

High Twelve International Suggested Club Installation Ceremony

PARAPHERNALIA:

If possible, have the following in place before the installation ceremony and have arranged for:

- American flag
- White table cloth
- Table for altar
- Red, white and blue candles
- Installing Marshal
- Installing Chaplain
- Bible
- Arrange for any proxies (stand-ins) for officers who may be absent
- Ascertain there is sufficient room (space) between altar and audience

Announce the names/titles of the Installing Team (Installing Officer/Marshal/Chaplain):

Installing Officer:

Brother Installing Marshal — You will place the following officers, elected and appointed, before the altar (read names to be installed - *done*).

The lessons of Masonry are taught by symbols and the instruments on this Altar are symbols of High Twelve. The Holy Bible is always present at all important Masonic functions. The three candles or lights, also prominent in Masonic ritual, are red, white and blue.

Brother Installing Marshal — You will light the **red** candle (*done*). Red is emblematic of fervency and zeal and should remind us to be zealous in our duties to our Masonic principles and to our Club.

Brother Installing Marshal — You will light the **white** candle. White is an emblem of purity and should remind us of our obligations to God and man.

Brother Installing Marshal — You will light the **blue** candle (*done*). Blue is emblematic of the blue canopy of heaven and is the peculiar characteristic of the lodge from whence we find our origin. This color should remind us to be diligent to our Masonic vows and encourage us to be ever mindful of the needs and teachings of that august body.

The color of the candles, red, white and blue, are also emblematic of the flag of our country. Taken together, they remind us of our duty to God and man. These candles are arranged around the Holy Bible, the rule and guide of our faith.

* * * (Three raps of the gavel) All Masons, please rise.

Brother Installing Marshal — you will open the Holy Bible (*done*). The Holy Bible is dedicated to God; it being his inestimable gift to man as the guide of his faith. Its' open pages remind us of our duties. * (One rap to seat Masons)

Installing Officer:

Each of you is reminded of your obligation as officers of your Club. That is to unite Masons in a social hour and to encourage them to inculcate the ideals of Freemasonry in their daily activities.

Brother President Elect — you have been elected to serve this High Twelve Club for the ensuing year. You have been selected as President because we have the confidence in your ability to lead. Accepting the highest office in your Club is an honor of which you may well be proud. We look upon you as our leader, knowing your experiences will build your Club. You will preside at all meetings, you will appoint all appointed officers and committees provided for in your By-laws, you will conduct the affairs of your Club and you will ensure the officers attend Mid-Year and annual meetings of the State Association to further promote the State and International objectives.

Brother Vice President(s) Elect — You will familiarize yourselves (yourself) with your duties as outlined in the various publications and manuals of International and the State Association. You are to assist your President as necessary, see that harmony prevails in your Club and that good programs and good fellowship properly entertain the Brethren.

Brother Secretary and Treasurer — It is your infinite duty to maintain and keep accurate records of all Club meetings, to receive and record all monies received and to dispense all funds on due authority. The success or failure of your Club weighs heavily upon the dedication each of you addresses your assigned duties.

Brother Chaplain — In Masonry, it is fitting that all meetings of the Club be opened with prayer, that we should always conduct ourselves as Masons.



Note: It should have been determined in advance if any of the following officers/directors are to be installed. If these individuals are to be publicly

installed, they should be escorted in front of the Altar along with the rest of the Club officers, elected and appointed

Brother Masonic Representative — You are charged with keeping abreast of all the activities of your Club and will act as liaison between your Club and other Masonic bodies. You will assure that your Club is kept informed of Masonic activities of interest in your local area and insofar as possible attend and promote High Twelve at Masonic functions.

Brother Wolcott Representative — You are specifically charged with informing and promoting our major philanthropic endeavors - the Wolcott Foundation. You must maintain close contact with the Wolcott Deputy Trustee for our Association and ensure that your Club members are acutely aware of the benefits and support required for achieving our responsibility to High Twelve International, the Wolcott Foundation, and the State Association.

Brother Sergeant-At-Arms — You are charged with the properties of your Club. You are to see they are in their respective places at each meeting and properly secured and safeguarded following the meeting, It is your responsibility to ensure that your Club banner is represented at every annual State Convention. You are to perform such other duties as may be assigned to you by the Club President.

Brother Directors (Trustees) — The success of your Club and its activities will depend on the careful deliberation of the Board of Directors of which you are a member. You are expected to attend all meetings of the Board and be ever mindful of the responsibilities placed upon the officers of your Club. May sound judgment and your wisdom prevail.



Obligation — It will now be necessary for each of you take upon yourself an obligation. Raise you right hand and repeat after me:

As a true and upright High Twelvian -- I again renew my Masonic obligations, and insist upon the necessity -- of fulfilling, our International and State objectives. -- In addition, I pledge to obey the Constitution, By-laws of High Twelve International, -- the State Association and those of my Club. -- As evidence of my loyalty to

these fundamentals, -- of our beloved order Freemasonry, -- I pledge my best efforts, to these objectives. (You may now lower your hands).

Charge (May be delivered by Installing Officer or Installing Marshal) My Brothers, I congratulate each of you upon your acceptance of these duties and offices. I must remind you, however, that the responsibility entrusted to you, by your fellow Club members, is not to be taken lightly. The development and conduct of your Club is in your hands during the next twelve months. Your elected officers have already shown their ability to lead, however, none of us ever have all the answers. I, therefore, encourage you to maintain a close liaison with your State officers and State Committee Chairmen in order to benefit from their knowledge and experience. This exemplifies that proverb, "That many hands make heavy burdens, light".

As High Twelve acts to bring together all Masons for a period of food, fun and fellowship, I would enjoin you, to be mindful of the needs and desires of your Club members. In your community, attempt to fulfill the motto of High Twelve, "In Service to Freemasonry". Support and encourage your local, state and international projects, for without goals and projects, no Club or group can long exist. Finally, enjoy to the fullest, the office or position you are assuming. The work, at times may be difficult and challenging, but the rewards, especially in terms of Masonic fellowship, are many fold.

Proclamation (delivered by Installing Marshal at the Altar, right hand raised) — By the authority vested in me by the _____ Association of High Twelve Clubs, Inc. I now declare the officers of this Club to be duly and truly installed for the ensuing year.

* * * (Three raps of the gavel) All Masons please rise.

Brother Installing Chaplain — please ask for divine guidance for these newly installed High Twelvians.

Installing Chaplain (*He may offer his own prayer*) — Great Architect of the Universe - - - we ask thy divine guidance for these new officers and those herein assembled - - - grant that we may have the use of thy divine wisdom towards the continued understanding of our principles - - - that these new officers may go their way on a true course of work to the benefit of our Masonic duties. Amen

Brother Installing Marshal — you will close the Holy Bible and extinguish the lights after which you will afford the Brethren a seat at their respective places and then escort the newly installed President to the dais. (*Done*).

Installing Officer

Brother President, I present you this gavel as a symbol of your authority and as an emblem of your office, Use it with discretion and understanding Brethren, give your newly installed President warm greetings, * (One rap to seat audience).