

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. There is no requirement that any item/language be used in a chapter installation event. We submit here examples of the central act of installing officers. They may be modified to meet the needs of individual chapters and may take place during the regular meeting/activity of a chapter.

Suggestions

1. Verify the presence of officers to be installed prior to introducing them.
2. Naming and thanking outgoing officers would be appropriate at the time of the installation.
3. Prepare early by inviting your District Convener, Regional Councillor or other national officer to attend and lead the installation service.

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 the organ, its music and 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 formation and continuing life of the American Guild of Organists is its mission:

To enrich lives through organ and choral music. To achieve this, we:

- encourage excellence in the performance of organ and choral music
- inspire , educate, and offer certification for organists and choral conductors
- provide networking, fellowship, and mutual support
- nurture future generations of organists
- promote the organ in its historic and evolving roles
- engage wider audiences with organ and choral music

Installing Official addresses the officers:

As elected officials of the (name) Chapter, I ask you to keep the Mission of the American Guild of Organists 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 and 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. (*Applause is appropriate*)

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.

As members of the American Guild of Organists we are bound by the Code of Ethics and guided by the Code of Professional Standards. We are reminded therefore at this time of what our Code of Ethics asks of us:

- Members shall promote good working relationships within the American Guild of Organists and shall respect the employment of colleagues.
- Members shall not seek or appear to be seeking employment for themselves, a student, or a colleague, in a position held by someone else.
- Members shall address differences between themselves and other members by following the procedures outlined in the Discipline.
- Members shall obtain the approval of the incumbent musician before accepting an engagement for a wedding, funeral, or other service requested by a third party.
- Members shall conduct professional activities with truthfulness, honesty and integrity, and shall maintain sensitivity in matters of a personal or confidential nature.
- Members shall not discriminate against others on the basis of race, national origin, age, religious affiliation, gender, marital status, sexual orientation, disability, or medical condition.

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

Installing Official addresses the officers:

Elected officers, you have been reminded of the Code of Ethics for all members of the American Guild of Organists. 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. (*Applause is appropriate.*)