

OFFICER INSTALLATION SERVICES

Below please find five templates for chapter installation of officers.

The first sample is from the installation of national officers in 2010 at the Washington, D.C. AGO National Convention. The other four are from the Chapter Management Handbook, which can also be accessed at:

<http://www.agohq.org/management/index.html>.



**A Brief Service of Installation
for the National Officers of the American Guild of Organists
Thomas Troeger, Chaplain 2008-2012**

The American Guild of Organists is as splendid and subtle as the instrument and music it celebrates.

Just as the organ has a wide, rich and varied repertoire so the AGO has a wide, rich and varied number of educational and musical programs.

Just as the organ is a complex instrument with many interlocking and interdependent parts so the AGO has chapters, policies, and institutional processes that need to work in concert together.

Just as the organ has many different stops with their own distinctive voices so the AGO has many different voices that need to maintain their distinctive character while blending well one with another.

Just as the organ depends on a steady, reliable stream of air so the AGO depends on a steady, reliable stream of ideas and dreams and the commitment to carry them through.

Just as the organ requires the skill, art and imagination of those who play it so the AGO requires the skill, art and imagination of its leaders to bring forth its full potential.

And so it is a joy this evening to invite the following persons to come forward to be installed as the national officers of The American Guild of Organists:

Eileen Guenther, President
John Walker, Vice President
Lois Z. Toepfner, Secretary
Calvert Johnson, Treasurer/Councillor for Finance and Development
Joyce Shupe Kull, Councillor for Education
David Vogels, Councillor for Competitions and New Music
Dennis Elwell, Councillor for Conventions
Marlene Hallstrom, Council for Professional Development

E Lary Grossman, Region I Councillor
Agnes Armstrong, Region II Councillor
Jane Errera, Region III Councillor
Laura R. Ellis, Region IV Councillor
Paul T. Barte, Region V Councillor
Jan Kraybill, Region VI Councillor
Michael Bedford, Region VII Councillor
Dean G. Jamieson, Region VIII Councillor
Leslie Wolf Robb, Region IX Councillor

Will you who have been duly elected to serve as officers of the American Guild of Organists fill your official duties

- by supporting the wide, rich and varied programs of the AGO
- by carrying out its polices and institutional processes so they work in concert together
- by honoring the different distinctive voices of the AGO while helping them to blend with one another
- by supplying a reliable stream of ideas and dreams with the commitment to carry them out
- by using all the skill, art, and imagination you have to bring forth the AGO's full potential? If so, please answer: "I will."

And now, as the elected and installed officers of the American Guild of Organists, I pray that your work may be richly blessed:

May the spirit of visionary imagination bless you
so that you dream new dreams of what the AGO might yet accomplish.
May the spirit of wisdom bless you
so that you act with insight and knowledge.
May the spirit of wonder bless you
so that you are open to the surprises of grace and beauty.

May the spirit of delight bless you

so that your heart can dance to the music of pipes
and to the joy of helping musicians perfect their art.

May the spirit of persistence bless you

so that you can see your way through struggle and complexity.

And may the spirit of gratitude bless you

so that you can celebrate all that the AGO does
that enriches and ennobles human life
as it gives witness to the song that fills all things.

Blessings, Blessings, Blessings!

Installation of Officers

GUIDELINES FOR THE INSTALLATION OF OFFICERS

Chapter installation events are intended to affirm the willingness of those elected to serve the Guild in the presence of the general membership. The American Guild of Organists is an educational organization whose members represent a variety of religious beliefs. While there is no official program for the installation of chapter officers, it is inappropriate to use an order of installation that excludes any chapter members. The Statement of Religious Principles is an historic Guild document. For some chapters, it is an essential part of installation services. Others consider it incompatible with the educational character of the Guild and prefer to use the Statement of Purpose or Code of Professional Standards. There is no requirement that any of these items be used in a chapter installation event. We submit here four examples of installation services. Any may be modified to meet the needs of an individual chapter, or chapters may develop their own.

Suggestions: Verify the presence of the officers to be installed before announcing their names and discovering several are absent. Immediately prior to the installation, it might be appropriate to introduce the outgoing officers.

Installation of Officers #1

The presiding/installing official should be one of the following: district convener, regional councillor, national councillor, retiring dean, sub-dean, chaplain, or if necessary, any designated chapter officer. She/he will read the service as follows:

Installing Official: The (name) Chapter of the American Guild of Organists presents for installation the following duly elected officers. (*Call names and respective offices; ask them to come forward.*)

You have been chosen by your colleagues to guide this Chapter during the coming year. This selection shows confidence in your wisdom, character, creativity, and leadership.

Installing Official addresses the officers: Will you severally promise to uphold the National By-Laws of the American Guild of Organists and honor their enactment? If so, respond, "I will."

Will you unite in your common charge as officers to continue the advancement of organ and choral music? If so, respond, "I will."

Will you endeavor to elevate the status of church and temple musicians, encourage continued education, and strive for the enlightenment of the community in which you serve? If so, respond, "I will."

Will you faithfully fulfill the duties of your individual office to the best of your ability? If so, respond, "I will."

Installing Official addresses the general membership: Fellow members, will you support these officers in their service to the Guild? If so, respond, "We will."

Now that our elected representatives have pledged to serve the purposes of the Guild, and we the membership have endorsed their leadership, let us welcome our new Chapter officers. Congratulations. (Applause is appropriate.)

Installation of Officers #2

The presiding/installing official should be one of the following: district convener, regional councillor, national councillor, retiring dean, sub-dean, chaplain, or if necessary, any designated chapter officer. She/he will read the service as follows:

Installing Official: The (name) Chapter of the American Guild of Organists presents for installation the following duly elected officers. (*Call names and respective offices; ask them to come forward.*)

You have been chosen by your colleagues to guide this Chapter during the coming year. This selection shows confidence in your wisdom, character, creativity, and leadership. At the heart of the reasons for the formation and continuing life of the American Guild of Organists are its essential purposes, which are part of the charter of the Guild:

- to advance the cause of organ and choral music, to increase their contributions to aesthetic and religious experiences, and to promote their understanding, appreciation, and enjoyment;
- to improve the proficiency of organists and choral conductors; to evaluate, by examination, attainments in organ playing, choral techniques, conducting, and the theory and general knowledge of music, and to grant certificates
- to those who pass such examinations at specified levels of attainment;
- to provide members with opportunities to meet for discussion of professional topics, and to pursue such other activities as contribute to the fulfillment of the purposes of the Guild.

Installing Official addresses the officers: As elected officials of the (name) Chapter, I ask you to keep these purposes in mind as you carry out the functions of your offices. Officers, do you accept the challenges and responsibilities of the office to which you have been elected and agree to work with your fellow officers and members in an atmosphere of mutual respect, toward the common goals of the continued health and growth of the (name) Chapter and the American Guild of Organists? If so, please respond, "I do."

Installing Official addresses the general membership: Members, do you accept the responsibility to support these officers whom you have elected in the work they are about to undertake on your behalf? If so, please respond, "We do."

With these expressions of mutual respect and support, it is now my privilege to install you as the officers (and Board members) of the (name) Chapter. Congratulations to you all.

Installation of Officers #3

The presiding/installing official should be one of the following: district convener, regional councillor, national councillor, retiring dean, sub-dean, chaplain, or if necessary, any designated chapter officer. She/he will read the service as follows:

Installing Official: The (name) Chapter of the American Guild of Organists presents for installation the following duly elected officers. (*Call names and respective offices; ask them to come forward.*)

You have been chosen by your colleagues to guide this Chapter during the coming year. This selection shows confidence in your wisdom, character, creativity, and leadership. At the heart of the American Guild of Organists are its Statement of Purpose, Code of Professional Standards, and Code of Ethics. From time to time, we need to be reminded of that which binds us, and so we hear again the Code of Professional Standards:

Professionals in Sacred Music:

Prepare for every rehearsal, service, and performance.

Develop skills in performance, improvisation, service playing, conducting, arranging, and composing commensurate with their duties. Maintain skills through practice, and stay abreast of current developments in liturgy, hymnology, performance practice, and musicology through continuing education. Become knowledgeable in the liturgy and traditions of the institutions they serve.

Acquire business and administrative skills to perform their duties.

Maintain courteous and respectful relationships with other staff members and members of their congregations, resolving potential conflicts as soon as they become evident. Supervise other musicians in a professional and caring manner.

Seek to educate those for and with whom they work in all aspects of sacred music. Accept education from those for and with whom they work in music and other work-related fields. Agree to employment only after reaching a clear understanding of the position, the employer's expectations, and the lines of accountability. Expect compensation and benefits commensurate with levels of education and experience, work required, and cost of living. Request written contracts that protect employee and employer equally.

Support colleagues in sacred music through friendly relationships, attendance at events, and active membership in the American Guild of Organists and other professional organizations.

As (District Convener, Chaplain, Dean, etc.), I charge you to execute these responsibilities prudently and faithfully. Please join me in the installation responses as you are addressed.

Installing Official addresses the officers: Elected officers, if you accept the office and responsibilities to which you have been nominated and elected, and if you intend to support the standards and purposes of the American Guild of Organists as an officer, please answer, "I do."

Installing Official addresses the general membership: Fellow members, if you endorse these elected officers before you, please respond, "I do."

Installing Official addresses both officers and members: Officers and members, do you this day mutually agree to encourage, support, and cooperate with one another in the work of this Chapter? Please respond, "We do."

Installing Official addresses the officers: The charge to you becomes a charge to all of us, for we are all members one of another. In common vocation with you, we pledge to you our support that you might freely exercise the leadership committed to you. Congratulations.

Installation of Officers #4

The presiding/installing official should be one of the following: district convener, regional councillor, national councillor, retiring dean, sub-dean, chaplain, or if necessary, any designated chapter officer. She/he will read the service as follows:

Installing Official: The (name) Chapter of the American Guild of Organists presents for installation the following duly elected officers. (Call names and respective offices; ask them to come forward.)

You have been chosen by your colleagues to guide this Chapter during the coming year. This selection shows confidence in your wisdom, character, creativity, and leadership.

At the heart of the American Guild of Organists are its Statement of Purpose, Code of Professional Standards, Code of Ethics, and Statement of Religious Principles. From time to time, we need to be reminded of that which binds us, and so we hear again the Statement of Religious Principles:

For the greater glory of God, and for the cause of fine music in this land, we being severally members of the American Guild of Organists do declare our mind and intention in these things:

We believe that the office of music in Divine Worship is a Sacred Oblation before the Most High.

We believe that they who are set as Organists and Choir Directors in the House of God ought themselves to be people of devout conduct, teaching the ways of earnestness to those committed to their charge.

We believe that the unity of purpose and fellowship of life between Clergy and Musicians should be everywhere established and maintained.

We believe that at all times and in all places it is our duty to work and pray for the advancement of Divine Worship in the holy gifts of strength and nobleness, to the end that God's House may be purged of its blemishes, that the minds of all may be instructed, that the honor of that House may be guarded in our time and in the time to come.

Wherefore we do give ourselves with reverence and humility to these endeavors, offering up our work and our lives in the Name of Him, without Whom nothing is strong, nothing is holy. Amen.

As (District Convener, Chaplain, Dean, etc.), I charge you to execute these responsibilities prudently and faithfully. Remember always the great purposes and principles that guide us. Members of (Chapter name), please join me in the installation response as you are addressed.

Installing Official addresses the officers: Elected officers, if you accept the office and responsibilities to which you have been nominated and elected, and if you intend to support the standards and purposes of the American Guild of Organists as an officer, please answer, "I do." Installing Official addresses the general membership: Fellow members, if you endorse these elected officers before you, please respond, "I do."

Installing Official addresses both officers and members: Officers and members, do you this day mutually agree to encourage, support, and cooperate with one another in the work of this Chapter? Please respond, "We do."

Installing Official addresses the officers: The charge to you becomes a charge to all of us, for we are all members one of another. As you exercise your gifts in equipping God's people for their work of ministering, we also will exercise our gifts. In common vocation with you, we pledge to you our support that you might freely exercise the leadership committed to you. Let us pray. Eternal God, who existed before all things, whose intention is expressed in all things, who will endure beyond all things, we praise You. For the talents You have given us, for the wonder of music that enhances our lives, we thank You. Grant that we may use all our gifts to Your glory. Amen.

Installing Official addresses the Officers: Congratulations.