

## Installation of Antlers Officers

[The Installation of Officers may be a public ceremony. There will be no opening or closing of the Lodge].

[The Advisory Group must provide the Grand Installing Team with the names of all Officers Elect and Designate before the day of the Installation, so that the Grand Secretary will have the complete list of names of Officers to announce when requested].

[The Installing Officers shall be Elks, who will be addressed as Grand Lodge Officers. The Installing Officers shall occupy their respective stations at the opening of the ceremony, wearing the Jewels of such station. At the opening of the ceremony the retiring President shall be seated at the left of the GER, and the remaining retiring Lodge Officers shall be seated at the left of their respective stations].

[The room shall be set-up and arranged with stations and Altar as for a regular Lodge meeting. The Altar shall be pre-arranged, as for an Elks' ceremony. There should be the Officers for Installation and the newly elected Officers. Therefore, this would require two chairs at each respective station].

[The GER assumes his station, and by sound of the gavel calls the Installation ceremony to order].

\*

(One Rap)

*Grand Exalted Ruler:* Fellow Elks, Antlers, members and guests, we are present for the purpose of installing the officers of \_\_\_\_\_ Antlers Lodge No. \_\_\_\_\_ for the fraternal year \_\_\_\_\_.

Grand Secretary, [*rises*] have the officers of \_\_\_\_\_ Antlers Lodge No. \_\_\_\_\_, of the Benevolent and Protective Order of Elks of the United States of America, been duly elected and designated for the coming year?

*Grand Secretary:* They have, Grand Exalted Ruler. [*resumes seat*]

*Grand Exalted Ruler:* [The following is to be used if this is not the first Installation. For a first Installation, skip to the italicized section below] The duty now devolves upon me to lift the burden of office from those who have borne it during the past year, and to transfer to their successors the responsibility incident to the administration of the affairs of this Lodge.

The retiring officers deserve the gratitude of all the members for the successful way in which they have handled the proceedings of the Lodge. We hope they will continue to foster by word and deed, and increasing interest and activity in the work in which the Antlers are engaged.

*[Requests retiring President to stand, and addresses him]:*

President \_\_\_\_\_, though you are retiring from this office, the importance of your continued interest in the affairs of this Lodge cannot be too strongly emphasized. The fact that you have held the high office of President marks you as one of the Lodge's most valuable members, and your experience and knowledge should always be available.

As long as you remain a member of the Antlers, your participation in all of its activities will be welcomed and appreciated. May your loyalty and enthusiasm never diminish. You may be seated.

*[If first time Installation, substitute the following line for all of the above, and then continue with the section below]* The duty now devolves upon me to confer upon these officers the responsibility incident to the administration of the affairs of this Lodge.

*Grand Exalted Ruler:* Grand Esquire, [rises] you will proceed to a point before the altar. As each name is called, the Antler named shall take his place before the Altar, as directed by the Grand Esquire.

Grand Secretary, [rises] you will call the names of the officers elect and designate.

*Grand Secretary:* Grand Exalted Ruler, I have the honor of presenting to you for Installation the following Antlers [As each officers' name is called they will approach the Altar. The Gr. Esquire will place the President Elect immediately before the center of the Altar. All of the remaining officers will be placed in a semi-circle behind the President Elect, starting from the GER's right.):

President Elect \_\_\_\_\_

First Vice President \_\_\_\_\_

Second Vice President \_\_\_\_\_

Third Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_  
 Trustee(s) \_\_\_\_\_ [Between 1 – 5 are permitted]  
 Inner Guard \_\_\_\_\_  
 Sergeant at Arms \_\_\_\_\_  
 Chaplain \_\_\_\_\_

*Grand Exalted Ruler:* Antler Officers, do you each accept the office for which you have been chosen?

*All Reply:* I do.

*Grand Exalted Ruler:* Antlers, Elks and guests, the Benevolent and Protective Order of Elks and the Antlers are dedicated to noble and exalted purposes, but since we cannot foresee the future nor envision our destiny, let us seek the blessing on this occasion of our Heavenly Father. Please stand.  
 [*The GER and Gr. Chaplain proceed to the Altar*]

*Grand Exalted Ruler:* The Grand Chaplain will lead us in prayer.

*Grand Chaplain:* We beseech Thee, Almighty God, to bless this ceremony. Grant that the Antlers who will be entrusted with the affairs of this Lodge may be guided wisely in the discharge of their duties. Impress upon them that no finer contribution can be made by them than true and inspiring service to their Lodge and its members. Bless the members of this Lodge of Antlers, and the charitable works in which they are engaged. Protect them and their families. Bestow Thy gracious favor upon these Officers to the end that all their acts may further the success and prosperity of this Lodge and redound to the honor and strength of both the Antlers and of the Benevolent and Protective Order of Elks. Amen.

*All:* Amen.

*Grand Exalted Ruler:* You will each place your left hand over your heart, raise your right hand, and repeat after me:

In the presence of God, and of this Lodge of Antlers, I solemnly promise and swear to conform with and maintain the By-laws, Rules and Regulations of the Antlers; to practice the virtues of Charity, Justice and Brotherly Love, and with Fidelity to perform the duties of the office for which I have been chosen to the best of my ability.

May God help me and keep me steadfast as an Officer of this Lodge. Amen. At ease. [*The GER and the Gr. Chaplain return to their stations, and the Gr. Chaplain resumes his seat.*]

*Grand Exalted Ruler:* \* (One Rap, all but performing officers and Antler officers are now seated.) Officers of \_\_\_\_\_ Antlers Lodge No. \_\_\_\_\_, you have been selected by the members of your Lodge to guide its affairs during the ensuing year. I know you appreciate the importance of the trust that your fellow Antlers have confided in you. By accepting the offices with which you have been honored, you have assumed a grave responsibility.

\_\_\_\_\_ Antlers Lodge No. \_\_\_\_\_ is one of the links in the great chain of Antlers. And, as a chain is only as strong as its weakest link, it should be your burning ambition to increase the strength and vitality of your Lodge and to guard jealously its public image and reputation.

It is your duty to encourage participation by the members of your Lodge in your charitable works.

You must foster at all times the spirit of utmost loyalty to our Nation's flag, for the Antlers have always practiced patriotism, and respect for our country's rich heritage.

You must also foster at all times a sense of honor and respect for home and parents, as the Antlers have always venerated the family. There is a time for everything, and while the sociability and friendliness of the members is to be encouraged, remember always that the successful Lodge is the one whose Officers are constant exemplars of the cardinal principles of our order – Charity, Justice, Brotherly Love and Fidelity.

If you are guided by these noble principles, your Lodge will prosper and maintain its position of esteem. Your members will remember your activities with deep gratitude and you will have earned an honored place in the records of the Antlers.

*Grand Exalted Ruler:* Grand Esquire, you will now conduct the President to a seat at my right. [*The Gr. Esquire does so, and returns to the Altar beside the other Lodge Officers.*]

*Grand Exalted Ruler:* You will now conduct each Officer to his station to be invested with the jewel of his or her office. [*The GER resumes his seat. As the Gr. Esquire arrives at each station and remains until each charge is completed, the Grand lodge Officer will rise, deliver his charge while investing the Officer with his jewel, surrender the chair to the installed Officer, and take his seat alongside.*]

*Gr. 1<sup>st</sup> Vice President:* First Vice President, you are expected to serve as chairman of the Lodge Trustees and Grade Representatives, to oversee the Lodge Major Project for the Antlers, and to assist the President in the performance of his duties, and to preside during his absence. It is now my pleasure to invest you with the Jewel of your Office, emblematic of Charity.

*[The Gr. Esquire returns to the Altar beside the next Lodge Officer him or her to their station].*

*Gr. 2<sup>nd</sup> Vice President:* Second Vice President, you are expected to oversee the Membership Committee and to investigate and recommend new candidates for membership, to take a leadership role in organizing groups to complete the Lodge's projects and fundraisers, and to assist the President and other Vice Presidents in the performance of their duties. It is now my pleasure to invest you with this Jewel of your Office, emblematic of Justice.

*[The Gr. Esquire returns to the Altar beside the next Lodge Officer him or her to their station].*

*Gr. 3<sup>rd</sup> Vice President:* Third Vice President, you are expected to oversee the Heritage and Historical Committees, and to maintain a scrap book of all Lodge activities during your term, to oversee the Drug/Alcohol Awareness Program, and to assist the President and other Vice Presidents in the performance of their duties. It is now my pleasure to invest you with this Jewel of your Office, emblematic of Brotherly Love.

*[The Gr. Esquire returns to the Altar beside the next Lodge Officer him or her to their station].*

*Grand Secretary:* Lodge Secretary, while investing you with this Jewel of your Office, I wish to remind you to be ever aware of the importance of maintaining all of the records and correspondence of this Lodge with care, accuracy, and industry.

*[The Gr. Esquire returns to the Altar beside the next Lodge Officer him or her to their station].*

*Grand Treasurer:* Lodge Treasurer, as I invest you with this Jewel of your Office, let me emphasize the necessity of care and caution in your handling of the Lodge finances. Make sure that its financial structure is always sound.

*[The Gr. Esquire returns to the Altar beside the next Lodge Officer him or her to their station].*

*Grand Trustee:* Lodge Trustee(s) you are expected to review and prepare a budget for each fiscal year, review and approve all bills, reviewing all reports of fund-raising committees, promote membership from your grade level, work on the Drug/Alcohol Awareness Program, and assist the Lodge Officers as needed. This jewel is conferred upon you in the expectation that you will use the utmost prudence and good judgment in the performance of these duties.

*[The Gr. Esquire returns to the Altar beside the next Lodge Officer him or her to their station].*

*Grand Inner Guard:* Lodge Inner Guard, as I invest you with this Jewel of your Office, let me remind you of your duty to see that only members are admitted to meetings, to maintain attendance records and submit them to the Secretary each month, and to assist other officers as needed.

*[The Gr. Esquire returns to the Altar beside the next Lodge Officer him or her to their station].*

*Grand Chaplain:* Lodge Chaplain, as I invest you with this Jewel of your Office let me remind you that your duties are to open and close each meeting or function with a prayer, Chair the Sickness and Distress Committee, and assist other Lodge Officers as needed. May God bless you in the performance of these duties.

*[The Gr. Esquire returns to the Altar beside the next Lodge Officer him or her to their station].*

*Gr. Sgt. at Arms:* Sergeant at Arms, you are to hold one of the most active positions in this Lodge. You will present the flag at all meetings, lead the Pledge of Allegiance, guide candidates during the ceremony of Initiation, assist in all ceremonial functions, and perform any other duties as may be assigned by the President. As I invest you with this Jewel of your Office I congratulate you for accepting this opportunity for service to your Lodge. Be constantly on guard and vigilant in the performance of your duties.

*[The Gr. Esquire now takes a seat beside the Sgt. at Arms. The GER rises and turns to President].*

*Grand Exalted Ruler:* President \_\_\_\_\_, [*rises*] you have been accorded the highest honor within the power of membership of this Lodge to bestow upon one of its own. This is evidence of their confidence in your qualities of leadership and your faithful adherence to the principles of the Antlers. I am sure their confidence has not been misplaced. In the year to come, all may not be plain sailing. In guiding the affairs of this Lodge, you must be like the able mariner, who steers his vessel as calmly in storm as in fair weather. If you are governed by the Antlers' Rules and Regulations, and the Bylaws of your Lodge, your task will be made much easier.

[*Indicates Lodge Charter*] The Charter granted by the New Jersey State Elks Association, confers upon \_\_\_\_\_ Antlers Lodge No. \_\_\_\_\_, all the rights and privileges, and imposes upon it the duties and obligations of an Antlers Lodge. You will guard the Charter as the most important possession of your Lodge, and you will be vigilant in preserving it for posterity. This you will consider a sacred charge.

[*Addresses audience*] Please stand and salute our Flag.

[*Turns back to President*] And now regard that Flag that stands majestically beside the Altar while the brilliant light of the Star of Fidelity shines down upon it. The beauty of its silken folds reminds us always of the proud history of our country. It nourishes in the hearts of all reverence for what it represents, and the memory of those who fought beneath it. It is your solemn duty never to let the members of this Lodge forget their obligation of loyalty to that Flag, and to those who offered their lives in its defense.

In addition, it is also your solemn duty to inspire that same reverence for home and parents within the hearts of all Antlers. May that devotion ever increase, and may it guide you and your members to build ever stronger ties to your homes and families.

[*Addresses audience*] At ease and please be seated.

[*Turns back to President*] President \_\_\_\_\_, with great satisfaction I now invest you with the Jewel of your Office [*does so*] for I am confident that under your administration this Lodge will prosper and grow, and that its reputation for works of charity and aid to humanity will be a shining light in this community.

And this is your gavel of authority [*holds gavel up*]. Use it with firmness and decision, and always with consideration of what is best for the interests of your Lodge and of the New Jersey Antlers, of which this Lodge is a vital part.

May you be guided by wisdom and discretion, and may the influences of Charity, Justice and Brotherly Love prompt you to rule with Fidelity.

Now in the name, and by the authority of the Benevolent and Protective Order of Elks of the United States of America, I do proclaim and declare the Officers of \_\_\_\_\_ Antlers Lodge No. \_\_\_\_\_, to be duly installed.

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(One Rap)

*[Hands gavel to President and requests remarks. At the conclusion of the President's remarks, the GER shall proceed to close the ceremony.]*

*Grand Exalted Ruler: [Introduces Grand Lodge Installing Officers].*  
I now declare this ceremony closed.

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(One Rap)