. Chairman makes any recommendations of proposals before the committee to the members at large.
- b. Marshal receives approved bills from Executive Committee and presents to the Treasurer.

9. Propositions for Membership

*Any propositions on hand are read by the Second Vice President for approval by the members at large.*

10. Voting for Candidates

*PRESIDENT – All those in favor of approving the candidates, please say, “Aye.” Those opposed say, “No.”  
The motion is passed (or failed).*

11. Initiation Ceremony

Application forms roll cards, signatures, and collection of fees and dues by the Financial Secretary are to be completed before the prospective member(s) is initiated.

When directed by the President, the Marshal should conduct the candidate(s) to the Salutatory and have them stand facing the Station of the President. The Marshal should introduce each candidate and then stand to one

side of them during the Ceremony. (The sponsor(s) may stand behind their respective candidate.)

The President, if he wishes, will ask the District Deputy Grand President, if present, or other member to conduct the Initiation Ceremony. Before the conclusion of the Ceremony, if the Chaplain is present, he should be called upon to give his blessing to the new member(s) and to all the members present. Any further instructions may also be given to the new member(s) in accordance with the customs of the Council, including dates, time of regular Council meetings, activities, and a copy of the Council By-Laws, if available.

## **INITIATION CEREMONY**

12. Reports of Officers and Committees
  - a. Reports of Officers. Officers will make reports only on those subjects concerning their office.
  - b. All other standing committees.
  - c. All other special committees.
13. Unfinished Business
14. Payment of the Bills
15. New Business
16. Good of the Order
17. Adjournment

**PRESIDENT** – The work of our meeting is now completed. Let us not forget the standard under which we are proud to be enrolled. The Officers will please remove their insignia of office and hand them to the Worthy Marshal.

## 18. Closing Prayer

PRESIDENT – Let us pray for our deceased Brothers.  
Reverend Chaplain, will you recite the closing prayer?  
*Raps for all to rise.*

CHAPLAIN – God, Who has created all men to know,  
love and serve You, through the intercession of St.  
Joseph, Protector of the Holy Family and Patron of the  
Young Men’s Institute, grant us the grace and strength by  
our prayers, works and example to draw ever closer to  
You. Guide and assist us to spread among our fellow men  
the kingdom of Your truth and love and peace. Amen.

## 19. Closing Song

*(optional)*

PRESIDENT – Let us sing our closing song.

PRESIDENT – I now declare this meeting adjourned until  
the next regular meeting, which will be \_\_\_\_\_.

## COUNCIL PROCEDURE

Members entering the Council Chamber, while a Council is in session, shall proceed to the Salutatory where the signs of Salutation and Obedience are to be given to the President; then proceed to take an appropriate seat.

Members desiring to leave while a Council is in session, will rise and proceed to the Salutatory where the signs of Salutation and Obedience are given to the President; then the member may exit the meeting chamber.

Except during the Ceremonies of Initiation and Installation of Officers, no member shall pass between the Salutatory and the station of the President.

Officers and members leaving under instructions from the President will first proceed to the Salutatory and give the sign of Salutation and Obedience before departing.

When a vote is taken on any question, the President shall say: "The ayes (or noes) have it, and the motion is carried (or fails)." In all cases where a division is called for and vote is taken by count of members, the Marshal shall count the vote and announce the result to the President who shall announce it to the Council.

The President shall not relinquish his station or his authority during the Good of the Order session but the program or speaker(s) of the evening will be presented and allowed to speak from the podium.

When a Grand Officer, members of another Council, or a special guest seek admission while a meeting is in session, the Sentinel, after determining that they are entitled to enter the Council Chamber, will rise and announce to the President the names of

the visitors who seek admission. The President will provide a suitable escort for the visitors and will rap for the members to rise and remain standing until the visitors are seated. If the visitor is the Grand President, upon being escorted to the station of the President, he shall be presented with the gavel, whereupon the Grand President will rap to seat the members and return the gavel to the President and then shall be seated in the chair of the Past President who will retire one seat to the left.

## STATIONS OF OFFICERS BANNERS DESIGNATING STATION OF EACH OFFICE

(See Diagram A)

Chaplain – Chair to the right of the President

Past President – Chair to left of the President

President – The President’s station shall be marked by a Banner with a Red Cross on a White Field.

Three chairs are to be provided: center chair for the President (optional); chair to his right for the Chaplain; chair to his left for the Past President or Guest of Honor.

First Vice President – The First Vice President’s station shall be marked by the banner with the National Shield.

Two chairs shall be provided: center chair for the First Vice President; the chair to his right for the District Deputy/Council Deputy.

Second Vice President – The Second Vice President’s station shall be marked by the banner with Gold Star on White Field.

Two chairs shall be provided: one for the Second Vice President; one on his left for the Speaker (optional).

Executive Committee – The station of the Executive Committee shall be marked by a banner with Palm Branch on White Field. Three or more chairs are provided according to the number of members of the Executive Committee, with the Chairman of the Committee occupying the center chair.

Recording Secretary – Desk at the right of the President.

Financial Secretary and Treasurer – Desk at the left of the President.

Marshal – Chair in front of and to the right of the President.

District Deputy/Council Deputy – When attending meetings of the Council in which he holds membership, if the Council be under his jurisdiction, he shall occupy the seat at the right of the First Vice President. When visiting a Council of his District, other than his, other than his own, he shall be given a seat at the station of the President.

Sentinel – Seated near the entrance of the meeting hall.



## INSIGNIA OF OFFICERS

Chaplain	Upright Blue Cross with Rays
Past President	Complete Emblem of YMI
President	Upright Red Cross
First Vice President	National Shield
Second Vice President	White Star
Recording Secretary	Scroll and Quill
Financial Secretary	Book of Accounts (open)
Treasurer	Crossed Keys
Marshal	Fasces
Sentinel	Bronze Cross
Executive Committee	Palm Branch
Good of the Order Chairman	Lighted Torch
Council Deputy	Oblique White Cross with Rays
District Deputy	Oblique Blue Cross with Rays
Salutatory	Scroll and Credo, Institute Scarf

## VOTING FOR NEW MEMBERS

President – Requests a motion and a second from the floor to accept the new members as read by the Second Vice President. He then shall take a vote. Upon passing of the motion, the President will have the Marshall escort the new member(s) to the Salutory for installation. The President will have the installing officer (if one is selected) come to the President's station to initiate the new members. The sponsor(s) will stand behind the prospective new member to show a sign of support.

## YOUNG MEN'S INSTITUTE INITIATION CEREMONY

Preparations for the Initiation Ceremony:

Application forms roll cards, appropriate signatures, election of Candidates, and collection of fees and dues by the Financial Secretary are to be completed before the start of this Ceremony.

The application form should be given to the Second Vice President to be read when directed from the President.

The Marshal should conduct the Candidates to the Salutory and have them stand facing the station of the President. When asked to do so by the President, the Marshal should introduce each Candidate and then stand to one side of them during the Ceremony.

The President, if he wishes, may appoint a member to conduct the Initiation Ceremony. Before the conclusion of the Ceremony,

if the Chaplain is present, he should be called upon to give his blessing to the new members and to all the members present. Any further instructions may also be given to the new members in accordance with the customs of the Council, including dates and times of regular Council meetings, activities, blank membership application, and a copy of the Council By-Laws, if available.

The Marshal will seat the new members at the conclusion of the Ceremony.

## INITIATION CEREMONY

### **Initiating Officer:**

Brothers of the Institute and guests, remember that first impressions are most lasting. Therefore, remain quiet and attentive during this Initiation Ceremony so that these Candidates who join our ranks may be fully impressed with the principles and purpose of our Order and may become worthy members of the Young Men's Institute.

### **The Worthy Marshal will present the Candidate(s).**

*(Candidates stand in a row before the Salutatory with their sponsors directly behind them.)*

### **Worthy Marshal, will you please introduce the Candidates?**

*(The Marshal does so by announcing each Candidate's name.)*

My friends, you now stand before the members of *(Name of Council)* Council No. *(Number)* seeking admission into the Young Men's Institute. You have been elected to membership, but before we ask you to assume the responsibilities and obligations of membership, we want to review what will be expected of you as members.

The Young Men's Institute was founded in 1883 for the purpose of helping men, like ourselves; fulfill three basic needs in our lives: Faith, Patriotism, and Fraternity. Members of the Young Men's Institute are encouraged to become better Catholics, better Americans, and to share that brotherly love we call Fraternity.

To be a Catholic is to shape our life according to the laws of God and of the Church of God. Our first requirement, the, is that you be a practicing Catholic in all that the term implies. In so doing, you will have kept the Faith.

Next to love of God, love of Country is the deepest emotion of the human heart. Love of Country rests upon love of our home and our families. We therefore encourage you to love, honor, and protect your home and your country. This is Patriotism.

As Christians we are expected to love all men. As members of the Young Men's Institute you will be expected to extend the hand of brotherly love to your fellow members, as they will extend the hand of brotherly love to you. In this way, we demonstrate the common bond of Fraternity.

Candidates, are you now prepared to accept the obligations of membership in the Young Men's Institute?

*(The candidates respond affirmatively together in voice.)*

As a sign of true brotherhood, and as assign of Christianity, will all the YMI brothers here in attendance please stand and join our candidates in the Obligation of our Order. Will everyone please raise your right hand and repeat after me:

IN THE PRESENCE OF THE MEMBERS – OF THE YOUNG MEN'S INSTITUTE – I DO SOLEMNLY PROMISE – TO REMAIN A PRACTICING CATHOLIC – TO BE LOYAL TO MY COUNTRY – TO LOVE MY FELLOW MEMBERS – TO OBSERVE THE LAWS OF THE YOUNG MEN'S INSTITUTE

– AND TO REMEMBER OUR DEPARTED BROTHERS – IN MY PRAYERS – AND AT THE ALTER – IN THE HOLY SACRIFICE OF THE MASS.

You may lower your hands now and I ask the brothers to be seated.

I now declare you members of the Young Men’s Institute and welcome you as members of *(Name of Council)* Council No. *(Number)*. I invite you and encourage you to join in your Council’s activities so that, together, we may better fulfill our needs of Faith, patriotism, and Fraternity.

The motto of our Order is “PRO DEO – PRO PATRIA”, which means, “FOR GOD – FOR COUNTRY.” The station of the President, directly in front of you, is marked by a banner bearing a Cross, the symbol of our holy religion. The station of the First Vice President, directly behind you, is marked by a banner, bearing the National Shield, to remind us of loyalty to country. The station of the Second Vice President, directly to your left, is marked by a banner bearing a Star, the blessed Star that led the Wise Men to our Savior. The station of the Executive Committee, directly to your right, is marked by a banner bearing a Palm Branch to remind us that peace and good will should always prevail among us. Likewise, the Emblem of our Order is composed of a Cross, a Star, and a Palm Branch. The Salutatory, on the table in front of you, is marked by a Scroll bearing the Creed, the Flag of our Nation and the Emblem of the Young Men’s Institute, typical of the three-fold purpose of our Order: Faith, Patriotism, and Fraternity.

The Marshal will now display to you the proper manner of approaching the Salutatory and giving the signs of Salutation and Obedience to the President when entering or leaving the meeting hall while the meeting is in progress. *(Marshal demonstrates)*

You will now receive from the Council President a lapel pin that has the Emblem of our Order which we encourage you to wear

*(plus anything else the President gives...by-laws, membership form...)*

We also encourage you to attend the meetings and activities of the Council as often as possible. By joining in the procedures and activities of the Council you will be better able to understand and practice the aims and purposes of our Order in seeking to fulfill our needs of Faith, Patriotism, and Fraternity.

The Initiation Ceremony is now completed and we invite you to be seated with your Brothers of the Council.

Prayers for a Departed Brother  
Instructions

*(Permission should be obtained from the family for the Council to do this ceremony.)*

Prayers are to be recited at the vigil of the deceased. Members of the Council are to be notified immediately of the date, time, and place to assemble for prayers. If the deceased was a Past Grand President or a Grand Officer at the time of his death, the Grand Secretary should be notified immediately. Whenever possible, the Chaplain and Council or Grand Council Officers should lead the members to the casket. If the Chaplain is not present, the Council President, or a member appointed by him, may lead the prayers. At the conclusion of the prayers, the Officers and members should pass in single file before the casket and give the sign of salutation to the deceased member.

*(This program begins after the reading of the gospel.)*

CHAPLAIN – We, the members of the Young Men’s Institute have gathered here to pay their last tribute of respect to Brother

\_\_\_\_\_.

CHAPLAIN – In the name of the Father and of the Son and of the Holy Spirit. Amen.

CHAPLAIN – “Oh, Almighty and Merciful Lord, we pray for our departed Brother \_\_\_\_\_.

MEMBERS – “May he rest in peace.”

CHAPLAIN – “Our Father...; Hail Mary...; Eternal rest grant unto him, O Lord.”

MEMBERS – “And let perpetual light shine upon him.”

CHAPLAIN – “Most compassionate Jesus, we pray for our Brother who while he was with us gave thanks to Almighty God for the gift of Faith and prayed that with God’s help and with the Cross of Christ as his standard he might preserve it until death.

Loyalty to Country was not forgotten, and he pledged himself to promote its interests, to defend its honor, to cultivate purity of life, to love his fellow citizens, and if necessary, to fight even unto death for his country’s well being.

As a true and faithful member of the Young Men’s Institute his watchword was Charity and in thought, word, and act he was guided by Your command: ‘Love one another as I have loved you.’

Oh Lord, hear our prayer and grant him eternal rest.”

*(The following portion is optional for the clergy as similar words may already be part of his service.)*

*It is suggested that at this point, the members gather on the left and right side of the deceased.*

MEMBERS – “Let your ears be attentive to the voice of my supplications.”

CHAPLAIN – “If You, Oh Lord, will mark iniquities: Lord who shall stand it.”

MEMBERS – “For with You there is merciful forgiveness; and by reason of Your Law, have I waited for You, Oh Lord.”

CHAPLAIN – “My soul has relied on His work; my soul has hoped in the Lord.”

MEMBERS – “From morning watch unto night; let us hope in the Lord.”



CHAPLAIN – “Because with the Lord there is mercy; and with him plenteous redemption.”

MEMBERS – “And He shall redeem us from all iniquities.”

CHAPLAIN – “Eternal rest grant unto him, Oh Lord.”

MEMBERS – “And let perpetual light shine upon him.”

CHAPLAIN – “Oh God: to whom it belongs always to show mercy and to spare, we humbly beseech You for brother \_\_\_\_\_ whom You have called from this world, that You command that he be carried safely home to heaven and come to enjoy your eternal reward.”

MEMBERS – “Amen.”

CHAPLAIN – “May the Angels lead you into Paradise, may the Martyrs receive you at your coming, and take you to Jerusalem the Holy City. May the Choirs of the Angels receive you, and may you, with the once poor Lazarus, have rest everlasting.”

MEMBERS – “May he rest in peace.”

CHAPLAIN – “May his soul and the souls of all the faithful departed rest in Peace.”

MEMBERS – “Amen.”

## REMEMBRANCE CEREMONY

*(This is optional, as individual Council's may put together a personal presentation for the Remembrance Ceremony. This may be in the meeting chambers or as part of a Mass.)*

Second Vice President – Brothers will you please remain quiet and attentive during this Hour of Memory. It is with brotherly love and Christian Faith that we pray for our deceased brothers.

My Brothers: During the month of November which our Holy Mother Church has set aside, of all the months of the year, as a period of special devotion to the Holy Souls, it behooves us, as members of the Young Men's Institute, not to forget our departed Brothers. No longer shall we see their familiar faces. No longer shall we hear their cheery voices of comfort and good counsel. They have left us to seek rest in the mansions prepared for them for all eternity by our Heavenly Father.

Second Vice President – The Recording Secretary will kindly read the names and the last title of office held (*if a past Council Officer or Grand Officer*), of the Brothers of this Council who have passed from this life during the year. (*While the names of the departed Brothers are being read, appropriate soft music may be played in the background.*)

Recording Secretary – After each name is read, pause briefly for the members to respond.

MEMBERS – Respond with “Rest in peace”, after each name.

Second Vice President – I have requested Brother \_\_\_\_\_ to eulogize our deceased Brothers. (*The Brother will go to the podium*)

General Eulogy guide lines:

- 1) Christian view of death.

- 2) Member's contributions to Christian virtuous living.
- 3) Prayer of consolation and encouragement for the grieving family.
- 4) Our intercessory role.

Second Vice President – I shall now ask our Reverend Chaplain to offer a prayer for all of our departed Brothers. (*Second Vice President raps the gavel for all to stand.*)

Chaplain – May either read from the book for funerals, provide his own thoughts, or use the “Prayers for a Departed Brother.”

Chaplain – Eternal rest grant unto them, Oh Lord.

Members – And let perpetual light shine upon them.

Chaplain – May they rest in peace.

Members – Amen.

Chaplain – And may the souls of all the faithful departed through the mercy of God, rest in peace.

Members – Amen.

Second Vice President – (*raps the gavel for all to be seated*) Brothers, this concludes the Remembrance Ceremony, but let us continue to remember these Brothers in our prayers and at the altar in the Holy Sacrifice of the Mass.

*(An appropriate song may be sung at this time to complete the program.)*

## GOOD OF THE ORDER PROGRAM

At this point in the meeting, any visiting Grand Officer, guest, or member of the Council may speak briefly. The Marshal should check that Emblems of the Order are being worn. Any raffle or drawing may be done at this time.

## SUGGESTIONS FOR PROGRAMS

1. Grand President may speak about his program.
2. Delegates provide insight of the convention.
3. Chaplain may speak on current topics involving the parish, the diocese, or the Church.
4. Non-partisan speaker to discuss current proposals to be voted upon at the next election.
5. Outside speaker invited to talk on a timely topic concerning local government, school, or church, etc.
6. Brief entertainment.

A good program offers material for mental, spiritual, physical, and emotional growth so that we may learn to be better Catholics, Brothers, and members of our parish and community.

## INSTALLATION OF OFFICERS

Officers are to be installed at the first regular meeting following their election, and the Installation shall follow immediately after reading and adopting the minutes of the previous meeting.

Whenever possible, the installation should be conducted by the District Deputy Grand President or other Grand Council Officer. The Council President-elect will choose his Installing Marshall and Guardian of the Flag.

It is permitted to have the Installation open to family and guests.

Prior to the Installation, the Recording Secretary will provide the Installing Officer with the names of the officers-elect and their position.

The Marshal will ensure that the hall is properly prepared for the Installation.

Prior to the Installation the Officers-Elect will line up in the order below and then march into the Council Chamber and form a Cross as outlined.

- 1) Chaplain
- 2) 2<sup>nd</sup> Vice President
- 3) 1<sup>st</sup> Vice President
- 4) Past President
- 5) Treasurer
- 6) Financial Secretary
- 7) Marshal
- 8) Recording Secretary
- 9) President
- 10) Sentinel
- 11) Executive Committee Members (Chrmn last)



assure you that we hope to have you with us often in order that we may benefit from you counsel and advice. The insignia of your office is the cross, the symbol of our Holy Religion.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.

THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.  
THE GUARDIAN WILL PRESENT THE MARSHAL-ELECT.

MARSHAL - Worthy Installing Officer, brother \_\_\_\_\_  
Marshal-Elect of \_\_\_\_\_ Council Number \_\_\_\_\_.

INSTALLING OFFICER - My brother, your duty is to assist the president in preserving order in the Council sessions and to prepare the Council chamber for the meetings. Guard well the property that is placed in your care.

THE MARSHAL WILL INVEST YOU WITH THE INSGNIA OF YOUR OFFICE.

THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.  
THE GUARDIAN WILL PRESENT THE EXECUTIVE COMMITTEE.

MARSHAL – Worthy Installing Officer, brothers’  
\_\_\_\_\_ Executive Committee-Elect of  
\_\_\_\_\_ Council Number \_\_\_\_\_.

INSTALLING OFFICER – Brothers, to you has been charged the responsible duty of examining the books and certifying their being correct. All claims against the Council must come to you for approval. Yours also is a special responsibility of making the Council chamber the home of true brotherhood where members may honestly differ yet call each other Brother.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.

THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.  
THE GUARDIAN WILL PRESENT THE SENTINAL-ELECT.

MARSHAL – Worthy Installing Officer, brother \_\_\_\_\_  
Sentinel-Elect of \_\_\_\_\_ Council Number \_\_\_\_\_.

INSTALLING OFFICER – My brother, yours is the responsible duty of guarding our meeting against intrusion., We have no purpose that needs to be kept secret but the privacy of our meeting should be preserved. None shall pass your station that is not entitled to remain.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.  
THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.  
THE GUARDIAN WILL PRESENT THE TREASURER-ELECT.

MARSHAL – Worthy Installing Officer, brother \_\_\_\_\_  
Treasurer-Elect of \_\_\_\_\_ Council Number \_\_\_\_\_.

INSTALLING OFFICER – Brother \_\_\_\_\_ to you has been specifically entrusted the custody of the funds of the Council. You are to receive and disburse all money belonging to the Council.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.  
THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.  
THE GUARDIAN WILL PRESENT THE SECRETARIES-ELECT.

MARSHAL – Worthy Installing Officer, brother \_\_\_\_\_  
Recording Secretary-Elect and brother \_\_\_\_\_ Financial Secretary-Elect of \_\_\_\_\_ Council Number \_\_\_\_\_.

INSTALLING OFFICER – Upon you brothers, have been placed the most important and heavy duties in the conduct of your Council affairs. To you have been entrusted the maintaining of the records and the collection of revenue of the Council. The



way in which you fulfill the duties of your office, may easily spell the failure or success of the Council. In none could greater confidence be shown.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.

THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.  
THE GUARDIAN WILL PRESENT THE SECOND VICE PRESIDENT-ELECT.

MARSHAL – Worthy Installing Officer, brother \_\_\_\_\_  
Second Vice President-Elect of \_\_\_\_\_ Council  
Number\_\_\_\_\_.

INSTALLING OFFICER – Brother \_\_\_\_\_, Second Vice President, your election is evidence of the confidence the members have in your ability. Now is the time to prepare your self for higher office. Yours is the responsibility expressed in the first part of our motto, “*Pro Deo*” – The Obligation of Fealty to Faith. To you comes the responsibility of instilling the Spirit of Christianity and to pass on that Spirit to those who are to come after us.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.

THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.  
THE GUARDIAN WILL PRESENT THE FIRST VICE PRESIDENT-ELECT.

INSTALLING OFFICER – Brother \_\_\_\_\_ First Vice President, upon you rests the responsibility of becoming familiar with the Council procedure and duties not only of your office but that of the President. You will be required to conduct the business in the absence of the President. To you also comes the responsibility expressed in the second part of our motto, “*Pro Patria*” – For Country – The Obligation of Fealty to Country. You are to impress upon all members the virtue of patriotism

which should govern our daily lives by observing the laws of God and Country.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.

THE GUARDIAN WILL ESCORT YOU TO YOUR STATION. THE GUARDIAN WILL PRESENT THE PAST-PRESIDENT-ELECT.

MARSHAL – Worthy Installing Officer, brother \_\_\_\_\_ Past President of \_\_\_\_\_ Council Number \_\_\_\_\_.

INSTALLING OFFICER – Brother \_\_\_\_\_, though the responsibility of office has passed from you to another, the dignity of the office remains. As Past President, your past service and knowledge of Council affairs will be invaluable to your successor. The Council desires to honor you by according you a seat to the left of the President.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.

THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.

MARSHAL – Worthy Installing Officer, brother \_\_\_\_\_ President-Elect of \_\_\_\_\_ Council Number \_\_\_\_\_.

INSTALLING OFFICER - Brother \_\_\_\_\_, you have been honored by your fellow members of this Council in your election to the office of President. This is not one of vain glory, but a solemn trust. Let me urge upon you the faithful performance of the duties as President of this Council. Use wisely the power and privilege conferred upon you; see that the members know each other personally; seek the council and aid of your fellow-officers; strive to retain the goodwill and confidence of your brother members.

Yours is particularly the duty of keeping before the minds of the members the Spirit of Fraternity – The Obligation of Fealty to Fellow Members. Encourage the practice of the greatest of all

the virtues, the virtue of Charity. See that the members render all aid when a fellow-brother is in trouble or distress. When death enters the ranks, see that they are buried with the honors due a brother and above all see that they are remembered in the Holy Sacrifice of the Mass. The leadership of the Council is in your hands, guide it well.

THE MARSHAL WILL INVEST YOU WITH THE INSIGNIA OF YOUR OFFICE.

THE GUARDIAN WILL ESCORT YOU TO YOUR STATION.

INSTALLING OFFICER (Council Chaplain may read the oath) – Officers of \_\_\_\_\_ Council Number \_\_\_\_\_. Please rise, raise your right hand, and repeat the obligation:

I solemnly promise to obey the laws of the Young Men’s Institute – I promise to attend the duties of my office – and to assist my brother officers in the performance of their work – I also promise to uphold the respect and stability of this Council – thus contributing to the greater honor and prosperity of the Young Men’s Institute.

INSTALLING OFFICER - Brothers of \_\_\_\_\_ Council Number \_\_\_\_\_ I, now declare that the officers have been duly installed according to the Laws of the Order. The degree of success that this Council will achieve during the coming term rests upon cooperation of the officers together with the membership. Let your every action express the precepts of the Young Men’s Institute, “*Pro Deo, Pro Patria*” – “*For God, For Country.*”

## HOSTING A JOINT YMI COUNCIL / YLI INSTITUTE INSTALLATION

### General Information:

The duties of the Masters of Ceremonies, of both the YMI and the YLI will be to welcome the members, families, and guests and extend greetings from both organizations.

Prior to the start of the installation, they will ensure that the hall is properly setup with the help of the Marshal, the officers-elect are in proper order to either march in or be put in the cross formation at the very start of the program (*due to room limitations*).

The setup of the hall will be the same as an YMI Installation of Officers with the exception of adding the appropriate number of chairs for the YLI officers-elect to be placed side by side or one in front of the other, with the YLI officers-elect to be seated in front of the YMI officers-elect. The YMI/YLI officers-elect will be side by side during the procession with the ladies on their right.

For the Office of Marshal, Secretaries, and the Treasurer, the YLI Officers-elect will stand in front of the YMI Officers-elect in the cross formation. If there are other Officers-elect for either organizations that are not listed (i.e. organist), that individual(s) will be placed behind the Chaplain and will be installed after the Chaplain.

The Masters of Ceremony will direct the Guardian of the Flag and Guardian of the Cross to escort the Installing Officers and Installing Marshals to their stations. After the Masters of Ceremony make the introductions of the Installing Officers and Marshals, they will turn over the gavel and podium to them and be seated.

As the procession is about to start the YMI Installing Officer will rap the gavel three times for all to rise. After all Officers-elect are in place, the gavel will be rapped once to have the members, families, and guests be seated.

The YLI Installing Officer will begin the program with the first officer-elect and then the YMI Installing Officer will do their first officer-elect. They will alternate back and forth through the positions.

**At the conclusion:**

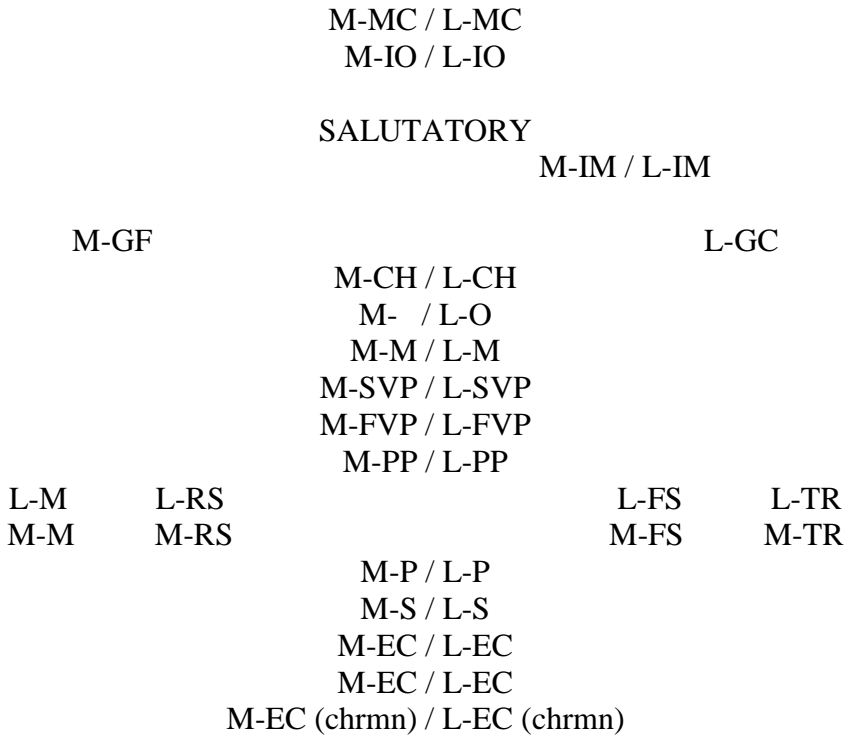
YMI INSTALLING OFFICER – The Joint Installation of the Young Ladies Institute and the Young Men’s Institute is now completed, and I turn the gavel back over to our Masters of Ceremonies.

The Masters of Ceremony will thank the Installing team for a job well done and may have the newly installed Presidents make a brief speech.

If a brief meeting is to follow the installation, the YLI will do theirs first, with the YMI to follow.

Note: Modifications may be made to suit local customs.

Diagram:



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