

Ceremony for the Installation of Officers

Introductory Rites

The Presider prays in these or similar words:

The needs of the Church and the Discalced Carmelite Secular community are many and varied and God shows His goodness by providing for them through the efforts of His individual followers called for that purpose. Today, we ask God to bless our brothers and sisters who have declared their willingness to humbly follow in the footsteps of our Discalced Carmelite saints by serving their community, as we celebrate their installation as responsible leaders.

Prayer of Blessing over the Community

Presider: O God, you have created us in love and saved us in mercy; through our profession you have called us into the land of Carmel to reap the fruits thereof and to become a sign of Christ's love for His people.

Shower your blessing on this community gathered here in your name and under the patronage of Our Lady of Mount Carmel. Enable us, joined by this dedication to Carmel and by the inspiration of our Holy Mother St. Teresa of Jesus and our Holy Father St. John of the Cross, to support one another in fervor of spirit and devotion to prayer. In all we say and do, make us witnesses to Jesus Christ and servants of our brothers and sisters. We ask this through Christ our Lord.

ALL: Amen

Prayer of Blessing over the Outgoing Officers

The Presider invites the outgoing officers to step forward. Once they have assembled, he addresses the community in these or similar words:

You have faithfully served the _____ community during your terms of office, leading the members to an increased love of Jesus Christ through your example patterned after that of Mary, His Mother. In gratitude for your diligent efforts on our behalf, we ask the Lord's blessing on each of you. (They return to their seats.)

Acceptance of Office by the New Officers

The Presider then invites the newly elected officers to come forward for their installation. Once they are assembled, the new President steps forward and the Presider addresses the President in these or similar words:

_____, you have been elected to serve your community of Discalced Carmelite Seculars as President in its journey to an increased love of Jesus Christ after the example of Mary, His Mother. It shall be your duty to convoke and preside over the meetings of the Community and Council showing a spirit of fraternal service to all and, united with the Council to designate those who are to carry out duties necessary for the life of the community. You shall ensure that these duties are faithfully carried out, taking care to promote charity at all times. You shall aid the Spiritual Assistant and the Director of Formation by your support of them, and in their absence you will be required to take their place temporarily. As a most visible member of the community, it is especially important that you endeavor to live and comport yourself in a way that exemplifies the ideals of the Order. You shall be expected to maintain the Carmelite spirit of the prophet Elijah, a spirit of zeal for the Lord God.
Will you accept these responsibilities?

The newly elected President replies:

R. Yes, with the help of God, I will accept the duties of my office as President of the Community.

The Presider then addresses the Director of Formation:

_____, you have been appointed the Director of Formation. You shall provide for the instruction of newcomers, and have the responsibility to prepare candidates for first and definitive promises, in collaboration with the Spiritual Assistant. You will take the place of the President in the event of his/her absence. The community members look to you for leadership that will help them grow in faith, assisting them to fulfill their baptismal commitments and their Discalced Carmelite promise.

Will you accept these responsibilities?

The newly appointed Director of Formation replies:

R. Yes, with the help of God, I will accept the duties of my office as Director of Formation of the community.

The Presider then addresses the three Councilors:

_____, _____, and _____,
you have been elected by the members of the community to serve as its councilors. They place their confidence in you and your ability to promote the ideals of the Discalced Carmelite Seculars. With the President and the Director of Formation, you are the immediate authority of the community. Your joint decisions, within the limits of the Constitutions and Statutes, are to be obeyed by virtue of the promise.

Will you accept these responsibilities?

The newly elected Councilors reply, each in turn:

R. Yes, with the help of God, I will accept the duties of my office as Councilor of the community.

The Presider then addresses the newly appointed Secretary for the Council:

_____, you have been appointed Secretary for the Council. You are to record the minutes of the Council meetings, respecting the confidentiality of the proceedings. You are to keep the Community register and other records at all times. This includes having charge of the record books of the elections, and of admissions to the Secular Order, to the Promise and the Vows. You are to keep these up to date, and to present them to the Council and to the community at appropriate times.

Will you accept these responsibilities?

The newly appointed Secretary replies:

R. Yes, with the help of God, I will accept the duties of my office as Secretary for the Council.

The Presider then addresses the newly appointed Secretary for the Community:

_____, you have been appointed Secretary for the Community. You are to record the minutes of the community meetings, and additional duties as needed.

Will you accept these responsibilities?

The newly appointed Secretary replies:

R. Yes, with the help of God, I will accept the duties of my office as Secretary for the Community.

The Presider then addresses the newly appointed Treasurer:

_____, you have been appointed Treasurer of the community. It is your duty to have charge of, and administer the funds collected under the direction of the Council and to keep accurate financial records. This is a serious responsibility that requires discretion and respect for the confidentiality of the information you collect.

Will you accept these responsibilities?

The newly appointed Treasurer replies:

R. Yes, with the help of God, I will accept the duties of my office as Treasurer of the community.

Prayers of Blessing for the New Officers

The seven new officers remain standing. The Presider says:

Disalced Carmelite Secular communities collaborate in the mission of the Order in various ways. The life and vitality of these local communities depends upon leaders who are willing to give of their time and talent. We join in prayer now for these new officers of the _____ community, asking the Lord's blessing on their efforts.

Almighty God, we give you thanks for the many and varied ways in which you build up your Church and our Disalced Carmelite Order. Bless these officers of our _____ community. Grant that they may be of service to our Order and bring honor and glory to your name. We ask this through Christ our Lord.

ALL: Amen.